BOARD OF EDUCATION POLICY SHARON SPRINGS CENTRAL SCHOOL

File: #8.7 Adopted: 05/28/96 Reviewed: 04/24/23

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REQUISITIONING PROCEDURES

Prior to the purchase of any goods or services, a requisition must be completed and forwarded to the Business Manager or the Superintendent for approval. Following approval, the information on the requisition will be recorded on a purchase order that includes the proper appropriation code number in order to allow for encumbrance against the account.