

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district. For items that will be expended with building specific district budgets or activity budgets, the USD 289 Purchasing Card should be used when possible, and the requisition maintained with the credit card reconciliation.

All requisitions which cannot be fulfilled with the Purchasing Card, or are not with building specific district funds shall be submitted to the purchasing agent ~~at a time designated by him.~~ After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition as well as the order details., ~~and the number of the requisition shall be recorded on the purchase order.~~ After processing, the original copy of the requisition shall be filed with the purchase order and invoice copy in the office of the purchasing agent ~~in numerical sequence.~~

School letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

Approved: 4/07