

Providence Schools

OUR SCHOOLS. OUR FUTURE.

**FINANCE / OPERATIONS
INFORMATION & PROCEDURES
HANDBOOK**

**A REFERENCE FOR FINANCE AND OPERATIONS PROCEDURES
WITHIN THE PROVIDENCE SCHOOL DEPARTMENT**

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DIRECTORY

Offices and Contact Persons for information on Finance and Operations:

FINANCE:

BUDGET:

Senior Budget Officer	456-9379
Budget Analyst	456-9229
Secretarial Assistant	278-2832
Budget Clerk	278-0593
Fax:	456-1780
Location:	Administration Building, 2nd floor

CONTROLLERS:

Controller	456-9260
Budget Officer (Non-Local)	456-9202
Fiscal Officer	278-2854
Secretary to Controller	456-9260
Bookkeeper/Direct Payments	456-9282
Accounts Payable Main Number	278-0522
Accounts Payable A-G	456-9283
Accounts Payable H-N	456-9280
Accounts Payable O-Z	456-9248
Accounts Payable (Utilities/In-stock)	456-9281
Accounts Payable	456-9207
Fax #:	278-2814
Location:	Administration Building, 2nd floor

PAYROLL:

Payroll Supervisor	456-9313
Payroll Clerks:	
Elementary	456-9306
Secondary	456-9191
12 Month Federal	456-9305
Teacher Assistant	456-9238
Sub. Teachers, Clerks, Admin., Best	456-9237
Medical Benefits	456-9165
Custodians & Workers' Comp.	456-9313
Fax #:	456-1780
Location:	Administration Building, 2nd floor

DIRECTORY
(Continued)

GRANTS MANAGEMENT:

Coordinator of Grant Oversight	278-2833
Secretary to Coordinator	456-9439
Financial Assistant	456-9456
Fax:	278-2834
Location:	Administration Building, 3rd Floor

PURCHASING:

Purchasing Administrator	456-9264
Secretarial Assistant to Administrator	456-9265
Buyers:	456-9264/65/66/67
Fax:	456-9292
Location:	Administration Building, 2nd Floor

OPERATIONS:

SUPPORT SERVICES:

Assistant to Director	456-9410
Support Services Clerk	278-2899
Fax:	456-9292
Location:	Administration Building, 1st Floor

General Information

General Information:

This section will provide general information on the divisions within the Department of Finance and Operations. Each division performs specific functions that interconnect in their duties to provide schools and central administration with goods and services, vendor payments, payroll and other vital services.

Budget Office:

This office is responsible for all school and central office local budgets, throughout the district. All requisitions for any service or purchase, requested through local funding sources, must be sent to the Budget Office as the first step in setting up the process for the delivery of goods and services.

Grant Oversight:

This office is responsible for all non-local funds received by the District and/or any of its departments. Any grants that are written must be done in conjunction with this office. All requisitions from non-local funds for goods and services and contracts for consultants must be approved by Grant Oversight prior to any non-local purchase.

Controller's Office:

This office is responsible for the recording, accounting, controlling and reporting of all financial transactions that occur in the district. The office is responsible for the processing of all payments to vendors, whether through local or non-local funding sources, including non-public, for the completed delivery of goods and services. Furthermore, this office oversees the functions of the Payroll Office, Retiree Benefits, Accounts Receivable and the Enterprise Accounting Information System.

Payroll Office:

This office is responsible for the receipt of payroll sheets from schools and central offices throughout the district, and for the processing and issuing of weekly and bi-weekly payroll checks for all employees. Also, this office oversees employee benefits for both active employees as well as retirees.

Purchasing Office:

This office processes all approved requisitions, received from either the Budget Office or Grant Oversight, for the issuance of a purchase order. The purchase order confirms the actual purchase of goods and services from the vendor. No service can be performed, or goods ordered, without a signed purchase order. For requisitions exceeding a cost of \$5,000, this office coordinates all correspondence for the Board of Contract and Supply bidding process.

Support Services:

This office coordinates various services provided throughout the district. These services are: phone systems, security guards and security alarm systems, mail room and delivery activities, reporting of theft and vandalism, student insurance programs, and follow-up to requests for use of buildings. This office is also responsible for the management of the fixed asset system for the district.

Procurement of Goods & Services

Step 1:
Getting an Approved Budget

School Budget Package Instructions

An email will be sent in November of each year to all principals and department heads with details and instructions concerning the Budget Package.

The instructions below will provide assistance preparing the budget package:

TOOLS OF THE TRADE ALLOCATION

Your school's tools of the trade allocation should be used to create your school's local budget. The local budget must contain all items required by the school unless there is another funding source available (federal, private). The budget submission must include the entire tools of the trade allocation. The allocation is based on the capacity of the existing classrooms in the building. Example: If your school has 10 regular education classrooms, the allocation will be based on 260 students (10 classrooms X 26 students/class). If you feel there is a discrepancy in the tools of the trade allocation, contact the Budget Office.

You will receive an allocation for general education students and special education students in self-contained classrooms (if applicable). It is not necessary to breakout the budget by the general education allocation and the special education allocation, however, the special education allocation **must** be spent on special education when submitting requisitions.

If you fund any after school programs or other salary items with this allocation, you **do not** need to add an additional 7.65% for FICA.

TITLE I ALLOCATION (IF APPLICABLE)

If your school is to receive Title I funding during the school year, you will receive a file with your school's Title I allocation and will receive a Title I Budget Input file.

The Title I budget should be prepared using the Title I Budget Input File that was provided in the e-mail. Title I allocations may only be used to purchase items that are directed at improving student achievement and are supplemental to the core expenditures required to be provided by the district. Allocations may not be used to purchase office equipment, classroom furniture, building repairs or other items not consistent with improving student achievement and the expansion of basic Providence School Department services.

Any requests for after school programs, professional development workshops or any other program requiring the payment of salaries to employees must include an additional 7.65% for FICA. Also, any staff funded through Title I must be included in your budget package (i.e. literacy coaches, math coaches, etc.).

Please check with your level director and the Coordinator of Grant Oversight for items that will be funded with school Title I funds.

School Budget Package Instructions

COPIER LEASE AMOUNTS

This file contains the amount the school must budget for copy machine leases. Find the amount required for your school and budget the amount in account code 52913 (Repairs and Maintenance).

ACCOUNT CODES

A list of account codes can be found in the appendix. Use the accounts to prepare your school's budget. If you are unsure on the use of a particular account, contact the Budget Office.

ELECTRONIC SUBMISSION INSTRUCTIONS

This file contains the procedures for preparing and submitting your school's budget electronically.

Administrative Budget Package Instructions

The instructions below will provide assistance preparing the budget package:

The budget package must be submitted electronically via e-mail using the Budget Input File that was provided in the e-mail sent to each department. Budget training will be available for those who need assistance preparing the budget electronically.

In the budget package, each department must submit a narrative describing the department and its function within the Providence School Department. Please limit the narrative to 400 words. This must be submitted with the budget package.

Use the files listed below to prepare the budget package.

LOCAL BUDGET INPUT FILE

This file will contain all the budget data for your department's budget. This file will allow you to justify each item in your budget.

NON-LOCAL BUDGET INPUT FILE (IF APPLICABLE)

If your department has initiatives that are partially or fully funded with non-local funds (i.e. Title I, Title II, etc.), you will receive an additional input file for non-local funds. This file is completed in the same manner as the local input file. If you feel you should receive a non-local file and have not, please contact the Budget Office.

ELECTRONIC SUBMISSION INSTRUCTIONS

This file contains the procedures for preparing and submitting your department's budget electronically. If you are unable to prepare the budget using these instructions, training will be available. You will be notified of training dates as they become available. Also, the Budget Office is available for individual training.

COPIER LEASE AMOUNTS

This file contains the amount the department must budget for copy machine leases. Find the amount required for your department and budget the amount in account code 52913 (Repairs and Maintenance).

