PURCHASES and REQUISITIONS POLICY
It is the policy of the school to fulfill all reasonable requests for supplies. Please see that supplies requested by you are not carelessly or wastefully used.

When ordering supplies or making purchases, employees shall do the following:

1. Pick up a purchase order form from the Designated office.
2. Recommend, discuss and vote to approve or disapprove. Fill out the purchase order form completely including:
   A. Account charged against:
      Ex. GENERAL FUND - specific classroom materials, teaching aids and equipment; list department ordering (Library, Math, Science, etc.).
      ACTIVITY FUND – clubs or organizational purchases (Athletics, Yearbook, Class of 2008, etc.).
   B. Company name from whom you are ordering.
   C. Complete address of Company.
   D. Company phone number and fax number.
   E. Quantity and product number.
   F. Description of items needed size, color, etc.
   G. Cost of items needed.
   H. Shipping if applicable; estimate 10% shipping if amount is unknown.

3. Sign and date purchase order form.
4. Return the purchase order form to the Principal or Superintendent’s office for approval (depending on supervisor).
5. DO NOT PLACE ORDER UNTIL A COPY OF THE APPROVED PURCHASE ORDER WITH A PURCHASE ORDER NUMBER IS RETURNED TO YOU. This must have an authorizing signature of an administrator and/or account custodian. You may then order the item(s) requested. Only the designated receiving agent can sign for shipments delivered to the school. The designated agents are your building secretaries, Dana Gates and Administrators. If you are not authorized as a receiving agent, DO NOT SIGN FOR SHIPMENTS!

NOTE: If an invoice is received in the Superintendent’s office without a purchase order’s number and authorizing signature, the organization or person responsible for ordering the items will be liable for the bill.

Purchase order forms will be used by the Activity Fund, Child Nutrition Fund, Building Fund, and General Fund.

1. Upon receipt of the order, you are to get the packing slip or make one detailing the order. You are to check the order for accuracy and if it is accurate and acceptable, sign the slip, date the slips and turn in to administrative office.
2. You are to immediately add the shipment items to you inventory unless items are consumables.
3. Failure to follow all these required steps may result in you being charged for the order and any applicable fees.