

# Franklin Special Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date: <b>09/14/98</b>
		Rescinds: <b>DJEF</b>	Issued: <b>03/27/89</b>

- 1 The Board shall designate personnel to be responsible for making requisitions.
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- 3 All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on
- 4 forms provided by the purchasing agent.
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- 6 The number of each purchase order shall be recorded on the requisition.
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- 8 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