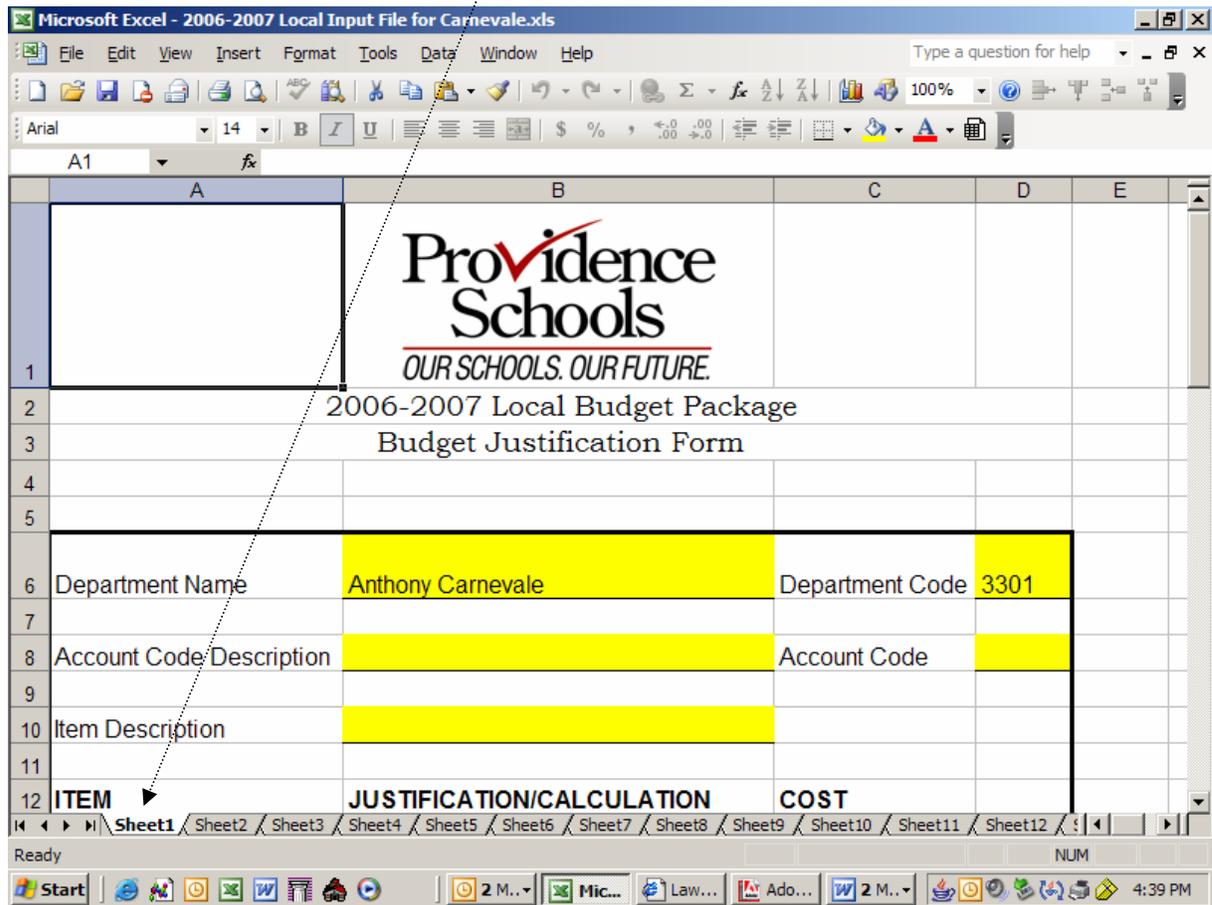
ACCOUNT CODES

A list of account codes can be found in the appendix. Use the accounts to prepare your department's budget. If you are unsure on the use of a particular account, contact the Budget Office.

Electronic Budget Submission Instructions

This is a step by step process to assist you in preparing and submitting the budget electronically. These instructions can be used to prepare any budget package (Local, Title I, etc.). If you have any questions, contact the Budget Office.

1. If you are not preparing a school budget, skip to step 2. Open the file labeled “Tools of the Trade Allocation.” This is the amount that your school has available to spend. The entire amount must be allocated within the budget. The total budget must equal this amount.
2. Open the file labeled “Budget Input File.” Use this file to prepare your school/department budget.
3. After the file is open, click on **Sheet 1** as shown below:



4. The Department name and code will already be entered. You will only be able to enter information in the yellow highlighted cells.

Electronic Budget Submission Instructions

- Next enter the **account code** you wish to budget in the space provided and enter the **account code description**.

The screenshot shows a Microsoft Excel spreadsheet titled "2006-2007 Local Budget Package Budget Justification Form". The spreadsheet is divided into columns A through E. The Providence Schools logo is in the top left. The form content is as follows:

12	ITEM	JUSTIFICATION/CALCULATION	COST
6	Department Name	Anthony Carnevale	Department Code 3301
8	Account Code Description		Account Code
10	Item Description		

Arrows from the instruction point to the "Account Code Description" and "Account Code" fields, which are highlighted in yellow.

Electronic Budget Submission Instructions

- Next, click on the **item description**. This item **must** be filled in to describe the item being requested. See below:

Microsoft Excel - 2004-2005 Input File.XLT

File Edit View Insert Format Tools Data Window Help

Arial 12 B I U

B10 Referees Fees for Varsity Sports

	A	B	C	D	E
6	Department Name	Central	Department Code	4701	
7					
8	Account Code Description	Other Fees	Account Code	52120	
9					
10	Item Description	Referees Fees for Varsity Sports			
11					
12	ITEM	JUSTIFICATION/CALCULATION	COST		
13					
14					
15					
16					
17					
18					
19					

Sheet1 / Sheet2 / Sheet3 / Sheet4 / Sheet5 / Sheet6 / Sheet7 / Sheet8

Ready NUM

2004-2005 Input File... 2004-2005 Electronic Su... 3:44 PM

Electronic Budget Submission Instructions

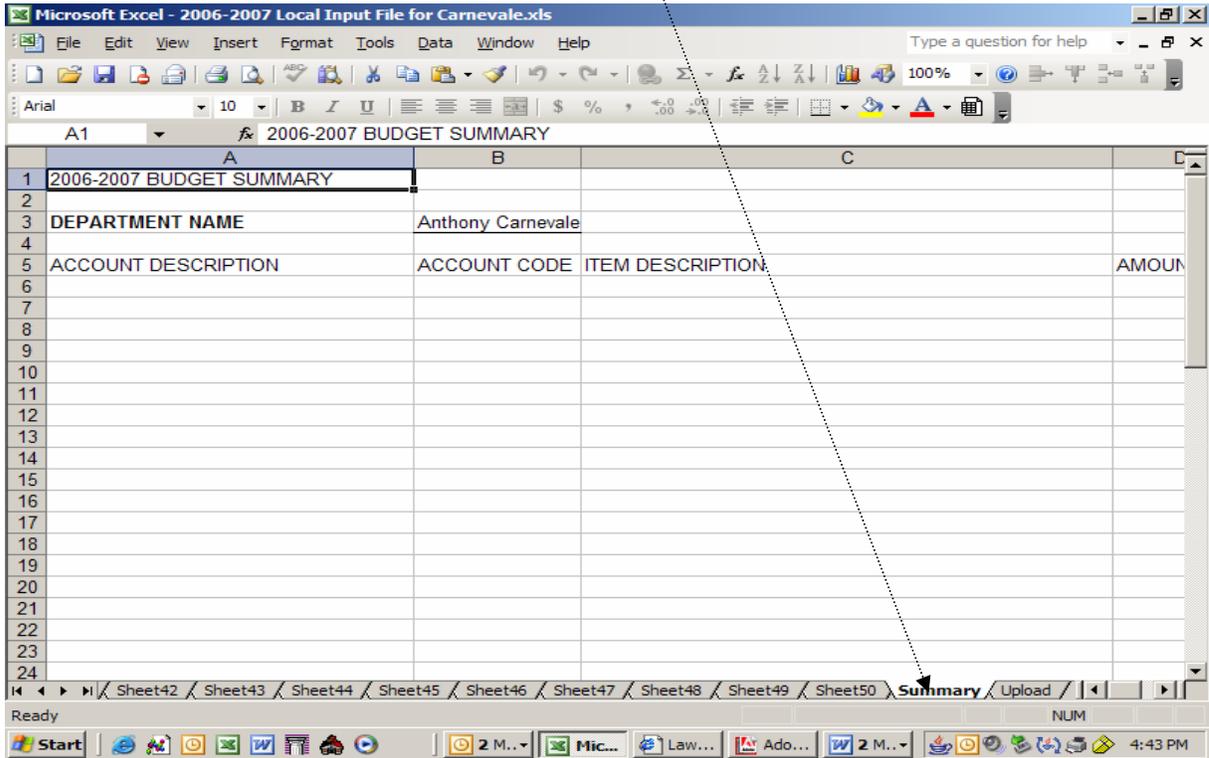
- Next, enter the information in the **item** column and the **justification** column to describe and justify the item requested. Please be as detailed as possible. Statements such as “per union contract” or “same as last year” are not acceptable. In some instances, the item description is sufficient to describe the item, so use your discretion. Next enter the **cost** for the item. The total will calculate automatically at the bottom. See below:

	A	B	C	D	E
12	ITEM	JUSTIFICATION/CALCULATION	COST		
13					
14	Basketball Fees	20 games @\$40	800		
15	Football Fees	20 games @\$40	800		
16	Baseball Fees	15 games @\$50	750		
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

- You have just completed a justification sheet. A justification sheet must be completed for every item in your budget package. Go to Sheet 2 to create your next justification sheet. Follow steps 5 through 7 to complete your budget package. There are 50 sheets in the file. If you need sheets to be added to the file, contact the Budget Office and a new file will be sent to you.

