

Business/Non-Instructional Operations

Requesting Goods and Services

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent ~~of Schools~~ shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The ~~Business Manager~~ Director of Business Services / Operations shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: ~~February 24, 2014~~

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**