



3321

Purchase Requisitions

Policy 3321

Original Adoption: 04/25/1967

Effective Date: 08/09/2014

Revision Dates: 10/09/1973, 05/26/2009

Review Dates: 08/08/2014

I. PURPOSE

The purpose of this policy is to establish the requirements for creating a request for materials, supplies, equipment and services to be purchased using District funds.

II. GENERAL STATEMENT OF POLICY

- A. Requisitions for any materials, supplies, equipment or services shall be entered into the District on-line requisition process by authorized personnel, unless the material, supplies, or equipment meet the specifications of the purchasing card program permitted uses and an authorized purchasing card program participant chooses to use the purchasing card to make the purchase with the purchasing card.
- B. All requisitions must be approved by the principal, site administrator or department head or designee in accordance with the school, site or departmental budget.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. All employees are responsible for complying with this policy; willful failure to comply with the policy may subject the employee to discipline up to and including termination of employment.

Legal References:

Minn. Stat. § 123B.20 (Dealing in School Supplies)

Minn. Stat. § 123B.52 (Contracts)

Cross References:

MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)

MPS Policy 3300 (Purchasing)

MPS Policy 3327 (Payment for Food and Drink)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 3331 (Travel Expense: Non-Employee)

MPS Regulation 3300 A (Purchasing Principles and Responsibilities)

MPS Regulation 3300 C (Purchasing Methods)