

**MANCHESTER CITY SCHOOLS**  
**Policy Manual**

**Descriptor Code:** 2.807 Requisitions  
**Issued Date:** 12/10/07  
**Rescinds:** 2.807 Requisitions  
**Rescind Date:** 07/26/99  
**Review Month:** September/October

The Board shall designate personnel to be responsible for making requisitions.

All requisitions will be approved in writing by the appropriate person (principals, director, or federal project directors) on forms provided by the purchasing agent prior to submission to the director of schools for approval.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

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**Legal References:**

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**Cross References**

[2.808 Purchase Orders and Contracts](#)