

400 BUSINESS, continued

402 Purchasing

All purchases made by the ESD will be made on numbered purchase orders signed by the Superintendent or his/her designee.

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402 Purchasing, continued

R402.1 General Provisions

R402.1a All purchases and requests for materials on approval must be initiated with a purchase requisition approved by the appropriate department head with the exception of certain emergency situations to be discussed below.

R402.1b Emergency orders such as repairs must be relayed to the business office by telephone prior to ordering in order that a purchase order number may be assigned. In instances where telephone communication is not possible, such as repairs on weekends, the appropriate department head shall make the business office aware of the emergency order on the following Monday morning. It is anticipated that such repairs will be those only of absolute necessity.