Electronic Budget Submission Instructions

- All of the information from the justification sheets will be automatically transferred to a sheet called **Summary**. Click on **Summary** and check how much of the budget has been allocated. **This sheet cannot be edited**, but will keep a running total of the budget. See below:



- Save the budget file on your computer. It is not required to submit a hard copy of the budget for submission; however, it is recommended that you keep a hard copy on file.
- After the file is saved, e-mail the file to the Budget Office.

Local Budget Transfer of Funds

The following procedures should be used when requesting a transfer of funds from one account to another in a school's local budget. A sample form is included in the appendix of this handbook.

Accounts will be grouped into categories to allow schools and department's more flexibility when ordering items. When submitting requisitions for available funds, the budget for the entire group will be used to determine if funds are available rather than just the individual account.

The accounts will be grouped as follows:

EQUIPMENT GROUP

52820	EDUCATIONAL EQUIPMENT
52821	LABORATORY EQUIPMENT
52830	COMMUNICATION EQUIPMENT
52850	COMPUTER HARDWARE
52860	CLASSROOM FURNITURE
52865	OFFICE EQUIPMENT

SALARIES GROUP

50011	PARENT OUTREACH
50060	OVERTIME
50070	SUMMER PAY
50310	PROFESSIONAL DEVELOPMENT
50320	WORKSHOPS
50360	AFTER SCHOOL
50401	CAP/CAST

Local Budget Transfer of Funds

SERVICES GROUP

51998	AUTO ALLOWANCE
52055	STUDENT TRANSPORTATION
52120	FEES NOT CLASSIFIED
52170	POSTAGE
52175	ADVERTISEMENTS
52185	DUES & SUBSCRIPTIONS
52210	PRINTING
52905	REPAIRS TO EQUIPMENT
52913	COPIER LEASE & MAINTENANCE
53105	TRAVEL
53300	MEDICAL FEES
53310	CONSULTANTS
53400	SECURITY

SUPPLIES GROUP

54000	OFFICE SUPPLIES
54010	SOFTWARE
54600	SCHOOL ACTIVITIES
54601	HEALTH SUPPLIES
54610	TEXTBOOKS
54615	REFERENCE BOOKS
54616	REBINDING BOOKS
54620	ATHLETIC SUPPLIES
54625	EDUCATIONAL MATERIALS
54635	TESTING MATERIAL
54630	LIBRARY BOOKS

For example, if you submit a requisition for textbooks, and there are sufficient funds in the supplies group, the requisition will be processed.

WHEN DO I NEED A TRANSFER?

You will need to request a transfer of funds when you want to transfer from an account in one group to an account in another group. For example, a transfer from textbooks (supply group) to computer hardware (equipment group) would require a transfer request. You can make transfers until **July 31st. Transfers submitted will take effect immediately.**

Local Budget Transfer of Funds

TRANSFERS AFTER JULY 31

These transfers will require written justification and the transfers will not be automatic. All transfers between budget groups will require City Council approval. Transfers that require approval must be submitted to the Budget Office by October 15th. The approval process takes approximately six to eight weeks. This will be the only time that transfers of this nature can be submitted for the local budget. Transfers for other funding sources (Title I, Article 31, etc.) will vary depending on the guidelines of the funding source.

Non-Local Funds

General Overview

Grant funds are defined as any funds that are received from an external funding agency in excess of budgeted local funds. These funds are generally used to supplement and not supplant existing local funds.

All grants that are applied for by or on behalf of the Providence School Department (referred to as PSD) or any of its departments must be done in conjunction with the Coordinator of Grant Oversight & External Funding (referred to as “Grant Oversight”) and a member of the Planning Department (referred to as “Planning”). This coordinated effort allows the PSD to more effectively plan our current and future expenditures and to achieve the overall goal of the PSD. The complete final application packet must be forwarded to Grant Oversight & Planning upon submission of the application. Upon notification of acceptance or denial of the grant, a copy of all pertinent information must be forwarded to Grant Oversight & Planning. Pertinent information is defined as but not limited to any award letters, approved budget documentation, correspondence regarding stipulations, letters of denial etc. In short, any documentation received must also be forwarded to Grant Oversight & Planning. Grant Oversight has the responsibility for ensuring that funds are spent timely, accurately and according to the approved budget.

Any grant submitted that is requesting salary, fringe, professional development or any other salary related items must first be discussed with Grant Oversight or the Budget Office. This is imperative so that accurate funding is requested.

Grants Received

Once an award letter is received a fund # and activity # must be assigned. A fund # is a 3 digit designation and an activity # is a 12 digit designation. These identifiers correlate to recording revenues and expenditures in the Lawson System General Ledger. For example, the fund # and activity # for Title I is; Fund 203 and the activity # is 51600-06-84010. See appendix for a listing of activities and corresponding funds.

Prior to expending grant funds, Grant Oversight will provide a budget summary to the Department that was awarded the grant. The summary will identify the fund #, activity # and account for each line item in the approved budget.

Procurement of Goods and Services

Funds for an approved grant can only be committed during the beginning and ending dates specified on the award letter. Any funds that are committed prior to or after those dates will not be included as part of the grant. All goods must be received at least 90 days prior to the grant end date. This allows the purchase to actually be a benefit during the grant period. Services can be rendered until the last date of the grant period unless otherwise specified.

Salaries and Fringe

Any employee whose salary and related fringe are to be reimbursed from a grant must be properly recorded in the Lawson System. When an award letter is received that authorizes reimbursement for a current employee or authorizes funding for a new employee the person(s) must be communicated to Grant Oversight. In the event of a current employee, Grant Oversight will be responsible for ensuring that the person(s) will be correctly charged to the new funding source. This will take place in coordination with the Grant Oversight, Human Resources, the Controllers Office and the Payroll Department.

In the event of posting a new position, the posting form must include the funding source and activity # for the new position. This information must be received from Grant Oversight or the Budget Office. If the posting is prior to actually receiving an approval letter for the funding source, you will be able to post the position in advance with the stipulation that the job description clearly states “*Contingent Upon Available Funding*”. Once approved through all of the proper channels the newly hired employee(s) will be paid as any other current employee.

Professional Development, After School Programs etc.

All requests for professional development (other than those in My Learning Plan), after-school hours etc. must be submitted timely and on the correct forms.

To ensure that expenditures are charged correctly the onus begins at the school level or with the PSD contact for the grant. It is imperative that each payroll submission is properly charged to the respective grant(s). To accomplish this task you must first compile accurate internal records. Each school and/or PSD grant contact must have a policy in place for authorizing, verifying and approving additional time. The following rules should be in place to achieve this goal:

1. All additional hours must be approved by the Principal, Administrator or PSD Grant Contact. For items other than professional development, all forms for each employee must be submitted for processing to the school administrator, payroll clerk, designee or PSD grant contact by the end of the work week or on the first business day of the next week.
2. Employees will not be allowed to accumulate slips. If this is done then the employee and the principal, school administrator or PSD grant contact will be required to submit a letter to the school controller explaining why the forms were not submitted timely. For submission to central payroll, timely is defined as within 5 business days following the respective week ending date.
3. If recording time for professional development, you must have on file a sign in sheet that is signed by the facilitator of the workshop or a designee.

Professional Development, After School Programs etc. – continued

4. Person receiving the form(s) for processing is responsible for validating the accuracy of the information. This includes verifying the date worked, hours worked per day and the total hours requested. Said form must then be signed and dated by the person that is validating the request. All of these forms must be retained by the school or PSD contact as supporting documentation for payroll summary sheets.
5. When all forms have been validated then a summary form must be prepared for submission to the Payroll Department. The summary must be submitted in the format provided (see attached sample). This form must be received from Grant Oversight if it was not already provided to you in the budget packet. The form will be sent to you electronically in a Microsoft Excel format and will already include the activity code, and account code for the respective grant. It will be the responsibility of person preparing the form to fill in the description, the week ending date, each date worked, employee name, and employee # and the hours worked per day. The form is designed to automatically total the hours and multiply it by the hourly rate. This will avoid any potential errors in calculating the total amount due. The forms must be completed in Excel to avoid any errors and streamline the approval process. Any forms not following these procedures will be returned.
6. All forms must be submitted in a timely fashion. In the event that an untimely form is submitted, you *cannot* include this information on a current form. Each form is submitted with a week ending date. Therefore a separate sheet must be submitted for the corresponding week ending date for the time worked. As mentioned in item 2, a letter must accompany any report that is not submitted timely.
7. All forms that are submitted must be signed and dated by the person approving the payroll sheet. The person signing must also print their name. Finally, the person preparing the form must also sign and date the form if prepared by someone other than the person authorizing the payroll.
8. All forms that are submitted must have original signatures. Copies or faxes will not be accepted. In the event that a form is missing, another form must be prepared with original signatures and clearly mark across the top “**DUPLICATE**”.

Amending an Existing Grant

It may become necessary to amend a grant once it has been awarded. This situation can occur if you begin an approved initiative later than anticipated, if you decide not to do a certain workshop, if an employee is not hired until later than expected, expenditure is less

Amending an Existing Grant - continued

than anticipated etc. To avoid having to return funds it is important to be cognizant of what is approved and if you can realistically achieve those goals. Remember, your grant proposal may have been written at a time when you had different personnel or even different directors or supervisors etc. When the award is received immediately review the approved budget for feasibility. After the first quarter you should analyze the activity to date – get the financial reports from Grants Office or Controller’s Office to assist you.

