

ADMINISTRATIVE REGULATION

REQUISITIONS:

Every Principal, Department Head, Director, Grant Administrator and Supervisor is required to enter all purchase requests into the Financial Accounting software Requisition screen. All employees must adhere to the Purchasing, Reimbursement, and Vendor Use Procedures as issued by the Chief Operating Officer.

Requisitions are required to be entered in order to encumber funds for all purchased services, supplies, equipment and materials during the school year.

All Principals, Department Heads, Directors, Grant Administrators, and Supervisors must comply with the Purchasing and Vendor Procedures as issued by the Chief Operating Officer.

Requisitions for federally grant funded items, in addition to meeting all policies and regulations of any purchase, shall contain a certification statement from the requesting party that the requisitioned items are consistent with grant requirements, School District policies, and meets all EDGAR, Federal Grant, Every Student Succeeds Act (ESSA), and RI Department of Education regulations.

Be clear, complete and concise when entering in all information supplied in order to avoid delays. Description, Name of Supplier, Catalog Number, Cost, Freight, discounts applicable and any other pertinent information that will expedite ordering must be included on all requisitions.

The Financial Accounting software uses an electronic workflow approval process. All requisitions shall be approved by the Principal of the respective schools, Department Heads, Directors, Grant Administrators or Supervisors, Chief Operation Officer and School Controller with an electronic approval. In all cases, at least three supervisory signatures are required.

Adopted: 10/7/63

Revised: 5/24/10, 4/24/18