

Williamson County Board of Education



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2.807

REQUISITIONS

1 Purchases made by the Executive Committee or its delegated agents shall be made on authorized
2 requisitions and purchase orders prepared by appropriate personnel.

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4 1. Requisition forms are available at all work centers.

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6 2. Routing of Requisitions:

- 7 a. School personnel should route requisitions through the principal to
8 appropriate central office supervisor for review.
9 b. Personnel not assigned to a school should route requisitions directly to the
10 appropriate supervisor for review.
11 c. Supervisors forward requisitions to Director of Budget and Accounts for
12 budgetary review and purchase. Orders requiring Board of Education
13 approval are routed by the Director of Budget and Accounts to the
14 Superintendent of Schools for approval.
15 d. Requisitions denied should be returned as soon as possible to the
16 requisitioner/supervisor with explanation.
17 e. Emergency purchase order authorization may be obtained by telephone from
18 the Central Office. Requests for emergency purchase must be justified in
19 writing on Requisition Forms as soon as practicable.
20 f. Items purchased on behalf of the school system without proper authorization
21 become the responsibility of the purchaser.
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25 3. Content of Requisitions:

- 26 a. Each requisition should list only one vendor.
27 b. Items requisitioned should be described in sufficient detail to permit purchase
28 by alternate vendor at the discretion of the Purchasing Agent, after
29 consultation with the requisitioner.
30 c. "Appropriation Code Number" and "Purchase Order Number" blanks are for
31 Central Office use only.
32 d. Requisitioning department should be indicated in the blank at the upper left
33 corner of the requisition form.
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36 4. Every effort should be made to answer each requisition within thirty (30) days.
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42 Cross Reference:
43 2.808 Purchase Orders and Requisitions
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