If you deem that certain approved line items will not occur or will be less than anticipated then an amendment should be prepared. This must be done in conjunction with Grant Oversight & Planning and should be done immediately after the first quarter to allow sufficient time for the funding agency to review and approve or deny the request. Also this will allow the PSD to achieve the new goals and expend your amended budget or devise a strategy to spend the existing budget.

Reporting Requirements

Each grant that is approved has stipulations for programmatic and financial reporting. When the grant award documentation is received it should immediately be reviewed for the reporting requirements and due dates for the reports.

Financial Reporting

The financial reports will be prepared by Grant Oversight, the Budget Office or in most cases, the Controller’s Office. This does not preclude the school administrator, designee or PSD grant contact from all financial responsibilities. The report is prepared based on the actual activity to date. It is the responsibility of the school administrator, designee or PSD grant contact and Grant Oversight to make sure that the funds are spent timely and accurately.

Programmatic Reporting

The programmatic reports are designed to give the funding agency periodic updates as to the progress that is being made. It is important to see when the reports are due and to show that progress is being made at each reporting stage. This report must be prepared by the school administrator, designee or PSD grant contact with a member of Planning.

Please note: the final financial and programmatic reports are just as important as the quarterly reports. In many cases future funding can be jeopardized if the final reports are submitted late or not at all.

Consolidated Resource Plan (CRP)
Budget Submission

General Overview

The Consolidated Resource Plan (referred to as CRP) is funding that is received from the Federal Government to the State of Rhode Island and then allocated to all of the school districts. The allocation for each district is formula driven based upon poverty levels and the total students for each school district in Rhode Island. The CRP encompasses seven different funding sources:

- Title I – Disadvantaged Children
- Title II – Professional Development
- Title II – Technology
- Title III – Limited English Proficient Students
- Title IV – Safe & Drug Free Schools
- Title V – Innovative Programs
- IDEA – Special Education

Budget Allocation & Submission

The majority of the funds are budgeted through a coordinated effort of Teaching and Learning. Meetings are held to determine the most important needs of the district. Funds are subsequently allocated to focus on those needs. Remaining funds are allocated to the elementary and middle schools in the district.

Title I

Each middle school is required to submit a budget for local funds and any available Title I funds. Any funds that are expended at the middle school level must adhere to the guidelines as set forth in Title I. All middle school budgets must be submitted at the same time the local budget is submitted (see local budget section for timeline). The Title I budget for each middle school is then reviewed by the Coordinator of Grant Oversight & External Funding, the CFO, the Budget Office and the Planning Department. When the budget is approved, a report is sent to each middle school principal to identify the approved line items.

Title II – PD, Title II – Tech, Title III, Title IV, & Title V

All of these Titles are budgeted through the work of Teaching and Learning. It is imperative that all District resources are committed toward achieving the same goal. This enables the District to maximize its funding by avoiding the same initiative being budgeted in several different areas. Also, it allows all of the respective departments to be aware of where the funds are being spent, the direction the District is taking with the funds and the goals we are trying to achieve with those expenditures.

IDEA – Special Education

The Special Education Department is responsible for submitting the budget for this funding source. As is the case with Title I, the timelines for budget submission are the same as the local budget (see local budget section for timeline).

Budget Transfers

Any requests for budget transfers must be submitted on the proper forms and within the specified timeline. It is imperative that these timelines are followed because of the deadline the District has for submitting an amendment to the Rhode Island Department of Education (RIDE). Timelines vary annually and are determined by RIDE. *Please refer to the appendix for the budget transfer form.*

Step 2:
Creating a Requisition

Requisitions:

This section will detail the procedures for the following activities:

- When to use a requisition
- How to enter a requisition
- Who needs to approve the requisition
- How to check the status of the requisition

When To Use a Requisition:

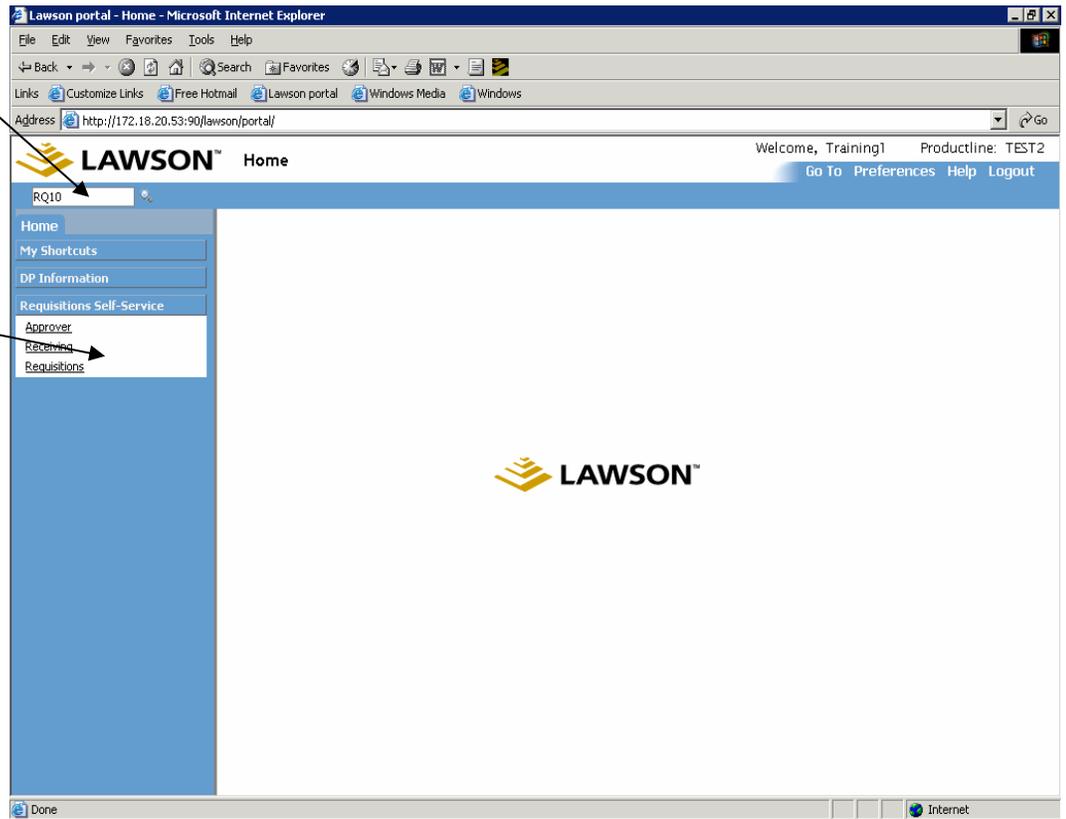
Requisitions are used by all school and central administration offices throughout the district to purchase goods and services. A requisition is **the first step** in the purchasing process for goods and services. On a very limited basis, a direct payment may be used. A direct payment is a proper payment procedure for reimbursements, mileage payments, postage stamps, utilities, medical payments, and payment for officials and referees at athletic events.

Creating a Requisition:

If you know the screen number you may type it in the blank provided and press the “ENTER” key

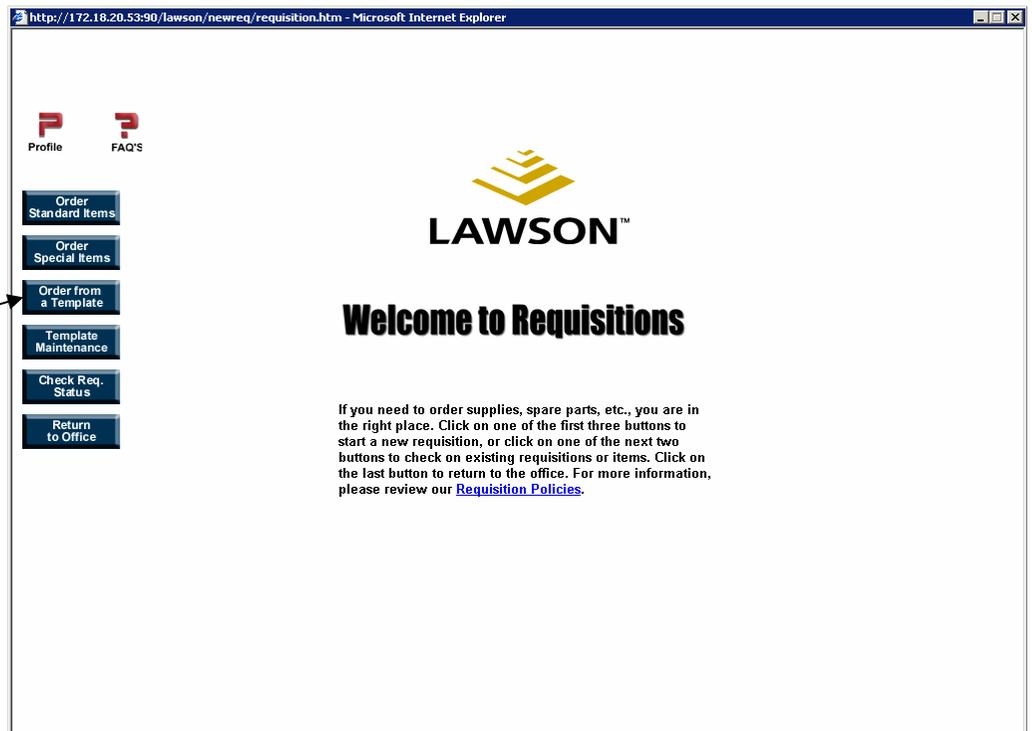
OR:

