

Morgan County Board of Education

Descriptor Term:

Requisitions

Descriptor Code:

DJEF

Issued Date:

06/06/94

Rescinds:

Issued:

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

All approved requisitions will be submitted to the purchasing agent (superintendent or principal) on forms provided by the purchasing agent.

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.