

PROCEDURES FOR PURCHASING INSTRUCTIONAL MATERIALS

On or before April of each year, each building principal shall submit to the district administrator his/her anticipated needs for instructional supplies and equipment for the ensuing year on a requisition form.

It is expected that each staff member will have previously submitted requests to the building principal for approval prior to purchase.

Following their approval, purchase orders will be submitted by the accounting department and funds for payment encumbered.

Emergency purchases within less than 24 hours of item use by staff members may be made up to \$25.00 without a signed purchase order for items without state sales tax and with an itemized dated receipt and completed reimbursement form.

APPROVED: November 16, 1981

REVISED: December 5, 1995

REVISED: April 23, 2007