

	ROANE COUNTY BOARD OF EDUCATION	
	Requisitions	Policy # 4.23
		Date Passed OCT. 21, 1999

- 1 **4.23 - REQUISITIONS**
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- 3 **General**
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- 5 The Board shall designate personnel to be responsible for making requisitions.
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- 7 All approved requisitions will be submitted on approved forms to either the Roane County
- 8 Purchasing Agent or the school principal.
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- 10 The number of each purchase order shall be recorded on the requisition.
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- 12 After processing, the original copy of the requisition will be filed in the appropriate purchasing
- 13 office.