

## REQUISITIONS/PURCHASE ORDERS AND CONTRACTS

All purchases made with School Board funds shall be made with the assistance of the Central Office Purchasing Department following the receipt of an approved requisition, the checking of budget allocations and/or completion of any required bidding procedures in accordance with revised Statutes R.S. 38:2212(A)(1)(a) and R.S. 38:2212(A)(1)(d), with exception as noted in R.S. 38:2211 A(6) for emergency purchases.

Current practice codified 1975

Adopted: date of manual adoption

Revised: 12/2/98

*NOTE: Food service policies/regulations in this area are coded EED; requisition/purchase orders related to individual school funds are coded DK.*