

**DJEF REQUISITIONS**

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The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

**APPROVED: August 6, 1973**

**REVIEWED: May 8, 2000**

**REVIEWED AND APPROVED: December 12, 2011**

**DJEF-R REQUISITIONS**

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All requisitions shall be submitted to the purchasing agent at a time designated by him/her or as otherwise provided for herein. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent.

School letterhead paper should not be used in ordering supplies and equipment for personal use.

All building level requests by school employees for supplies, equipment or services should be directed to the principal of that building. On items involving the expenditure of less than \$250.00, the principal shall, at his/her own discretion, approve or disapprove the request. If approved, the information concerning the expenditure shall be placed in triplicate in the principal's requisition book. One copy of the requisition should go to the vendor, one copy remains in the principal's office and one copy is to be turned in to the superintendent's office with the principal's weekly report. Any expenditure by a school employee not following this procedure shall be at his/her own risk.

Expenditures involving more than \$250.00 shall be made utilizing a purchase order.

**APPROVED: August 6, 1973**

**AMENDED: November 18, 1991**

**AMENDED: May 8, 2000**

**REVIEWED AND APPROVED: December 12, 2011**