

Purchasing: Authorization and Control

Requisitions shall be approved by the Superintendent or a designee. As a minimum, requisitions shall provide the following information:

- Name of school, department and originator, and date originated;
- Location where material is to be delivered;
- Specifications of equipment items (manufacturer, stock number, etc.);
- Estimated cost based on latest price; and
- Authorizing Administrative signature.

The Business Office shall prepare a multiple-copy purchase order from the original request. Two copies will remain in the Business Office. One copy will be delivered to the vendor and one copy will be sent to the requestor. The staff member receiving goods directly shall document and notify the Business Office what has been received. This documentation can consist of any of the following types of documentation: an email; signed and dated packing slip; or signed copy of the purchase order with notations of what was received. Notification of receipt of goods must happen within 5 business days.

Upon receipt of a requisition, the Business Manager is responsible for checking budget capacity prior to incurring an expenditure to guard against the creation of liabilities in excess of revenues.