

**BUSINESS OPERATIONS
PURCHASING PROCEDURES**

Purchase Requisition for Association Service/Equipment/Programs/Meetings

1. Before a purchase takes place, all NJSBA departments will submit to the Director of Finance and Operational Services a detailed outline stating all needs involving a specific purchase event/item.
2. The Purchasing Agent will obtain prices as per the outline, and will report information to requesting department director.
3. A purchase requisition form (PRF) will be submitted to the Purchasing Agent. Items listed on the PRF will include item number, quantity, units, description, and budget account title and account code. No PRF will be processed without the signature of the requesting department director. All purchase requisition forms shall be submitted to the business department and date stamped upon submission before Purchasing Agent processes.
4. Upon the completion of the authorized PRF, a purchase order will be created for contract submission by the requesting department.

Issued: May 14, 2004

Technical Correction: September 24, 2010