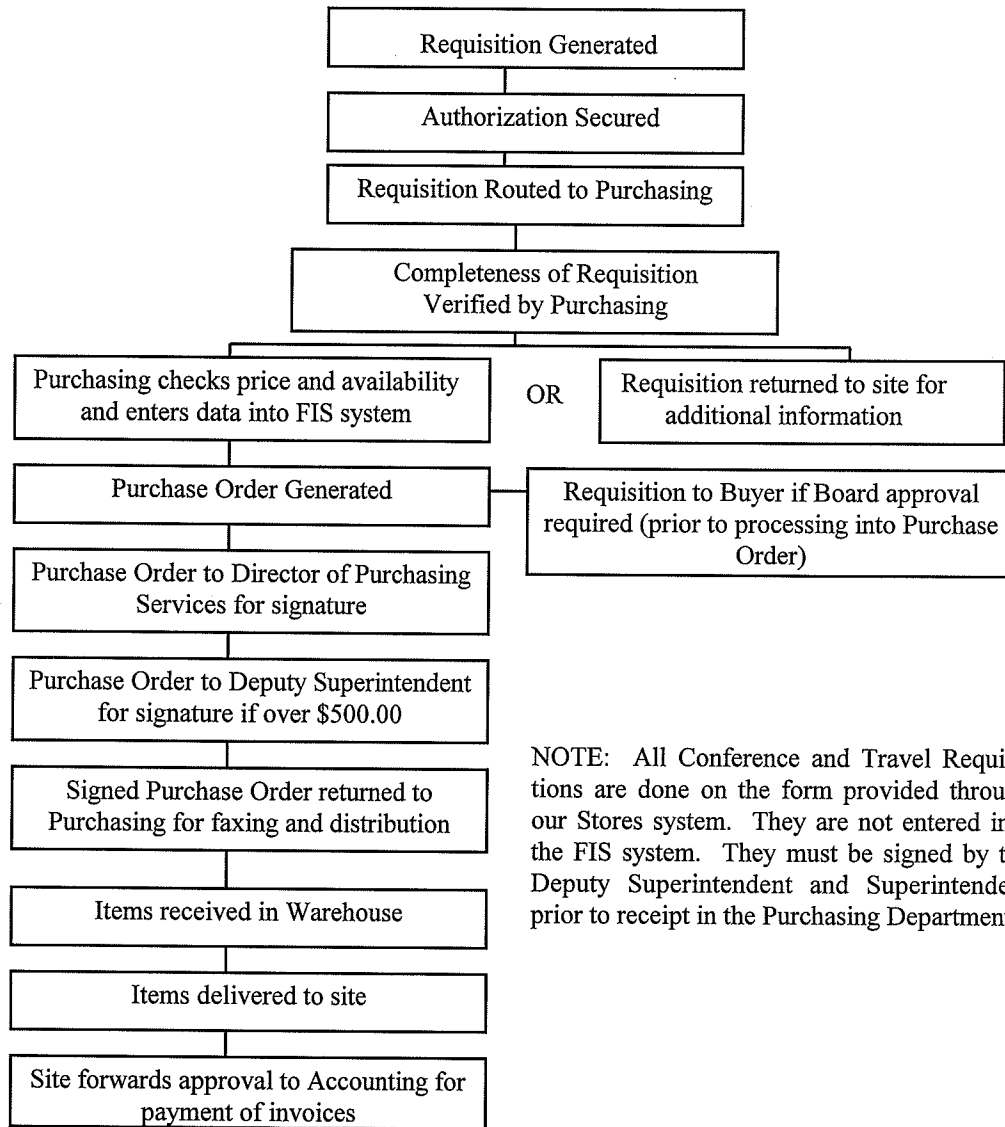


**PURCHASING DEPARTMENT
REQUISITION/PURCHASE ORDER
FLOW CHART**



NOTE: All Conference and Travel Requisitions are done on the form provided through our Stores system. They are not entered into the FIS system. They must be signed by the Deputy Superintendent and Superintendent prior to receipt in the Purchasing Department