

SUBJECT: PRINCIPLES OF PURCHASING

The Board subscribes to the following principles of purchasing:

- 1) Requisitions - All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the School System for the purchase of services, supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- 2) The Purchase Order - The purchase order is a document that authorizes a vendor to deliver described merchandise or materials at a specific price.
- 3) Procedures - Procedures shall be developed and administered by the Assistant Superintendent for Business and Support Services for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.
- 4) No employee shall requisition or purchase any service, supply, or equipment for other than District use.

Commissioner's Regulations Section 170.2

Adopted: 6/25/12