

The purchasing of material, equipment, or supplies shall be governed by the following list of functions.

<u>Function</u>	<u>Performed by</u>
A. Requisition	Initiated by user Sent to proper official for approval Copy retained by school
B. Specifications	Prepared in detail by Purchasing Department after consultation with requisitioner and made available to prospective contractors or vendors.
	C. Bids or Quotations Checked and tabulated by Purchasing Department and after review with the requisitioner recommendations made to Board of Education on formal bids.
	D. Contract or Purchase Contracts signed by designated board officials; orders signed by Purchasing Agent Order.
E. Follow-Up	By Purchasing Department
	F. Receipt of Goods Person other than requisitioner signs receiving copy of Purchase Order and forwards same to Purchasing Department indicating the quantity and quality of materials or services which have been received and are satisfactory.
	G. Invoice Checked for price and quantity by Purchasing Department.
	H. Invoice Approved By officer giving rise to the claim and auditor after receipt of goods is acknowledged by requisitioner

Adoption date: February 13, 2006

Reviewed: August 28, 2017