

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **DJFA**

REQUESTING GOODS AND SERVICES (REQUISITIONS)

The Superintendent of Schools or designee shall establish procedures whereby requisitions for budget items shall be utilized in purchasing. The procedures shall include appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The appropriate administrator shall finally receive and process all requisitions in a manner most beneficial to the overall purposes of the school corporation and within the appropriations approved by the Board of School Trustees.

Confirming purchase orders will not be used except in cases of extreme emergency.

Adoption Date: October 12, 1977; Revised: October 13, 1982

Legal Ref:

Cross Ref: