

**Douglas County
School District 15**

Code: **DJ-AR**
Revised/Reviewed: 10/08/03; 9/15/14
Orig. Code(s): DJ-AR

Expenditure of District Funds for Meals, Refreshments and Gifts

In an attempt to streamline and expedite the purchase of equipment, supplies and materials the following procedure shall be followed:

1. A purchase requisition must be completed along with a purchase order and given to the superintendent for approval;
2. If the requisition is approved then those requisitions and purchase orders shall be given to the business manager who will order the requested item(s);
3. Under no circumstances will any items be purchased prior to filling out a requisition or purchase order and without either written or verbal approval of the superintendent;
4. If possible, everyone is encouraged to purchase items locally to help reduce freight costs.