

**STANDARD OPERATING PROCEDURE
USE OF AF FORM 9
(PURCHASE REQUEST)**

PURPOSE: To establish procedures for the use of an AF Form 9, specifically, to address who may be the Requesting, Approving, and Certifying Officials.

PROCEDURES:

1. The supply clerk will normally generate the AF Form 9 for Contracting, according to the wishes of the Principal. Therefore, the supply clerk will serve as the Requesting Official.
2. The Approving Official should be the Assistant Principal. If there is no Assistant Principal, please see 4 below.
3. The Certifying Official will be the Principal since he/she is the ultimate responsible person for fiscal accountability in the school, and is the only person with Fund Certification Authority at the school.
4. Under special circumstances, the Approving Official could be either administrator. It is best if three (3) names appear on the AF Form 9; however, only the Principal can serve as both Approving and Certifying Official in the absence of the second administrator. This may differ among the different Contracting Offices.

CONTROLS:

1. Administrative approval and certification of the Form 9.
2. Delegation of Fund Certification Authority.
3. Fiscal accountability IAW RCLs, DCORs, and the Document Transmittal Process.



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