

**ADMINISTRATIVE PROCEDURES
REQUISITIONS**

Goal: To ensure a systematic process to review and approve the purchase of goods and services in compliance with federal grants requirements, state law, Board Policy and local procedures.

Grant funds are required to adhere to the same administrative procedures as all other funds and with additional requirements as listed in the State and Federal Grants section. Requisitions for items to be paid with grant funds (which is any fund other than 199) and for items to be paid with state allotment funds (which is 199 with program intent 21,22,23,24,25,28,32,33,34, or 35) will need to have the goal, strategy and activity related to the item from the campus/district improvement plan. For example, the first item to type in the description on the requisition will continue to be the approved vendor number and the next item will be CIP 1.3.2 which will stand for Campus Improvement Plan goal 1, strategy 3, activity 2.

In addition to these procedures, the curriculum director gives programmatic approval for funding; the principal includes the Campus/District Improvement Plan (CIP/DIP) data in the comments section of the requisition; and the Chief Financial Officer evaluates the grant budget for availability of funds and allowable costs.

Please see the State and Federal program section for instructions on State and Federal funding sources as these funding sources have more rigorous requirements.

REQUISITIONS - OVERVIEW

The financial software system provides pre-numbered requisitions, purchase orders and checks. This provides additional internal control as each numbered item must be accounted for.

Effective with the 2014-2015 school year, all purchases with limited exception will be subject to the requisition and purchase order process. This includes registration for conferences, purchases of office supplies, etc. The requisition system is the method used to encumber funds within the accounting system. Without the use of a requisition and purchase order, the financial reports do not reflect the true account balances.

REQUISITIONS - CAMPUS PROCESSING

Screen examples on processing requisitions in the Skyward system are attached.

*Comments for Description section are:

- 1) Approved Current Vendor Code, Price Quotes or Sole Source Letter (See attached forms)
- 2) CIP/DIP Goal, Strategy, Objective for Federal Funds and State Grants
- 3) Campus name
- 4) Initials of the campus staff member requesting

The "ship to" addresses are:

- 1) High School - Sandra Baskin
- 2) Junior High - CeCe Barnard
- 3) Intermediate School - Kim Campbell
- 4) Primary School - Paula Willis
- 5) Athletics - Teri Burns
- 6) Technology - Campus that ordered or Technology Director
- 7) Business Office - Peggy Patterson
- 8) Transportation & Maintenance - Tony White or Billy Miller/Annette Wildt

The "bill to" address must be the same as the "ship to" address including the name of the secretary. This will allow the packing slip and invoice to go directly to the person who ordered the items for evaluation of items received, pricing, shipping and approval of all charges.

OTHER CAMPUS CONSIDERATIONS:

