

**STRIDE Academy #4142**  
**Purchasing Procedures**

**Requisitions:**

Requisitions must be completed for all purchases. Special Education requisitions require the completion of **both** sides of the Special Education Requisition Form.

1. Teacher requests the requisition from Accounts Payable staff.
2. Teacher informs Accounts Payable staff of the materials they would like to purchase.
3. Teacher and Accounts Payable staff explore options for best pricing.
4. Teacher and Accounts Payable staff complete Purchase Requisition Form.
5. Accounts Payable staff gives Purchase Requisition Form to Principal for approval.
6. If signed and approved by Principal, Accounts Payable staff informs the teacher of approval and files the Purchase Requisition Form.
7. Accounts Payable staff order the materials requested.
8. When materials are received, Accounts Payable staff match the Requisition Form to materials ordered and materials received for accuracy.
9. This documentation is then forwarded to the Executive Director for final payment approval.