

Business Procedures

Series 800

Policy Title _____ Purchase Orders _____ Code No. 803.3

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

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