By clicking on the underline subject, in this case “Requisitions” you may enter that screen

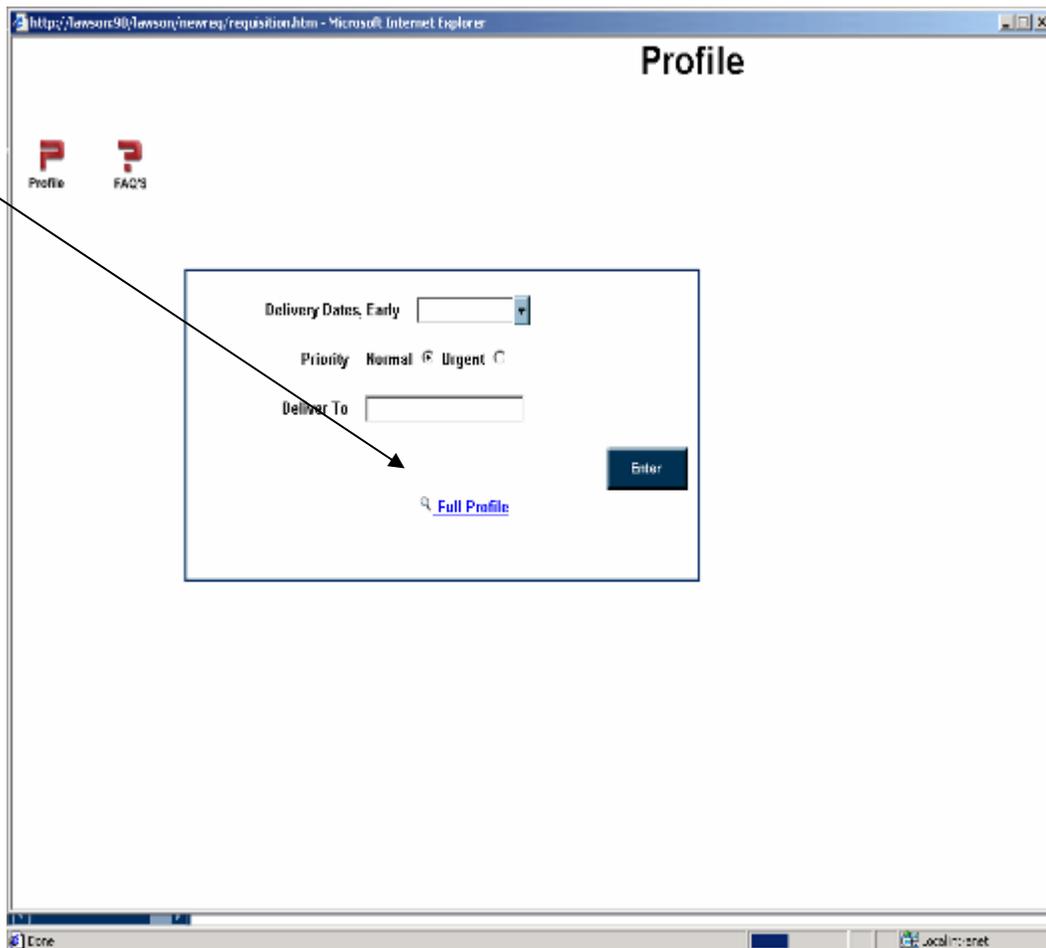


The Requisition screen will appear.

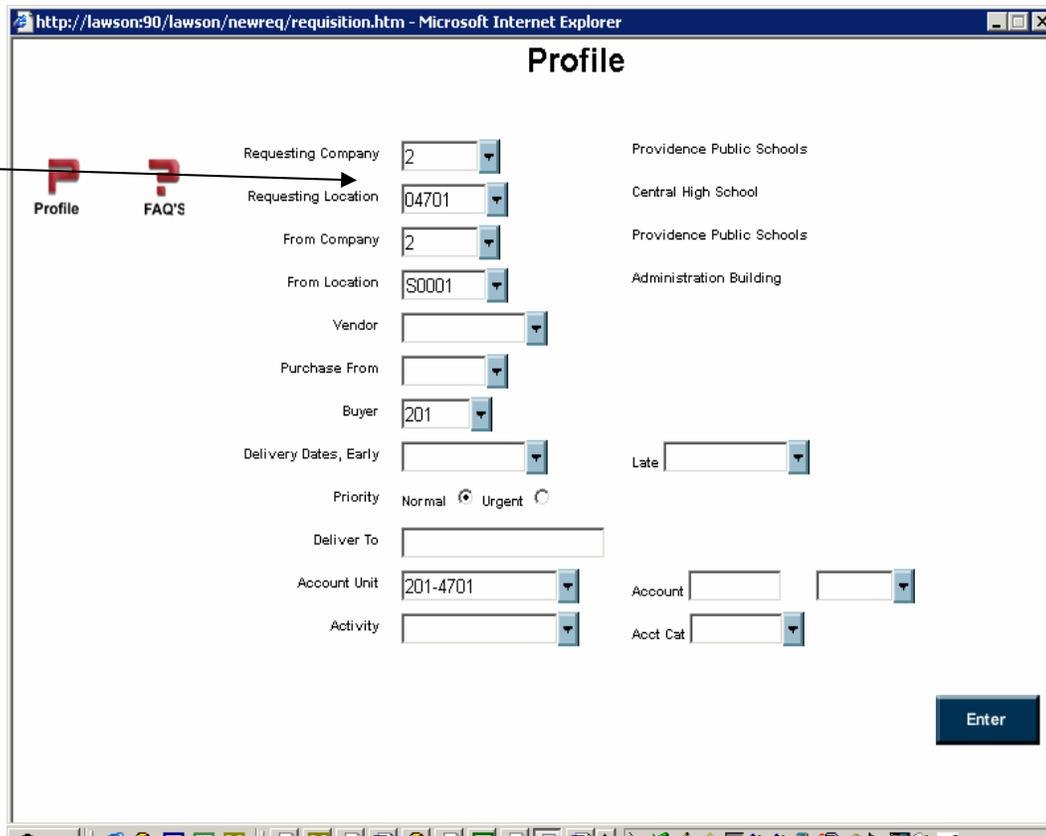
Click on “**Order Special Items**” (only if you were ordering items with “Blanket Orders” would you click on “Order Standard Items”)



To make some information default on the Header of the Requisition for each item Click **“Full Profile”**



Some information may default in from fields from your login/password profile



Optionally:

To select a suggested vendor click the down arrow next to the vendor field, click on “AP Vendors”. Another screen called the “**Select On**” screen will appear. This screen is used to search for the vendor by its name. (see diagram)

Type exact vendor name, then click “**Search**” (If name is not found, try typing in different ways ex. “Mason”, this will bring up all the vendors with the word “Mason” in their name.

The screenshot shows a web browser window with the URL <http://172.18.20.53:90/lawson/newreq/requisition.htm> and the title "Microsoft Internet Explorer". The main page is titled "Profile" and contains several form fields and a list of vendors.

Profile Page Fields:

- Requesting Company: 2
- Requesting Location: 4701
- From Company: 2
- PROVIDENCE SCHOOL DEPARTMENT
- CENTRAL HIGH
- PROVIDENCE SCHOOL DEPARTMENT
- CENTRAL HIGH SCHOOL
- S0202
- 202
- Late
- Normal Urgent
- Account
- Acct Cat
- Enter

Select On Search Window:

- Search input: Mason
- Search button: Search
- Search results:
 - 43697 JAM MASONRY INC.
 - 51317 WB MASON CO INC
 - 55707 SPEARS ROBIN S. MASONARY
 - 64656 MCNULTY MASON
 - 67448 LEGG MASON WOOD WALKER INC
 - 72096 MASTERS MASONRY INCORPORATED
 - 72099 MASON DOREEN
 - 76733 COSTA MASONRY

Type expected delivery date or click down arrow to select the date off the calendar

The buyer field will default from your user profile

Click in the circle for Normal Priority unless this order is an emergency then click Urgent

In most cases you will leave "Purchase From" blank

In the Deliver To space type exact location other then address

Never populate the "Late Delivery Field"

The account designates the type of expense (i.e., office supplies, books, etc.)

