

# Hardeman County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date: <b>01/10/13</b>
		Rescinds: <b>DJEF</b>	Issued: <b>12/16/99</b>

- 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 (director of schools or principal)
- 6 on 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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Cross Reference:

Purchase Orders 2.808