

Requisition Policy

1. All purchase orders must be approved by the site administrator and the district office.
2. No budget amounts may be exceeded.
3. Open account/blanket purchase orders, such as grocery store or hardware store, will receive a monthly budget amount. Local administrators must approve a blanket purchase order before a charge is made.
4. Budget amounts in subcategories only may be moved upon written request and approval from the district office.
5. Emergencies will be handled as follows:
 - a. A budget category amount will be established.
 - b. Pre-approval will be received if possible.
 - c. A pre-approved amount will be established and reviewed monthly by the Superintendent.
 - d. Only administrators, services directors, and district office manager will be allowed to use emergency budget categories.
6. Credit cards may be used for travel, room reservations, meals, and other approved expenses. Pre-approval is required for expenses other than travel.

END OF POLICY
