

LL 489432

DJB-R-1  
DJB-R-2  
DJB-E-1

**SCHOOL PURCHASES INVOLVING MAINTENANCE/INFORMATION  
TECHNOLOGY**

When schools determine that they need to purchase items that require any involvement of the Maintenance or Information Technology (IT) departments, prior to entering a requisition at the school the following steps must be followed:

1. DJB-E-1 must be completed by the school, the maintenance and/or the IT departments. In some cases, both departments will have to complete form.
2. Once the form is approved and signed by the maintenance and/or IT department, the form is sent back to the school in order to enter the requisition number.
3. The school can then send the form to the Purchasing Department for processing.

Without prior approval as indicated above, the purchasing department will not process school purchases that require maintenance and/or IT department involvement.

ADOPTED	REVIEWED	REVISED	PAGE
10/Sept/13		09/Oct/13	1 of 1
14-32-13		14-32-13	