

REQUISITIONS

Requisitions are documents, which are completed by requisitioning departments/divisions/schools or teachers; requisitions identify, in writing, that there is a stated need for materials or services. All requisitions are pre-numbered with a unique number for control purposes.

All requests of any kind involving the expenditure of money in the school district budget must be initiated by a requisition. Nothing may be purchased without a proper and correct written requisition and/or documentation being completed and submitted to the correct department for approval and processing. All requisitions shall be initiated by the user. All information must be provided on the requisition form by the user.

Items of supplies, repairs, and furniture and equipment must be defined as such and may not be requisitioned on the same requisition due to budgetary consideration; each type must be placed on the correct type of requisition, by itself.

The district utilizes three types of requisitions in the purchasing process-the New Item Requisition, Warehouse Stock Requisition, and the Requisition for Repairs.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF: Financial Accounting Manual for Mississippi Schools, Section D,
1985, Revised 2003; Section 31-7-301 through 31-7-317;
Mississippi Code of 1972
DATE: December 18, 1978
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