

*HAZLEHURST CITY SCHOOL DISTRICT
119 Robert McDaniel Drive
Hazlehurst, MS 39083*

Mr. Cloyd Garth Jr., Superintendent

Purchasing

All district purchases require a Purchase Order

- To get a purchase order:
 - Complete a Purchase requisition and submit it to your supervisor. ○
 - All requisitions must be submitted and approved via Remote Link. ○
 - Once your supervisor approves it, it will be forwarded to Central Office
 - The Purchasing Clerk will review it for compliance with State and Federal Purchasing Laws
 - Once approved by the Purchasing Clerk it will be forwarded to the Business Manager for final approval
 - The Accounts Payable Department will place all orders
 - Please allow at least one (1) week for the processing of all requisitions
 - **If there is an emergency purchase situation, contact the Business Manager directly and you will receive guidance on the steps to take.
- All orders will be shipped to the Central Office. The Accounts Payable Department will check in all orders and tag inventory items as necessary before sending them to the schools.
- When staffing allows, deliveries will be made daily.
- If you wish to use a vendor that is not already set up in the accounting system, please contact the Accounts Payable Department for more information.