

Decatur County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 07/13/17
		Rescinds: 2.807	Issued: 08/12/99

- 1 *General*
- 2 The board shall designate personnel to be responsible for making requisitions.
- 3 All approved requisitions will be submitted to the purchasing agent (director of schools or principal)
- 4 on forms provided by the purchasing agent.
- 5 The number of each purchase order shall be recorded on the requisition.
- 6 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross References

Purchase Orders 2.808