

DJEF **Requisitions**

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The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the service center.

All requisitions shall be submitted to the purchasing agent at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

Service Center letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

Approved: SCKESC Board of Directors 11/05/2008