

## **Business and Non-Instructional Operations**

### **Requesting Goods and Services (Requisitions)**

Requisitions for budgeted items shall originate from the personnel directly responsible for their use. The Superintendent of Schools or designee shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Superintendent or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.