

FISCAL MANAGEMENT

SERIES 600

Policy Title ...PURCHASE ORDERS

Code No. 672.2

The procurement of all supplies, equipment and services shall be initiated by the issuance of an official purchase order signed by an authorized staff member. Only those supplies, equipment and services procured by formal contract shall be exempt.

It shall be the duty of the receiving employee to certify the receipt of equipment, supplies and services to the accounting department.

Date of Adoption:
July 12, 1976
Reviewed:
June, 1990
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Legal Reference: Code of WI
120.12 (1)