

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 03/17/14
		Rescinds:	Issued:

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