

<b>Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111</b>	<b>Regulations: D-02-R3 Effective: 1/5/98</b>
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### **PURCHASING SCHEDULE**

In order to achieve the benefits and cost savings of volume buying, the Superintendent's office shall furnish all divisions with a purchasing schedule each summer that will be applicable to the following year. The schedule will list categories of materials, equipment, publications, etc. that are to be bought at a scheduled time and will list the dates that requisitions for those items are to be submitted.

Each division will plan their purchasing needs by using the schedule. Should emergencies occur, or should material or supplies be needed prior to the dates listed on the schedule, emergency requests can be submitted, listing reasons why adherence to the schedule would not be acceptable.