BUDGET APPROVAL

A. General and Capital Outlay and Building and Site – Requisitions must be signed by supervisor.

B. Program Approval – Requisitions submitted must be in accordance with guidelines established by the program control procedure [0540.00-R(1)], or the requisition will be returned to the originating department.

C. Technology Hardware/Software Acquisitions – In addition to being specifically identified and supported by budget, items of this nature are to be identified in generic form in the district 3-year technology plan.

1. Requests require approval from the Director of Information Systems.

D. Debt Retirement Funds – Debt retirement fund money is not available for requisitioning goods or services. All requests will be returned.