

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE: AUGUST 15, 2022**

**TO: BOARD OF EDUCATION**

**FROM: KRISI FENNER, CPA, DIRECTOR OF BUSINESS SERVICES**

**SUBJECT: FIRST READING OF REVISED  
SBR 300-60-1R: DISTRICT PURCHASING AND REQUISITIONING  
ADMINISTRATIVE PROCEDURE**

**COMMENTS:**

Revisions have been made to SBR 600-60-1R: District Purchasing and Requisitioning Administrative Procedure Policy and is presented to you for approval. Items addressed in the revision of this policy include updating of the policy to reflect the implementation of electronic requisitions, removal of procedural language to streamline the policy and inclusion of links to current purchasing resources and procedural instruction guides.