

Requesting Goods & Services (Requisitions)

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

The Chief Financial Officer shall receive and process requisitions in manner most beneficial to the overall purposes of the school.

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: June 23, 1994 Fresno, California

reviewed: August 1, 2001