

## **Purchasing: Authorization and Control**

Requisitions shall be approved by the Superintendent or a designee. As a minimum, requisitions shall provide the following information:

- Name of school, department and originator, and date originated;
- Location where material is to be delivered;
- Budget Year;
- Specifications of equipment items (manufacturer, stock number, etc.);
- Estimated cost based on latest price; and
- Authorizing signature.

The Business Office shall prepare a multiple-copy purchase order from the original request. One copy will remain in the Business Office. One copy will be sent to the requestor for delivery to the vendor. The staff member receiving goods directly shall document and notify the Business Office noting items received. This documentation may consist of any of the following types: an email; signed and dated packing slip; or signed copy of the purchase order with notations of what was received. Notification to Business Office of receipt of goods must happen within 5 business days.

Upon receipt of a requisition, the Business Manager is responsible for checking budget capacity prior to incurring an expenditure to guard against the creation of liabilities in excess of revenues.