The screenshot shows a web browser window titled "Profile" with the following fields and values:

- Requesting Company: 2
- Requesting Location: 4701
- From Company: 2
- From Location: 50202
- Vendor: 51317
- Purchase From: (blank)
- Buyer: 202
- Delivery Dates, Early: 10/30/2005
- Priority: Normal (selected), Urgent
- Deliver To: Main Office
- Account Unit: 203-4701-1-1-51
- Activity: 51600-06-84010
- PO User Field: (blank)
- Late: (blank)
- Account: 54000
- Acct Cat: 54000

Annotations include:

- Arrows pointing to the "Purchase From" field from the text "In most cases you will leave 'Purchase From' blank".
- An arrow pointing to the "Late" field from the text "Never populate the 'Late Delivery Field'".
- An arrow pointing to the "Account" and "Acct Cat" fields from the text "The account designates the type of expense (i.e., office supplies, books, etc.)".
- An arrow pointing to the "Enter" button from the text "Once all necessary information is entered click 'Enter'".
- An arrow pointing to the "Activity" field from the text "If an Activity number is used in the preceding space then the account category will be the same as the account above".
- An arrow pointing to the "Account Unit" field from the text "Accounting Unit should default from login profile. To select an Accounting Unit click the down arrow to view a list of all Accounting Units by name or number. You may scroll through the screen of all accounts or type an account name or number in the search field".
- An arrow pointing to the "Priority" field from the text "Click in the circle for Normal Priority unless this order is an emergency then click Urgent".
- An arrow pointing to the "Delivery Dates, Early" field from the text "Type expected delivery date or click down arrow to select the date off the calendar".
- An arrow pointing to the "Buyer" field from the text "The buyer field will default from your user profile".
- An arrow pointing to the "Deliver To" field from the text "In the Deliver To space type exact location other then address".

Accounting Unit should default from login profile. To select an Accounting Unit click the down arrow to view a list of all Accounting Units by name or number. You may scroll through the screen of all accounts or type an account name or number in the search field

If an Activity number is used in the preceding space then the account category will be the same as the account above.

Once all necessary information is entered click "Enter"

Enter an Activity (this field is to specify a Grant) and Acct Cat (to categorize the expenditure)

This will bring you to the Order Special Items screen
 All the information you provided in the Profile will default to this screen

Type in part number or part name in the "Item" field

Type in item description in the "Description" field

Click the down arrow in the unit of measure (UOM).
 Select a UOM from the list

Type in the quantity in the "Quantity" field.

Type in the quoted price in the "Price" field.

When all necessary information is completed for this item
 And you **do not** wish to purchase any more items from this requisition
 You may click "**Enter**"

If you do wish to place more items on this Requisition

Click Next Special Item
 Repeat procedure for every additional item to be placed on this Requisition
 When you are finished with every item
 Click **Enter**
 This will bring you to the "Requisition Entry Screen"

This screen allows you to review your order

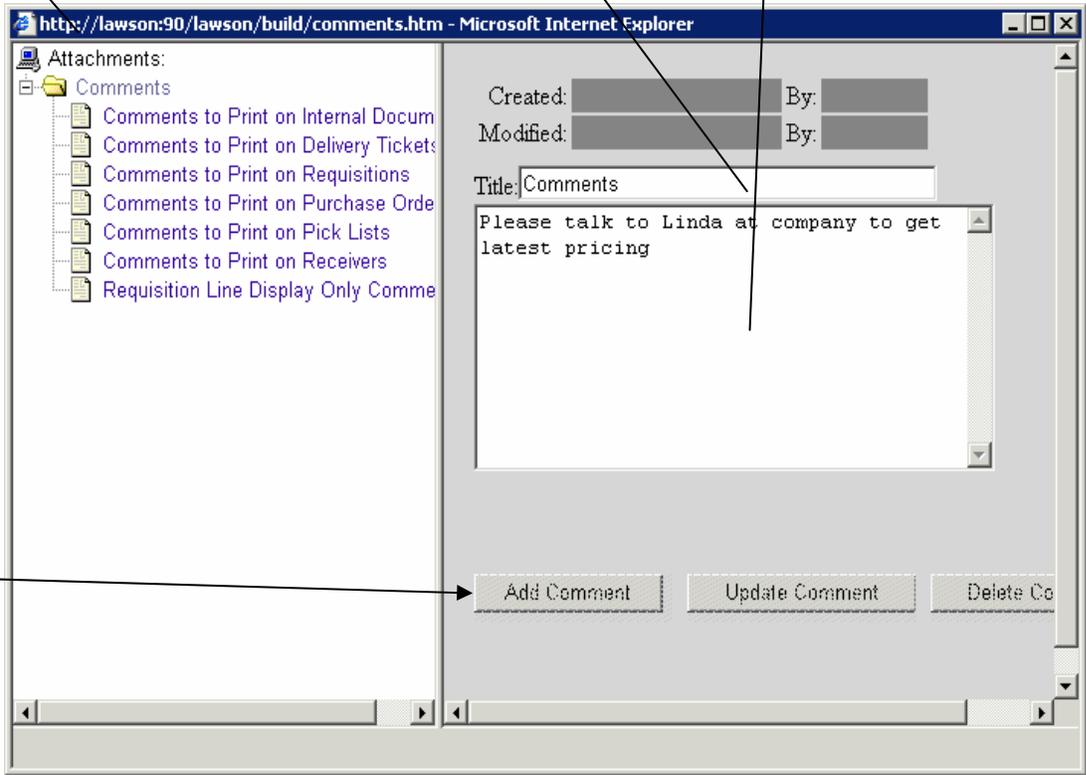
You can also add comments by clicking on the **comments** icon (See diagram below for more details on adding comments)

Once you have reviewed your Requisition and are ready to submit it, click the "**Submit Requisition**" icon at the bottom right side of the screen

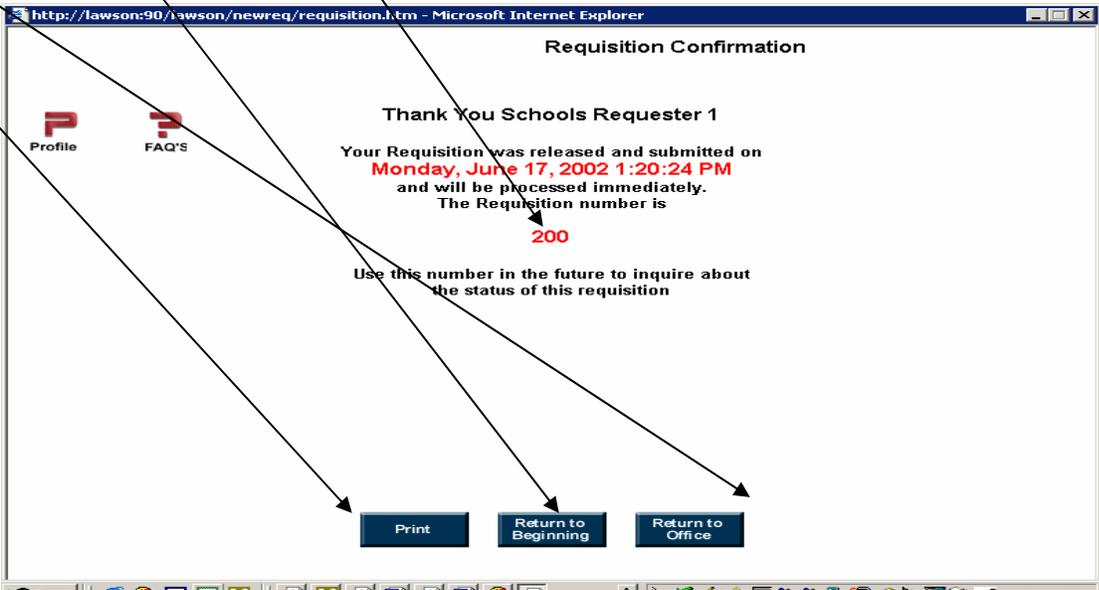
When you click on the comments icon this screen will appear
 Click on the option for where you would like the comments to print.
 Type a Title for the comments in the Title Field
 Type comments in the space provided
 Click "Add Comment"

Space for Title

Space for Comments



When ready click "Submit Requisition" and it will bring you to the Requisition Confirmation Screen
 This screen gives you your Requisition #
 Click **Return to the Beginning** to submit another Requisition
 Click **Return to Office** to go back to the Home Page to view another screen
 Click **Print** to print the Requisition



