

# Marion County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date: <b>04/24/01</b>
		Rescinds: <b>2.807</b>	Issued: <b>12/15/97</b>

- 1 Requests to purchase supplies, materials, equipment, and contractual services shall be submitted on forms
- 2 provided by the Board.
- 3
- 4 Requisitions are to be complete, supported by adequate documentation of bids/quotes, and are to be
- 5 submitted to the operating department head for approval.
- 6
- 7 The number of each purchase order shall be cross referenced to the requisition.
- 8
- 9

10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

\_\_\_\_\_  
Cross Reference:  
Purchase Orders 2.808