

PURCHASING PROCEDURES

REQUISITIONS:

Requisitions for equipment, supplies and services are to be made on the properly authorized form. The authorized requisition form must be signed by officially designated personnel before a purchase order can be initiated.

PURCHASE ORDERS:

The procurement of all supplies, equipment and services shall be initiated by the issuance of an official purchase order signed by the Superintendent or his/her designee. Supplies, equipment and services procured by formal contract shall be exempt.

The Superintendent is authorized to establish open accounts within the Maquoketa Valley School District and designate specific employees who may secure supplies and equipment for the school by signing the delivery ticket. These accounts are to be used only in emergency situations or as designated by the Superintendent.

RECEIPT OF SUPPLIES/EQUIPMENT:

All supplies and equipment must be approved for payment by the person initiating or submitting the requisition for the supplies and/or equipment. This will be accomplished by:

1. Physically checking the merchandise actually received against the purchase order issued.
2. Making an appropriate notation on the third copy of the purchase order and returning that copy of the purchase order to the business office for action.
3. Entering the supplies and/or equipment in the appropriate inventory record

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: March 19, 2007

DATE OF REVISION: October 8, 1997