

Dallas School District 2

Code: **DJ-AR**
Adopted: 5/13/02
Readopted: 2/13/06; 8/24/11

Purchases

Requisitions and Purchase Orders

All purchases shall be initiated on district requisition forms which are accurately completed.

At the building level requisitions shall be prepared in the office of the principal from staff member requests which have been approved by the principal. Administrators of district wide programs or services shall initiate requisitions for those programs or services.

All requisitions must be reviewed for approval, modification or disapproval by the superintendent or designee.

Purchase orders shall be issued only by the district business office from approved requisitions.

Work Orders shall be initiated by building or district administrators for obtaining required services to repair property, to make modifications in existing property or to initiate the construction or development of new equipment or site improvements. Work orders shall be reviewed by the superintendent or his designee and the decisions to approve, disapprove, modify, and/or list in priority order.

Verification of the receiving of merchandise or services shall be required. Bills of Lading, shipping slips or invoices and work performance bills must be dated and signed by the staff member receiving the merchandise or observing the work being performed.