

**Business/Non-Instructional Operations****Requesting Goods and Services (Requisitions)**

Requisitions for budgeted items shall originate from the personnel directly responsible for their use. The Superintendent of Schools or designee shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Superintendent or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut