



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Fiscal Management	Purchase Requisitions	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-232-1	June 1997	August 2001

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41

This form is a written communication from the organization (activity) to the school principal requesting the principal's approval to order goods and services. The purchase requisition/purchase order form is strictly a purchase requisition until the principal or designated authority authorizes the purchase. At that point the form becomes a purchase order. Forms and additional information can be obtained from the principal at each school.

Inquiries should be directed to the school system's Finance Department at 594-1676.