

Non-Instructional Operations

Series 700

Policy Title: Requisition and Purchase Order

Code No. 705.3

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order, and/or requisition when required, signed by the Superintendent of Schools or by an authorized staff member. Only those supplies, equipment, and services procured by formal contract shall be exempt.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: October 6, 2014

Amended: February 21, 2011

Cross Reference: 401.10 Credit Cards
401.11 Travel Allowance