

POLICY: DJ-R  
Approved: May 20, 1980  
Reviewed: January 15, 1991  
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## **PURCHASING PROCEDURES**

### Procedures

The first step in making a purchase is for a staff member to request the item(s) on a requisition form and submit the requisition to their supervisor.

The second step is for a purchase order to be completed and properly signed by the Director of Business Services.

When the item(s) is received, it will first be checked by the school office personnel and then delivered to the staff member(s) who requisitioned it. If the item is defective or if there is any other reason why the item is unacceptable, the school office personnel should be notified immediately.

Payment will be made for those purchases which conform to the first three steps and upon receipt of a proper invoice. Payment will be authorized by the Board of Education.