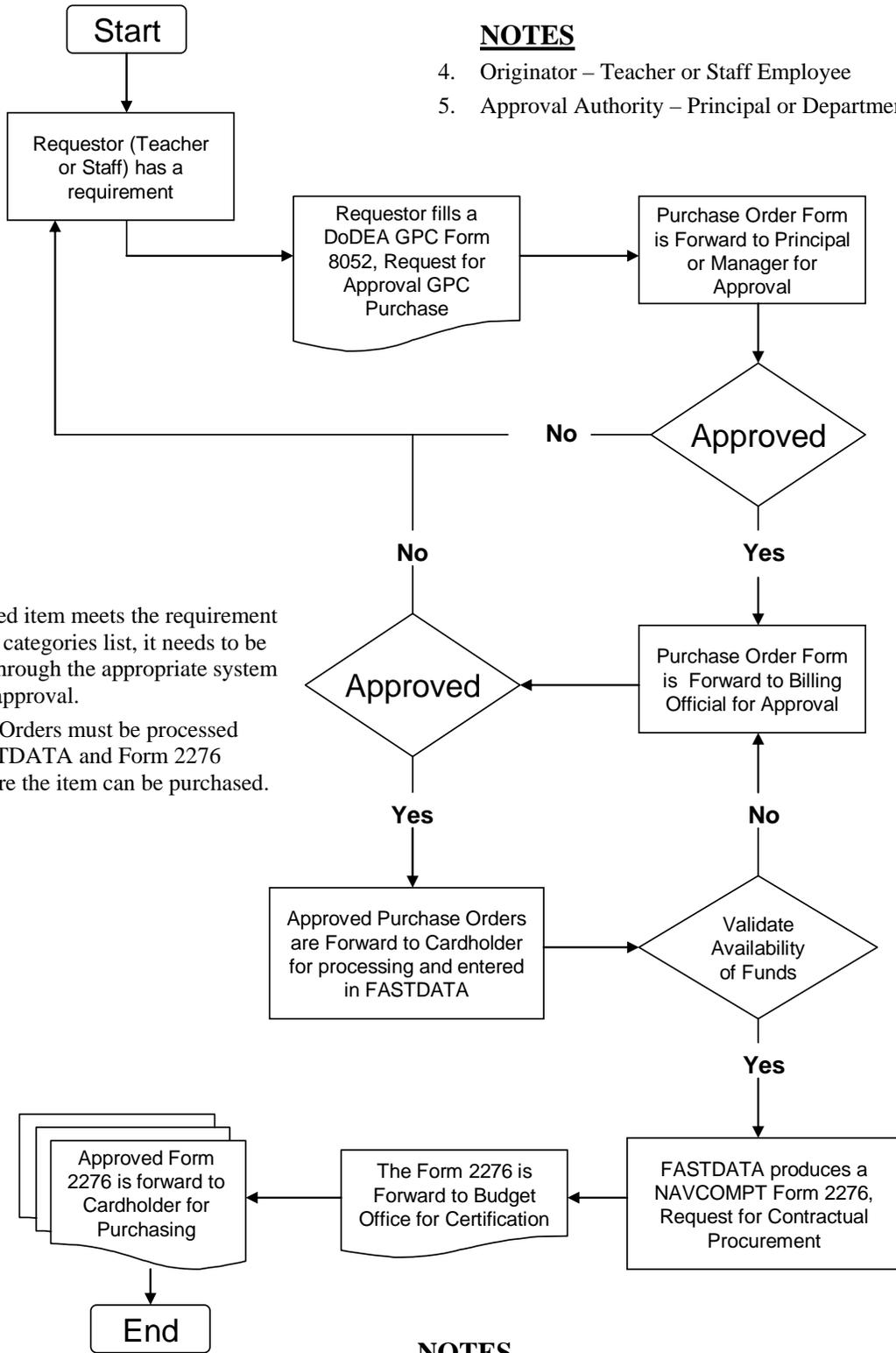


PROCUREMENT PROCESS FLOWCHART



NOTES

- 4. Originator – Teacher or Staff Employee
- 5. Approval Authority – Principal or Department Manager

NOTES

- 1. If the requested item meets the requirement of the special categories list, it needs to be coordinated through the appropriate system manager for approval.
- 2. All Purchase Orders must be processed through FASTDATA and Form 2276 certified before the item can be purchased.

NOTES

- 5. Cardholder must validate availability of funds before purchasing items.
- 6. The Budget Office will Validate and Certify all Form 2276s before item is purchased