

Business and Operations

WARRANT REQUEST

SR 3301.06

Purpose:To provide a method of purchasing when a purchase order is not appropriate.

Timeline:A warrant request form must be sent to Business Services by Friday to receive a check the following Thursday.

A warrant request may be used for purchases that total less than \$100 and if a vendor will not accept a purchase order or ship without prepayment. Business Services must receive your [Warrant Request](#) form by Friday, with documentation stating the item, its price, and shipping details to receive a check the following Thursday. The warrant request must be signed, coded, and approved by the department director. The receipt must be returned to Business Services if the item is picked up by hand.

A warrant request is not to be used for ordering merchandise. No checks will be issued before receiving goods and/or services.

A warrant may be used for:

- magazine subscriptions;
- student incentives.

*Note: Another option for purchasing is the CALCard credit card. See **USE OF CREDIT CARDS** policy.*

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: