



LOCAL PURCHASES

All local purchases must have prior approval as well. Before you can go to the store and charge something you must:

1. Stop in the District Office
2. Ask for a Yellow Local Purchase Order Form
3. This Form will go to the store with you and you will hand it to the cashier. You will not be able to purchase anything without it. All Stores have been notified of this change. Some will keep the yellow slip some will not if not just return it to me with the receipt.
4. Within 48 hours of the purchase, the employee will submit the Requisition and the receipt to me. Please be prompt on getting this to me. I SHOULD NOT HAVE TO TRACK IT DOWN!

Purchases made through this process must be made by employees of the school district only.