

Weakley County Board of Education

Descriptor Code:
2.807

Requisitions

Revised Date:
11/02/06

General

The Board shall designate personnel to be responsible for making requisitions.

All approved requisitions will be submitted to the director of schools and then forwarded to the finance director on forms provided by the finance director.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross Reference:

Purchase Orders 2.808