

***Please read procedures and scroll to
page two for the forms***

-  Complete the requisition form and return the fully completed requisition to your principal's administrative assistant.
-  All merchandise is delivered to the principal's office. Office staff will check off what is received. Once everything is checked in, they will send the items to your room and mark them "received" on the purchase order so they can be paid.
-  If you purchased something and paid for it on your own, which must be approved by the principal *in advance*, complete a check request form (available in your principal's office or on the website) and attach the receipt. Forward the check request form to the principal's office for his/her signature, he/she will forward it to the district office for payment. Payment will be approved at the next school board meeting and the check will be sent to you at your building.
-  ***Please check with your principal's administrative assistant before you check in your own merchandise!*** After you have verified what you received, notify the secretary so she can mark it in her records and notify the district office that it is ready for payment.
-  ***No purchase orders or merchandise will be paid for until the district office is notified that it has been received.***

