

**PURCHASING PROCEDURES**

Orders paid for with district funds on a purchase order must be approved in advance of the purchase. A requisition must be approved by the administration and turned in to the District Bookkeeper before a purchase order is issued.

Emergency orders from local merchants, which were previously included in the budget may be purchased by school employees with the consent and knowledge of the District Administrator or designee. Duplicate sales slips must be signed by the individual and left at the place of business for return with the monthly statement, or brought to the District Administrator's office on the day of the purchase.

If school employees purchase merchandise that was approved in their budget a sales slip must be attached to an expense form, then approved by administration for reimbursement.

Adopted: January 9, 1979  
Revised: October 14, 2013  
Reviewed: February 10, 2020

Legal Administrative Code:  
References: Wisconsin Statutes: