

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 04/09/15
		Rescinds:	Issued:

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

Cross References

Purchase Orders 2.808