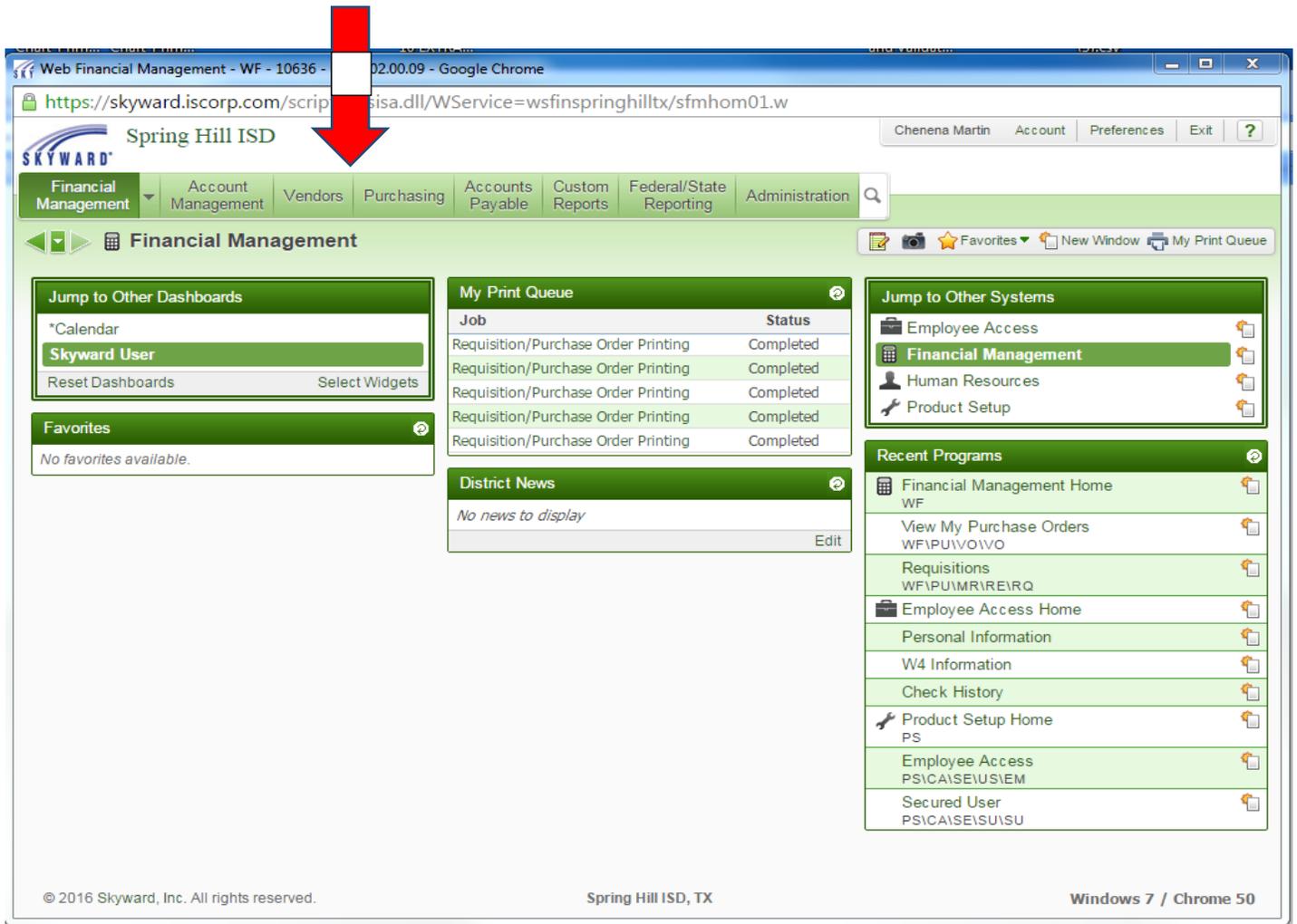
1. The Vendor should be approved in accordance with the Purchasing Procedures (see General Purchasing Procedures).
2. Care should also be taken to determine that the vendor name and address are correct. The mailing address of some vendors drops in through a default. This may not be correct.
3. The description section of the system is small, and a short description such as "Office Supplies - See Attached List" is fully acceptable. If the items ordered are not office supplies, then please indicate their general nature or use. In this case, send a copy of the items ordered to the accounts payable clerk.
4. The completed purchase orders will have the exact information as the system requisition. If you need something specific listed on the purchase order, then include it in the description or comments section. This includes any fax information or instructions.
5. When the order is placed, it is imperative that you inform the vendor that SHISD is tax exempt. You can also put this information on the system requisition. In addition, please fax the tax exempt form with your order.
6. The amount of your order should include all costs including an allowance for shipping. The best method is to contact the vendor to determine the amount of shipping. This will allow you to know the true, total cost of the items. Otherwise, you may include an allowance of 15% of the cost of the order on the requisition for shipping. Please indicate that this amount is "Estimated Shipping". If you don't list it as estimated, the vendor may assume that you are willing to pay the full amount, even if the actual cost is less.

Principals/Directors will continue to be responsible for determining availability of funds, programmatic benefits, and account coding along with these updated items.

