

SUMMERS COUNTY BOARD OF EDUCATION

Adopted: 8/27/81

Code: VIII-N-3

Reference: Board Minutes and Employees Handbook

Page: 1 of 1

REQUISITIONING PROCEDURE

Any items needed by the individual teacher must be requisitioned through the Principal. He/she will have the necessary Requisition form to submit to the Purchasing Office. Requisitions should be fully completed, including a full description of the item or items wanted, full name and address of company from which you wish to order, the unit and extended cost of each item, the number of each item wanted, a total cost, your signature and your principal's signature.

Each spring an allocation will be announced for each school. This allocation will include funds for textbooks, library books, audio-visual materials, classroom supplies, etc. This allocation for materials and supplies may be used to purchase workbooks for your students. Your principal will be in charge of distributing this allocation to the teaching staff.

By late fall, another allocation may be announced for equipment purchases. This, again, will be at the discretion of your Principal.

Purchases made without prior authority will be the responsibility of the purchaser (individual or school).