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Non-salaried Expenditures

**PURCHASE REQUISITIONS**

Good purchasing procedures require that schools, departments, and agencies of the Miami-Dade County school system initiate a purchase requisition, properly executed, which will contain authorized approvals of the originating administrator, principal, department or agency head, for the purchase of any and all items desired, except where small purchases, transactions not in excess of \$3,000.00 per requisition, and market difficulties, make the cost of some purchases in this manner economically unsound. In those instances, administrative directives or operating manuals may be issued, when deemed necessary, containing the procedures to economically perform the purchasing function within the controls required and authority provided by Florida Statute, Florida Board of Education Administrative Rules and School Board Rules.

Split requisitions, to bypass the approval requirements and/or the bidding process, are specifically forbidden.

Requisitions must contain the appropriate authorized approvals as prescribed by administrative procedures for the MSAF Budget Finance Purchasing System.

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Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.  
Law Implemented, Interpreted, or Made Specific: 287.057 F.S.; 6A-1.012(8) FAC

History THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
Repromulgated: 12-11-74  
Technical Change: 5-1-98  
Amended: 8-19-87; 1-10-90; 8-21-02; 5-18-05