

# GRANDVIEW ISD

## Procedures for Purchase Requisitions

---

- Employee completes Purchase Requisition and turns in to Principal at least *one week* prior to the event or need for materials.
- If a check is requested, it will only be processed and ready if a “Date Needed” is written on the requisition. In the event that it is needed prior to one week notice, the check will need to be written out of the principal’s activity account and then a requisition completed for reimbursement.

Principal approves requisition and turns over to Secretary to enter into TXEIS *DAILY*.

- Secretary enters and sends Requisition to Principal *DAILY*.
- Principal approves in TXEIS. Secretary then sends original requisition to Superintendent *DAILY* for signature.
- CFO approves in TXEIS and completes the process and does the ordering. The requisition will then be returned to the secretary and wait for the arrival of their items.
- When items have been received, the secretary will then return the requisition to the Central Office in a timely manner so that the School Board can approve payment.