

PURCHASING PROCESS:

1) Staff sends an email with purchasing information to the school administrator for approval.

- Please copy Accounts Payable

Hannah Stack:

hstack@eastgranby.k12.ct.us

- Include all attachments
- Subject line: Purchasing

2) Upon Approval, Administrator forwards email and attachments to Administrative Assistant to input into MUNIS as a requisition.

3) School administrator will review and approve the requisition through MUNIS.

4) The Business Manager will review and approve.

5) Accounts Payable will order and confirm with staff members.