

REQUISITIONS AND PURCHASE ORDERS

Requisition for supplies, equipment, and services shall be made by employees to their building principal or immediate supervisor.

To facilitate the process of securing required materials and services, all requisition must be submitted on the appropriate pre-numbered purchase order form. It is the responsibility of the originator of the requisition to ensure that each item listed on the purchase order is complete as to specifications. All purchase orders must be approved by either a building principal or a department administrator. The signature of the building principal or department administrator indicates approval of the purchase and that there are sufficient funds allocated for the purchase.

The superintendent or his/her designee may issue purchase orders in one fiscal year for goods or services to paid for with funds appropriated for the ensuing fiscal year, provided the following conditions are met:

- Issuance of the purchase order is necessary for the goods or services to be received in a timely manner for the proper operation of the school district;
- The goods and services are not to be delivered or paid for until after July 1;
- The purchase order must clearly state that the vendor is not to deliver or invoice such goods until on or after July 1.

Obligations made by school employees in a manner other than that described in this policy shall become obligations of the employee.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 705 Expenditures

Approved 8/9/2004

Reviewed 10/13/2014

Revised _____