

**Policy Title: Requisitions**

**Policy No: 803.02**

District employees must submit all requests to their building principal, department, or program supervisor for approval.

Requisitions are to originate at the building, department, or program level and are used as source documentation for issuing purchase orders. Copies are to be kept on file at the building, department, or program level.

District employees are urged to anticipate their needs well in advance of intended use, as the approval and actual issuance of purchase orders requires time to process.

District employees are expected to provide stock number, item description, estimated price, vendor, and vendor address for all requisition requests.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	01/20/1975
Reviewed:	11/10/1987
Amended:	11/10/1987
Reviewed:	12/04/2008