

REQUESTING GOODS AND SERVICES

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent or designee shall arrange appropriate administrative reviewing channels whereby all requisitions shall be examined and approved or disapproved for purchasing.

The Director of Purchasing and Warehouse Services shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

39675 Delegation of authority to purchase supplies and equipment; limitations on expenditures; review; personal liability.