

Business Procedures

Series 800

Policy Title _____ Requisitions _____ Code No. 803.2

Requisitions for equipment, supplies, and services are to be made on the properly authorized forms. The authorized requisition form must be signed by officially designated personnel before being processed.

Adopted 8/25/75
Reviewed 7/10/89
Reviewed 8/21/00
Reviewed 6/21/04
Reviewed 5/17/10
Reviewed 7/15/13
Reviewed 5/16/16
Reviewed 6/17/19