



THE PURCHASING PROCESS

Central Linn School District

- Requisitions are routed for approval in the following order:
 1. Building Principal/ Supervisor
 2. Business Manager
 3. Superintendent
- The requisition must complete the ENTIRE PO approval process before the order will be placed.
- DO NOT supercede the purchasing department for a handwritten signature approval. Your order will not be placed until a PO has been created.
- When providing vendor information to Joni, please provide all relevant addresses, phone numbers, fax numbers, and passwords (web based applications). If you do not provide this information correctly it could affect the district's ability to return the product to you in a timely fashion.
- PLAN AHEAD!!!!!! This process takes time, don't expect to have the product tomorrow. We will do our best to get the product to you in a timely manner.
- General classroom supply orders are placed through the School Specialty website. See additional links for instructions.

Central Linn School District

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