

Etowah City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 09/22/08
		Rescinds: 482	Issued: 1982

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General

The Board shall designate personnel to be responsible for making requisitions.

A requisition to be considered appropriate for processing will meet the following requirements:

- (1) be issued by and bear the signature of an authorized requisitioner;
- (2) contain adequate information:
 - a. list only one vendor;
 - b. Items requisitioned should be described in sufficient detail to permit purchase of alternate vendor at the discretion of the purchasing agent, after consultation with the requisitioner;
 - c. requisitioning department should be indicated.
- (3) be verified for adequacy of budgetary appropriation;
- (4) have the approval of the director of schools (or the administrator designated with this responsibility).

All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on forms provided by the purchasing agent.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross Reference:

Purchase Orders 2.808