

643 Requisitions

Board Revised: January 20, 2026

~~A plan has been devised whereby~~ Requisitions for all materials for the coming school year will be due in the ~~superintendent's District~~ Office as follows:

Instructional Supplies	March 30th May 1 st
Capital Expenditures	March 30 th
Textbooks	March 30 th

Any purchased services, supplies and materials, or capital expenditures ~~Everything purchased from district funds~~ must be requisitioned through the Building Principal. If approved, a purchase order will be made out with a copy being sent to the company and one to be on file in the ~~Superintendent's District~~ Office. The teacher involved will receive a copy of the requisition with the number of the purchase order ~~written in via SMARTeR~~ so the teacher is aware that the requisition has been approved and the materials ordered. The school district will not authorize payment of equipment or materials unless properly requisitioned and approved. ~~by the Superintendent~~