

REQUISITIONS AND PURCHASE ORDERS

The purchasing agent will devise an efficient and economical system of requisitioning and purchasing that conforms to state statutes, board policies and administrative regulations.

It is the intention of the Midway School Board (Board) that the requests for budget items shall originate from the personnel directly responsible for their use. The Principal of each building is responsible for completing requisitions after consultation with and at the request of personnel within the building. In doing so the Principal shall conform to the timelines set for budgeting and, during the year, strive to stay within the amounts budgeted.

The Principal, in submitting requisitions, should stay within accepted policy concerning quantity, quality, type, and the like. Unusual requests, those outside of policy, should be accompanied by a statement setting forth the proposed use of such materials, the cost (or approximate cost), and the specific company or firm from which said materials can be obtained.

All requisitions shall be processed through the District office. Any requests not considered an emergency by the Midway School District office shall be held for the budgeting process.