

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

Mr. Cloyd Garth Jr., Superintendent

Remote Link

Teachers....

- Will see no change in the requisition process. They will still need to submit a paper requisition with all required information.

School Secretaries.....

- Will be responsible for entering all requisitions.

Principal.....

- Will review requisition and issue primary authorization, through remote link, by entering authorization code.

Business Manager/Purchasing Agent....

- Will issue secondary authorization, through Marathon, on all items.
- Will review all requisitions and upgrade to Purchase Order status.

Accounts Payable Clerk....

- Will print all purchase orders and place orders.

Exceptions

- All Federal Requisitions will continue to submit a *paper requisitions*.
- All technology purchases (i.e. computers, printers, & toner) will be submitted as a paper requisition to the Technology Director.
 - Once the Director has reviewed and approved the purchases, the Technology Department will enter them into Remote Link