REQUISITION - BUSINESS OFFICE PROCESSING

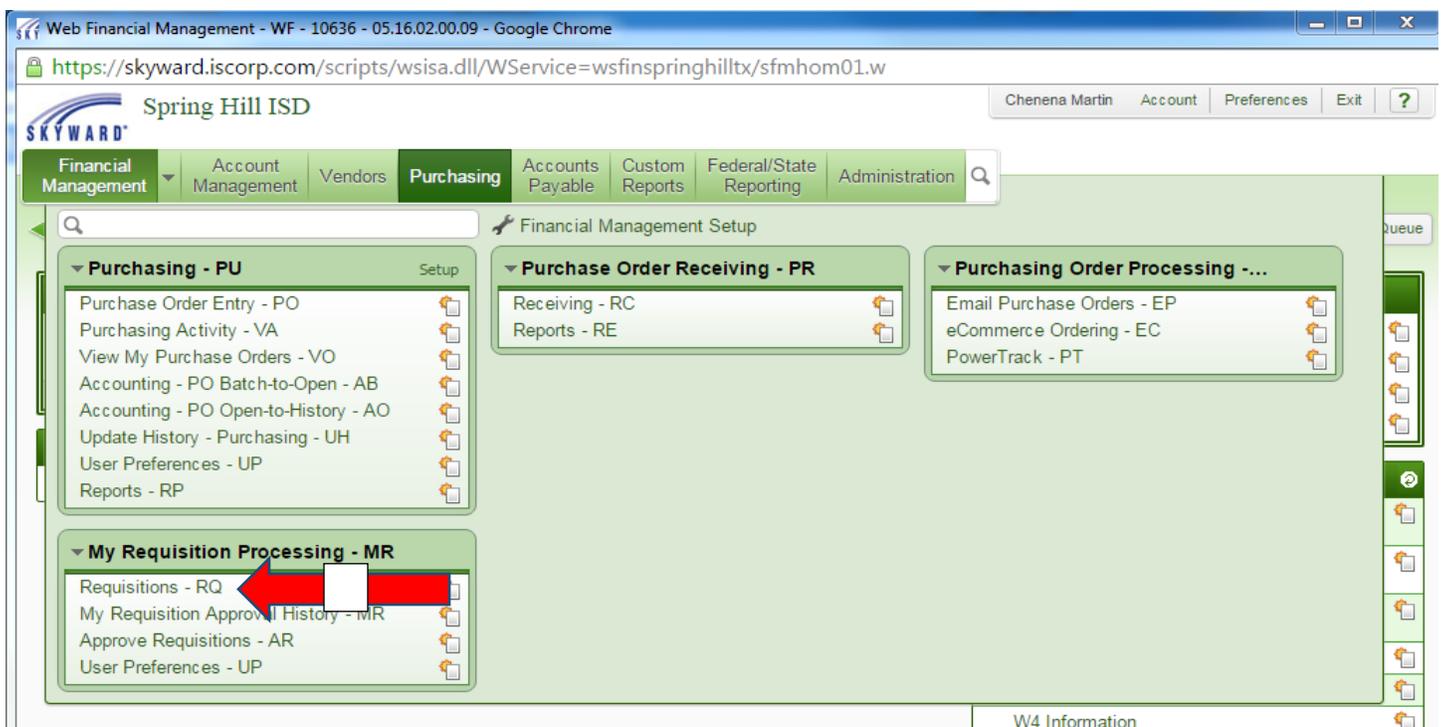
Once the requisition is complete and submitted, it will be sent for approval per the set up in Skyward. If the system requisition is incomplete, the campus secretary will be notified and the corrections will need to be made before the process can continue. Once the system requisition is accurately completed, the Chief Financial Officer will make the final approval. The CFO will assess each system requisition and approve if all items are acceptable. This process allows the

creation of the purchase order. System requisitions completed on Friday will be given final approval on Wednesday. If a shorter turn-around time is needed, please contact the CFO.



TO ENTER REQUISITION:

1 - Click on-----Purchasing (in Financial Management)



1 - Click on-----Requisitions, then click on Add

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 750 - SPRING HILL BUSINESS OFFICE
Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 2016
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

- Save and Add Detail
- Save and Mass Add Detail
- Save and Import Detail Lines
- Back

Requisition Information

* Batch Number: 23
* Description: GQSE1516 OFFICE SUPPLIES CM
* Vendor: QUIL CORPORATION 7600 PHILADELPHIA PA 19101-0600
* Ship To: Spring Hill Administration 3101 SPRING HIL ROAD LONGVIEW TX 75605
Attention: Chenena Martin
* Due Date: 05/23/2016 Monday
Ship Date: 05/23/2016 Monday
Ship Via:
Contract:

