

Jefferson Township Local School District

Purchasing Procedures

Purchasing procedures are designed to model best financial practices and become compliant with auditing standards. Please follow these processes and procedures as outlined below:

- No purchases are to be made until a signed purchase order is received.
- A completed requisition form must be filled out in its entirety (sample attached) and submitted to your supervisor/principal for approval. It will then be submitted to the Superintendent for approval.
- **Purchases made out-of-pocket without prior approval will not be reimbursed.**
- The Treasurer's office will order goods and/or services once the approved requisition has been received from the Superintendent.
- Plan ahead! Be sure to fill out your requisitions at least two weeks in advance of needing items. The sooner we receive the paperwork the better! This applies to everything – supplies, field trips, professional development, etc.
- Exceptions to these processes must be approved by the Treasurer's office.