

### **Requisitions**

Requisitions for equipment, supplies, and services must be entered into the financial software. Requisitions must be reviewed and approved by officially designated personnel before the issuance of a purchase order or contract by the Business Office.

Adopted: April 13, 1987  
Reviewed: May 22, 2012  
Reviewed: November 13, 2017  
Revised: May 8, 2023