

## **D-15 PROCUREMENT PROCEDURE**

Purchase orders are to be utilized for procurement.

Principals are to approve all purchase orders which are chargeable to accounts allocated to each school. These accounts are instructional supplies, replacement of furniture and equipment, capital outlay, library books and repairs, and audiovisual materials and repairs, etc.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN

ADOPTED: 08/01/72

REVISED: 06/12/79, 06/11/84, 11/09/89, 03/11/99, 07/06/04, 10/09/08