

# DICKSON COUNTY BOARD OF EDUCATION

<b>Monitoring:</b>	<b>Descriptor Term:</b>  <b>Requisitions</b>	<b>Descriptor Code:</b> <b>2.807</b>	<b>Issued Date:</b> <b>June 2017</b>
<b>Review:</b> <b>Annually, in</b> <b>April</b>		<b>Rescinds:</b> <b>2.807</b>	<b>Issued:</b> <b>October 1997</b>

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The Board shall designate personnel to be responsible for making requisitions.

All approved requisitions will be submitted to the purchasing agent (director of schools/designee or principal) on forms provided by the purchasing agent.

The number of each purchase order shall be recorded in the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing offices.