

PROCEDURE FOR FILLING OUT REQUISITIONS

1. Requisitions to order supplies and services must be signed by the authorized person in charge of that department's budget.
2. Approved requisitions become printed purchase orders. Each purchase order must have the appropriate account number before they are submitted to the Superintendent's office.
3. Printed purchase orders are then authorized by the individual school principal or manager and submitted to the Superintendent for approval.
4. Purchase orders are processed by the Superintendent's Office. The white copy is sent to the vendor, light yellow copy is given to the accounts payable clerk, the pink and the dark yellow copies stay with the originator until the item or service is rendered, then the dark yellow copy is given to the accounts payable clerk.

Adopted October 6, 2003

Granby Public Schools – 2003