



MANAGEMENT SUPPORT

Purchasing: Authorization and Control

Purchase orders shall be approved by the superintendent or designee. As a minimum, requisitions shall 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.); and
- E. Estimated cost based on latest price.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation off liabilities in excess of revenues.

Materials desired for "examination" should be ordered on purchase order "following items for examination for 30 days."