

PURCHASING PROCEDURES

1. For all purchases over \$50.00 a requisition form must be completed by an employee and submitted to the authorizer, so that a purchase order can be entered into the financial software program prior to purchase.
2. Staff members must send notification (packing slips, invoices or receipts) attached to a copy of the PO of orders received to the authorizer before submittal to the district accounting office.
3. Staff members will need to use a tax ID form or sales tax will not be reimbursed for purchases.

APPROVED: November 16, 1981

REVISED: December 5, 1995

REVISED: August 25, 2008