

Business/Non-Instructional Operations

Requesting Goods and Services

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 Business Manager shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: ~~February 24, 2014~~

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**