

## DISTRICT /ACTIVITY PURCHASE ORDERS

- District purchase orders will be issued from the Superintendent's Office. **DO NOT ORDER BEFORE RECEIVING A PURCHASE ORDER**
- All purchases over \$50.00 require a purchase order.
- A **REQUISITION** must be submitted to the Admin Office for approval prior to receiving a purchase order. Once the requisition is approved, then a purchase order will be issued. Requisition forms can be found on the website: [Administration - Forms & Handbook](#)
- Activity purchase orders will be issued from your Building Principal's Office. (Example: Athletic Funds, Clubs, etc.)  
[See Building Secretary](#)
- A purchase order # must be on the invoice. When you receive the invoice after ordering & have also received the order, please sign & date and return to Admin Office for payment.

If you have questions, please call Debra @ Admin Office  
(479.394.1710)