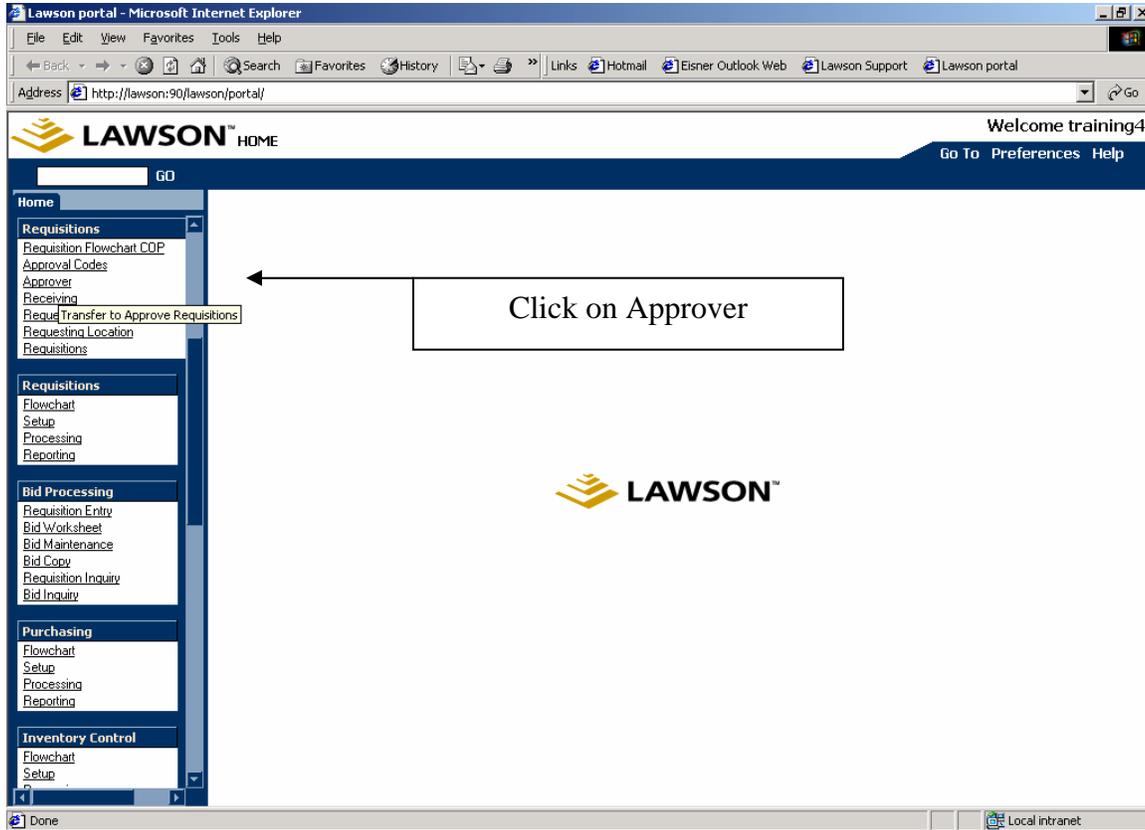
Who Needs to Approve the Requisition:

At this initial stage of the process, the only approval required, before it is sent to the Budget Office, is that of the person overseeing the budget that will be charged for the request. This would be the Principal for school requests, and the appropriate Administrator for central office requests.

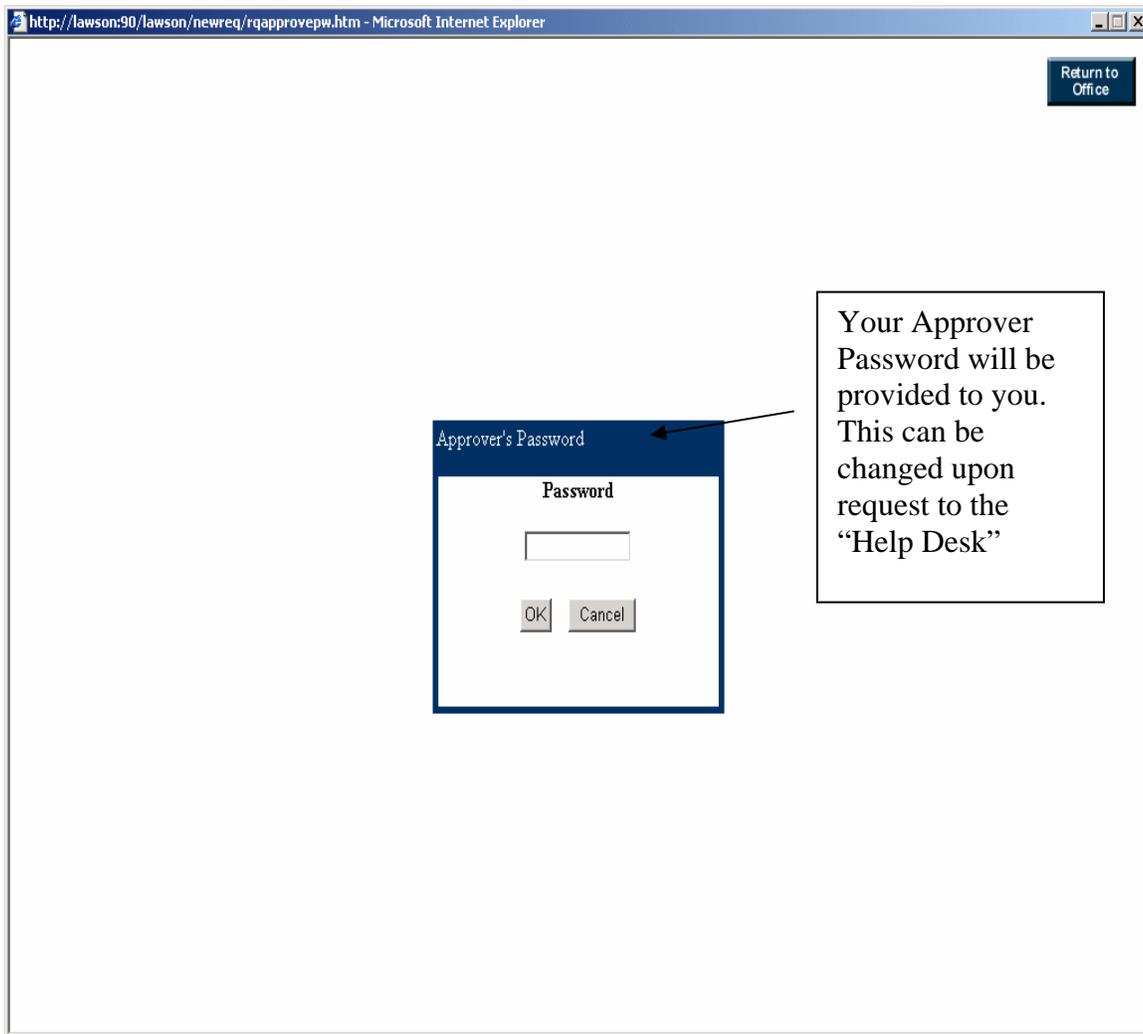
Approval of Requisitions:

The Approval Process for Purchase Requisition using Lawson E-Approval

Access the E-Approval Process by clicking on “Approver” on the Requisitions Menu.



Enter your Approver Password (Authorization ID)



The screenshot shows a Microsoft Internet Explorer window with the address bar displaying `http://lawson:90/lawson/newreq/rqapprovepw.htm`. In the top right corner of the browser window, there is a button labeled "Return to Office".

In the center of the browser window, a modal dialog box titled "Approver's Password" is displayed. The dialog has a dark blue header with the title "Approver's Password" in white. Below the header, the word "Password" is centered. Underneath, there is a single-line text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

To the right of the dialog box, a white rectangular box with a black border contains the following text:

Your Approver Password will be provided to you. This can be changed upon request to the "Help Desk"

An arrow points from the top right corner of this text box to the top right corner of the "Approver's Password" dialog box.

The system will display all of the Requisitions awaiting your approval. In addition, the system will show you the required level of approval (red dot) and all of the levels it must go through. The system is setup to allow you to skip lower levels of approval, in case of an approver being absent.

The screenshot shows a web browser window with the URL `http://lawson:90/lawson/newreq/rqapprovepw.htm`. The page title is "Requisitions to Approve". On the left, there is a vertical list of approval levels:

- Level 1 - \$ 4999 Board of Contract
- Level 2 - \$ 1000 Deputy Director (marked with a red dot)
- Level 3 - \$ 500 Budget Officer
- Level 4 - \$ 1 Clerk

Below the levels, there is a legend: a green circle for "Approved By" and a red circle for "Final Approval". A red dot is placed next to "Level 2 - \$ 1000 Deputy Director". A text box with an arrow pointing to this red dot contains the text: "The system will show you the required level of approval (red dot) and all of the levels it must go through."

At the bottom left, there is a checkbox labeled "Display all requisitions waiting for my approval".

On the right, a table titled "Requisitions to Approve" is displayed:

<u>Requisition</u>	<u>Requester</u>	<u>Priority</u>	<u>Value</u>	<u>Requested by date</u>	
68	2286	Low	4000.00	05/22/2002	 

A text box with an arrow pointing to the "Requester" column of the table contains the text: "The system will display all of the Requisitions awaiting your approval."

To approve the requisition, click the “thumbs-up”. To reject the requisition, click the “thumbs-down”. Rejecting a requisition cancels it, and forces the Requester to issue a new requisition to order the goods or services.

