

**Policy 705.04: Requisitions/Purchase Orders**

**Status:** ADOPTED

**Original Adopted Date:** 01/01/1989 | **Last Revised Date:** 08/12/2025 | **Last Reviewed Date:** 08/12/2025

Requisitions for equipment, supplies, and services shall be made on properly authorized forms. Forms must be signed by officially designated personnel before being processed.

The procurement of all supplies, equipment, and services shall begin with the issuance of an official purchase order signed by the Superintendent of schools or by an authorized member of the staff. Only those supplies, equipment, and services procured by formal contract shall be exempt.

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