

Obion County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 12/01/03
		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 appropriate purchasing agent.
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- 7 All purchases and requisitions must be approved and accounted for the by appropriate official.
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- 9 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