

**Regulation 705.04-R(1): Requisitions/Purchase Orders - Requisitions/Purchase Orders**

**Status: ADOPTED**

**Original Adopted Date:** 03/01/2015 | **Last Revised Date:** 08/12/2025 | **Last Reviewed Date:** 08/12/2025

When ordering merchandise from a vendor, a requisition and purchase order must be used. All orders must be approved in advance by obtaining the signature of an administrative team member on a requisition, and then further approved by the superintendent on a purchase order before the order may be placed.

Completion of the requisition form is self-explanatory. Please read it carefully. The requisition should include all pertinent ordering information such as vendor name, address, telephone number, facsimile number, item identification number, quantity, price, and item description. An estimated amount for shipping should be included.

In preparing requisitions, all items to be ordered from one vendor should be put on one requisition, thus limiting the amount of paper work handled. By the same token, when purchasing several related items but from different vendors, a separate requisition should be prepared for each vendor.

No personal items should ever be bought using a District requisition or purchase order. In addition, all items requisitioned must be shipped to a District receiving location. No items should be shipped to a personal residence.

The superintendent will review submitted purchase orders and approve/deny. At this juncture, the business office is responsible for actually placing the order with the vendor AFTER the purchase order has been approved. If the situation is preferable for the employee to place the order following superintendent approval, please indicate this on the requisition form.

The Business Office will establish cut-off dates for purchase order issuance at the end of the year for general fund programs. If the vendor cannot guarantee delivery of goods by June 30th, DO NOT ORDER if items are to be paid with current year General Fund Allotments. Orders not received by that date will result in the charges being assessed to the new budget year.

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