

BUSINESS PROCEDURES - Series 800

803 Expenditures

803.4 Receiving Goods and Services

Notification of receipt of all supplies, equipment and services purchased in the name of the school district shall be forwarded to the central office for payment of bills.

It shall be the duty of the school employee who placed the order to certify to the central office the receipt of all goods and services.

Adoption Date: January 24, 1983

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Revision Date: