

HAXTUN SCHOOL DISTRICT  
201 West Powell Street  
Haxtun, CO 80731

REQUISITION FOR SUPPLIES  
PURCHASE ORDER PROTOCOL

**STAFF MEMBER**

1. Fill out all vendor ordering information on the purchase order.
2. Fill out quantity, item #, description and price, (total is auto filled in.)
3. Fill in date and requestor in the "Details" portion at bottom.
4. If ordering through Amazon, the URL of the item must be provided. Copy and paste the URL of the item (or hit the download arrow) in the Item No. on the PO and type the description in the next column. (Item # and address are not required for Amazon orders.)
5. Do not change any of the "ship to" information.
6. Email the purchase order to the building Principal for pre-approval.

**PRINCIPALS**

1. Principal pre-approves and determines which account, if known.
2. Email the purchase order to the Business Manager.

**BUSINESS MANAGER**

1. Confirm funds and assign account.
2. Assign requisition number.
3. Initial at bottom.
4. Email the purchase order to the Superintendent.

**SUPERINTENDENT**

1. Superintendent approves.
2. Email the purchase order to the Jr/Sr High Secretary.

**JR/SR HIGH SECRETARY**

1. Assign purchase order #.
2. Attach electronic signatures.
3. Order items.
4. Check in and deliver items to staff member when an order comes in.