

Procedure - Purchasing: Authorization and Control

Requisitions will be approved by the superintendent. As a minimum, requisitions will provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price; and
- F. Authorizing signature.

The requisition will be entered into the school districts information system. From there requisitions will be approved or denied at a minimum by the accounts payable officer, business manager, and the superintendent. Approved requisitions will be encumbered to a specific budget line item by the business manager to guard against the creation of liabilities in excess of revenues.

Adoption Date: March 2003
Pateros School District
Classification:
Revised Dates: 12.2018