To exit the process without taking any action on the requisition, click “Return to Office”.

http://lawson:90/lawson/newreq/rqapprovepw.htm - Microsoft Internet Explorer

Return to Office

Requisitions to Approve

Requisition	Requester	Priority	Value	Requested by date	
68	2286	Low	4000.00	05/22/2002	

Approve Requisition

Approve or Reject the Requisition

Level 1- \$ 4999
Board of Contract

Level 2- \$ 1000
Deputy Director

Level 3- \$ 500
Budget Officer

Level 4- \$ 1
Clerk

Requisition 68

Approved By Final Approval

Display all requisitions waiting for my approval

To exit and return to main

Approve or Reject the Requisition

Once Approved or Rejected, the system will display the disposition for that requisition.

http://lawson:90/lawson/newreq/rqapprovepw.htm - Microsoft Internet Explorer

Return to Office

Requisitions to Approve

<u>Requisition</u>	<u>Requester</u>	<u>Priority</u>	<u>Value</u>	<u>Requested by date</u>	
<u>68</u>	<u>2286</u>	Low	4000.00	05/22/2002	APPROVED

Level 1- \$ 4999
Board of Contract

Level 2- \$ 1000
Deputy Director

Level 3- \$ 500
Budget Officer

Level 4- \$ 1
Clerk
Requisition 68

Approved By Final Approval

Display all requisitions waiting for my approval

The next approver in the hierarchy must now approve the Requisition, if applicable.

The Budget Office, for example, is the last person required to approve the requisition.

Level 1 - \$ 2
Budget Office

Level 2 - \$ 1
Tomas Ramirez
Requisition 36358

Approved By Final Approval

Requisitions to Approve

Requisition	Requester	Priority	Value
36358	CAGOMES	High	2500.00
36751	22507	High	375.62
36853	22608	Normal	93.75
36974	22608	Normal	120.00
37042	22608	Normal	198.00
37186	22608	Normal	225.00
37346	22608	Normal	30460.00
37349	22608	Normal	32211.03
35302	25449	Normal	1200.00

Display all requisitions waiting for my approval

Back

Return to Office

Level 1 - \$ 4999
BCS

Level 2 - \$ 2
RAY D'ABATE

Level 3 - \$ 1
LIZ DEMARCO
Requisition 66

Approved By Final Approval

Requisitions to Approve

Requisition	Requester	Priority	Value	Requested by date
68	2286	Low	4000.00	05/22/2002
66	1717	Normal	109.90	05/29/2002

Display all requisitions waiting for my approval

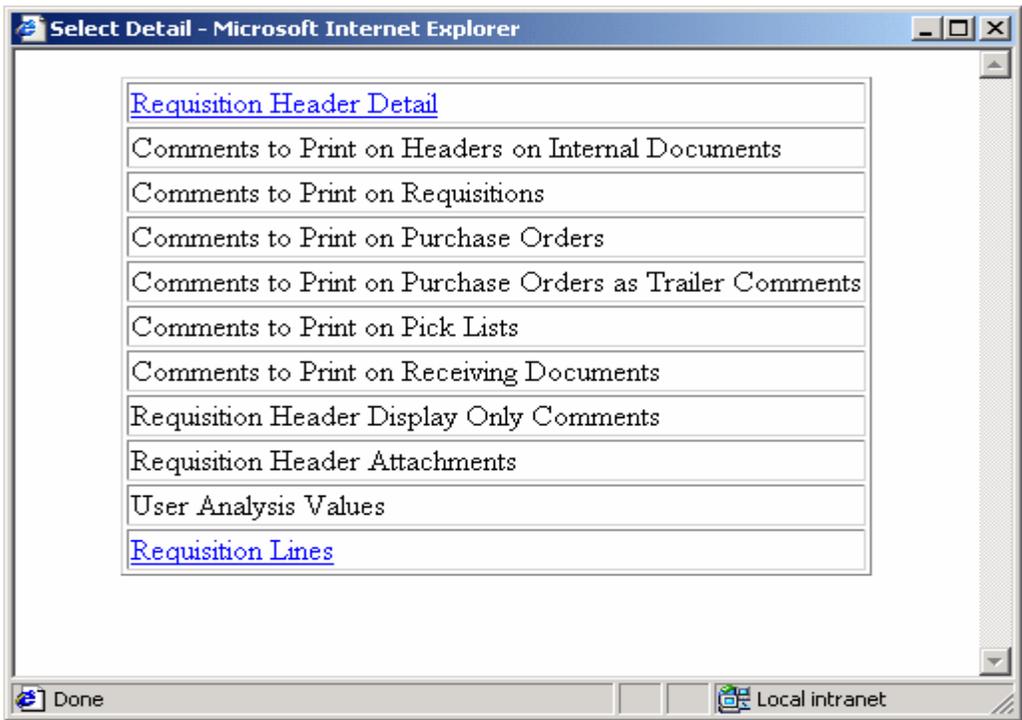
To view the status of your requisitions, click “Requisitions” on the main menu, then click “Check Req. Status”



The system will display all of your requisitions with their status:



To drill-around (get additional info) on the Requisition, click the diamond, you will see:



You can then choose what you would like to drill-around on (header, lines, comments)
 You can also see the status of the requisition, or click Modify to change the requisition. If a requisition has been submitted for approval, it cannot be modified. You can also Print the requisition (note: you must be on a network printer and setup to print a requisition)

Requisition	Priority	Requesting Company	Requesting Location	Value
71	Normal	City of Providence	Finance Department	12.00
70	Normal	City of Providence	Finance Department	2.09
69	Normal	City of Providence	Finance Department	32000.00
68	Normal	City of Providence	Finance Department	4000.00
67	Normal	City of Providence	Finance Department	4000.00
53	Normal	City of Providence	Finance Department	1.00
36	Normal	City of Providence	Finance Department	260.00
34	Normal	City of Providence	Finance Department	175.00
31	Normal	City of Providence	Finance Department	100.00
27	Normal	City of Providence	Finance Department	248.27
25	Normal	City of Providence	Finance Department	600.00
24	Normal	City of Providence	Finance Department	400.00
23	Normal	City of Providence	Finance Department	6000.00
14	Normal	City of Providence	Finance Department	35.00
2	Normal	City of Providence	Finance Department	2000.00
1	Normal	City of Providence	Finance Department	4000.00

You can also turn on/off the display of certain statuses of Requisitions:



Requisition Header Status - Microsoft Internet Explorer

Unreleased
Pending
Rejected
Processed

Position To

Nick Boscia's Requisitions

<u>Requisition</u>	<u>Priority</u>	<u>Requesting Company</u>	<u>Requesting Location</u>	<u>Value</u>	
71	Normal	City of Providence	Finance Department	12.00	
70	Normal	City of Providence	Finance Department	2.09	
69	Normal	City of Providence	Finance Department	32000.00	
68	Normal	City of Providence	Finance Department	4000.00	
67	Normal	City of Providence	Finance Department	4000.00	Modify
53	Normal	City of Providence	Finance Department	1.00	
36	Normal	City of Providence	Finance Department	260.00	Modify
34	Normal	City of Providence	Finance Department	175.00	
31	Normal	City of Providence	Finance Department	100.00	Modify
27	Normal	City of Providence	Finance Department	248.27	
25	Normal	City of Providence	Finance Department	600.00	
24	Normal	City of Providence	Finance Department	400.00	
23	Normal	City of Providence	Finance Department	6000.00	
14	Normal	City of Providence	Finance Department	35.00	
2	Normal	City of Providence	Finance Department	2000.00	
1	Normal	City of Providence	Finance Department	4000.00	

Where to Send the Requisition:

After the requisition is entered and approved, it is electronically sent to the Budget Office.

Next Step:

The Budget Office reviews all requisitions, verifies the account code information, determines if there is an object code account for the goods and services set up within the budget, and funds are available in the account for purchasing the goods and services.

If review by Budget Office indicates account codes and funding are available for purchase detailed on the requisition, the requisition is approved by the Budget Office and sent to the Purchasing Department.

If review notes any incorrect information, or the lack of funds for the request, then the requisition is returned to the requester with a notice detailing why requisition could not be approved.

Setting up Travel Requisitions:

All requisitions for travel associated with attendance at a conference, must have approval by the Superintendent for the conference and travel, and approval of the Budget Office verifying funds are available to support the expenses before the travel can take place. A brochure describing the conference must be attached to the requisition. Requisitions that are not approved by the Superintendent will be returned. Employees should not arrange or pay for travel in advance without the above approvals and signatures. Estimated costs for hotels, transportation, and rental vehicles can be obtained through the Purchasing Office.

Note: Reimbursement for meals and other expenses (excluding airfare and hotel) are submitted on a Direct Payment Form.

Important Information to Remember About Requisition Process:

- Any requisition made out to an individual must include a Social Security Number.
- Be sure to include shipping and handling (10% suggested unless you receive actual rate or percentage from vendor).
- Ship via information will assist in the delivery of goods to schools and offices.