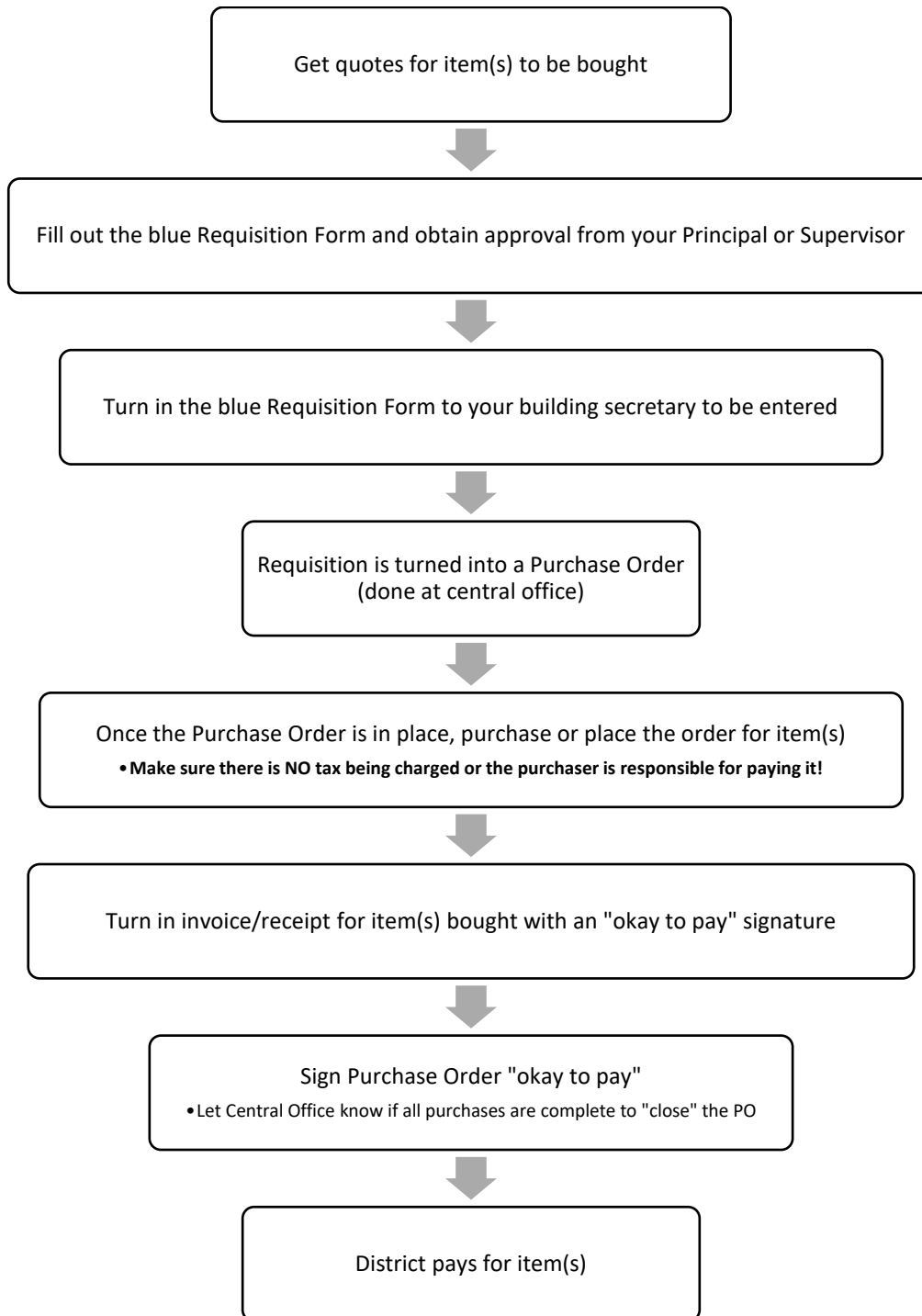


# Clinton-Massie Local Schools

## Treasurer's Office Purchasing Procedure

*Please also note the Purchasing Agreement on our website!*



NOTE: If you are using the district Visa card to purchase item(s), you will need to provide the Purchase Order number when checking out the Visa card. The signed receipt for the purchase must be turned in to Central Office at the time the VISA is returned, which must be within 24 hours of checking it out. Any exceptions to this policy will need approval from your supervisor and/or Central Office.