



Requisition/P.O. Process for School Sites

Site/Department Secretary enters requisition into QCC

Site/Department Accounting Specialist reviews/approves requisition in QCC based on site budget

Transportation Director reviews/approves requisition in QCC

Food Services Director reviews/approves requisition in QCC

Technology Director reviews/approves requisition in QCC

Facilities Director reviews/approves requisition in QCC

Human Resources Director reviews/approves requisition in QCC

Educational Services Director(s) reviews/approves requisition in QCC

Fiscal Services Supervisor reviews/approves requisitions

Fiscal Services Director reviews/approves requisition over \$25,000

Purchasing and Contracts Specialist reviews/approves requisition in QCC.

Purchasing Specialist will print approved Purchase Order and mail to vendor for ordering.

Assistant Superintendent of Education Services reviews/approves requisition in QCC.

*Categoricals, Special Education, ROP, IMF, Flex Account, Child Development