

REQUISITIONS AND PURCHASE ORDERS

Supplies, equipment, and services may only be approved for purchase by the superintendent. Requisition for supplies, equipment, and services shall be made by employees to their immediate supervisor. Only those purchases approved by the superintendent shall be processed by the school district.

The superintendent may authorize a procedure for the purchase of small, emergency items, usually at a cost of \$10,000 or less.

Legal Reference: Iowa Code § 279.8 (2010).

Cross Reference: 705 Expenditures

Approved 3/16/11

Reviewed 2/16/11

Revised _____