

REQUISITIONS

All requests for expenditures shall be initiated through the formal requisition procedure. The request shall be initiated by the authorized personnel, and approved by the appropriate administrators (through RAM) prior to becoming a purchase order. The purchase order becomes official upon signature by the Treasurer. **THEN, AND ONLY THEN, MAY FUNDS BE OBLIGATED AND A PURCHASE MADE.** All purchases made shall be in accordance with the previously adopted purpose clause for the particular budget.

Instructions for entry of requisition to accounting system are as follows through **Access-k12.org**:

1. From the Access website select **fiscal services**
2. Select: **useful inks**
3. Select: **usasweb**
4. Enter Access username and password
5. Select your school district: **Youngstown City Schools** then click on **"Go"**
6. Select from the menu: **New Requisition**
7. Enter **requisition #** (use your user name suffix and assign your own number) (i.e. for Youn_abc use abc01 then abc02, abc03 etc.)
8. Enter **vendor number** (If you do not know the vendor number click on the binoculars and search by name by typing in the first 3 or 4 letters of the vendor name. Click on the green check mark for the correct vendor. If the vendor you are searching is listed more than once, make sure you have the correct one.)
9. Enter **requested PO date**, which is usually the current date.
10. Enter **delivery address** (Again you can click on the binoculars to search for shipping address.) This will usually be at your building but could be to the warehouse.

11. Enter a general description such as "standard order", "open order", "confirming order", or "pre-payment" for the **requisition description** box.
12. Enter **terms** of the PO, either mail, do not mail, we will pick up, we will fax, online order, etc.
13. Fill in the **attention box** with the name of the person who will be receiving the items ordered and the blue copy of the PO.
14. Use the **type box** if the requisition is above \$5,000 or if it is from a Federal Fund. Each school has unique codes for those situations.
15. Add items –To add the first item, click on the blue **+** sign at the bottom right of the box.
16. Enter **quantity, price, description** (a more detailed description than #11 above, we need to know what is being ordered), and **account number** to be charged. When finished, click on green check mark to add. It is very important that the correct account code is used. Call the treasurer's office if you are not sure.
17. Repeat step 15 if there are more items to be entered.
18. Next click on **validate** button at the top of the requisition. Warnings regarding account cash balance and missing data will appear. If you receive a warning, do not post the requisition until the warning is addressed.
19. Review and select **post**, requisition is now complete. All requisitions will need at least two people to approve them. Approval is done through the RAM online approval process. After the required approvals the requisition is converted to a purchase order. The original PO copy will be mailed to the vendor and a copy will be sent to the receiver.

RECEIVING GOODS AND SERVICES

Each building or department that does requisitions should have someone designated as the official receiver of goods. Ideally it should be someone different than the person doing the request (this is not always possible). After the purchase order has been completed and the goods have been shipped, the receiver marks the blue (receiving) copy, verifying that the goods have been received or that the service has been performed. Payments are made only after this information is received by the treasurer's office. Any employee of the Youngstown City School District is authorized to receive goods or services. The detailed procedure for receiving goods and services is as follows:

1. Any person receiving goods or services will mark the blue (receiving) copy indicating when complete shipment has been received.

If no purchase order has been generated to substantiate the items being received, the order is unauthorized and should not be received. It is then the responsibility of the person placing that order.

2. Write any shortage, or other unusual information in the body of the receiving copy. Any substitutions and/or cancellations of items originally requested on the purchase order should be noted. Mark "substituted" (with new price) or "cancelled" for the appropriate line item.
3. The person completing the receiving copy is to sign the form and forward it to the Treasurer's office with any packing slips attached.

4. The treasurer's office will match the receiving copy with the invoice from the vendor and process for payment. Any invoices that the vendor sends to the schools should be forwarded to the treasurer's office.

PURCHASE ORDER CANCELLATIONS

Purchase orders may be cancelled, either totally or partially, under the following circumstances, for example:

1. Orders are not filled within 120 days.
2. Changes in merchandise from the supplier.

Once a purchase order cancellation has been processed, no merchandise may be received.

A purchase order cancellation is processed as follows:

1. Building/Department notifies the vendor of cancellation by phone or letter. If the vendor is notified by letter, it should include the following information:
 - a. Vendor name
 - b. School Name
 - c. Purchase Order Number
 - d. List of items being canceled
2. Building/Department sends the blue copy of purchase order to the Treasurer's office, noting cancelled items and the date of cancellation.
3. The treasurer's office will disencumber the purchase order and return the funds to the building or department budget.