**Printing of Purchase Orders**

* Bookkeeper will enter requisitions to place orders, then release for approval.
* The principal or department head will approve the requisition in MUNIS. Depending on the dollar amount, there may be more than one approver.

$0.00 - $2,499 = Principal

$2,500 - $4,999=T&L Director

$5,000 - $49,999=Purchasing Director

$50,000 + = Superintendent

* Once all approvals are complete the purchase order will be sent to the bookkeeper by email.