Asterisk (*) denotes a required field

- 1 - Enter Requisition Group (ie: Spring Hill High School)
- 2 - Enter the description---must include Vendor bid number, description of order, and the initials of the person entering the requisition
- 3 - Enter Vendor name
- 4 - Enter ship to address

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.16.02.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinspringhilltx/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **23**
 Requisition Number: **0000002363**
 Group: **(750) SPRING HILL BUSINESS OFFICE**
 Fiscal Year: **2015 - 2016**
 Vendor: **QUILL CORPORATION**
PO BOX 37600
PHILADELPHIA PA 19101-0600

Accounting: **Account allocation by total requisition amount.**
 Amount: **0.00**
 Ship To: **Spring Hill Administration**
 Description: **GOSF1516 OFFICE SUPPLIES CM**

Requisition Detail Lines

* Line Number:
 Line Type: Merchandise
 Narrative
 Catalog:
 * Quantity:
 Unit of Measure:
 * Unit Cost:
 Total Amount:
 * Description:

Asterisk (*) denotes a required field

- 1 - Enter the quantity
- 2 - Enter the Unit of Measure (ie: each, box, package)
- 3 - Enter Amount (per item)
- 4 - Enter the Description of order
- 5 - When finished adding Detail Lines, click Save

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.16.02.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinspringhilltx/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **23**
 Requisition Number: **0000002363**
 Group: **(750) SPRING HILL BUSINESS OFFICE**
 Fiscal Year: **2015 - 2016**
 Vendor: **QUILL CORPORATION**
PO BOX 37600
PHILADELPHIA PA 19101-0600

Accounting: **Account allocation by total requisition amount.**
 Amount: **278.52**
 Ship To: **Spring Hill Administration**
 Description: **GOSF1516 OFFICE SUPPLIES CM**

Requisition Detail Line Items

Views: **General** Filters: ***Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc	Original Unit Cost	Original Total Cost	Line Type
100		OFFICE SUPPLIES - SEE ATTACHED LIST	1		278.52000	278.52		0			Merchandise

- 1 - Click on Add Requisition Accounts

Account Distribution - 05.16.02.00.09 - Google Chrome
 https://skyward.iscorp.com/scripts/wsa.dll/WService=wfspringhilltx/facctmdist001.w?MenuIDOverride=0&isPopup=true

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
161	A	00	1101	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1102	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1103	00	000	0	00	000	\$24,824.96	<input type="checkbox"/>
161	A	00	1105	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1105	01	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1106	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1107	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1108	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1109	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1110	00	000	0	00	000	\$1,500.00	<input type="checkbox"/>
161	A	00	1120	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1261	03	000	0	00	000	\$8,116.00	<input type="checkbox"/>
161	A	00	1267	00	000	0	00	000	\$0.00	<input type="checkbox"/>
161	A	00	1269	00	000	0	00	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

Code	Description
161	ATHLETIC FUND
00	NON DIST
1101	PAYROLL CASH
00	ZERO SUB-OBJECT
000	MULTIPLE USE
0	FY 2009-10
00	NON DESCRIPTIVE

2015-2016 Available Funds By

Save Account Distrib

Back

Total Amount to Distribute: **\$278.52 100.00%**
 Total Distributed: **\$0.00 0.00%**
 Amount Remaining: **\$278.52 100.00%**

Selected Accounts

Account Number	Amount	Percent

Remove
Remove All

- 1 - Enter Account Number
- 2 - Click on box of Account Number
- 3 - Account, Amount and Percent
- 4 - Save Account Distribution

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **23**

Requisition Number: **0000002363**

Group: **(750) SPRING HILL BUSINESS OFFICE**

Fiscal Year: **2015 - 2016**

Vendor: **QUILL CORPORATION**
PO BOX 37600
PHILADELPHIA PA 19101-0600

Accounting: **Account allocation by total requisition amount.**

Amount: **278.52**

Ship To: **Spring Hill Administration**

Description: **GOSF1516 OFFICE SUPPLIES CM**



Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
199 E 41 6395 00 701 0 99 000	\$278.52	100.00%	

1 - Click Submit For Approval