

Requesting Goods and Services (Requisitions)

Requisitions for, budgeted items shall originate with key personnel directly responsible for their use. The superintendent shall arrange appropriate administrative review whereby all requisitions will be examined and approved, or disapproved.

The superintendent of schools shall receive and process requisitions in a manner most beneficial to the overall purposes of the schools.

Describing Goods and Services (Specifications)

Product specifications will be written in a manner that will minimize vendor misinterpretation and yet be in the vernacular of the trade.

Specifications will be sufficiently broad to permit competition while retaining the desired level of quality. In all cases, the dominant factor should be quality.

Describing Goods and Services (Specifications)

Standardized nomenclature taken from lists will be used in preparing requisitions and annual estimates, and for placing orders with suppliers. Specifications for materials will not be so restrictive as to prohibit competitive bidding.

Standardized lists will be under continuous review and revision to ensure satisfaction of users in the schools.

Policy Adopted: 12/75

Policy Reviewed: 9/1/88

Policy Amended: 2/00