



Department Requisitions Guide

CATERING AND REPROGRAPHICS REQUESTS

For any questions on Catering requisitions contact Food Services at Ext: 2260
For any questions on Reprographics requisitions contact Reprographics at Ext: 2190

STOCKTON UNIFIED SCHOOL DISTRICT | 56 SOUTH LINCOLN STREET STOCKTON, CA 95203

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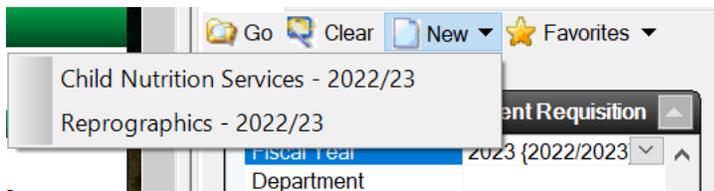
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Department Requisitions

Department Requisitions are for internal use only and take the place of the manual journal entries previously used for these expenses.

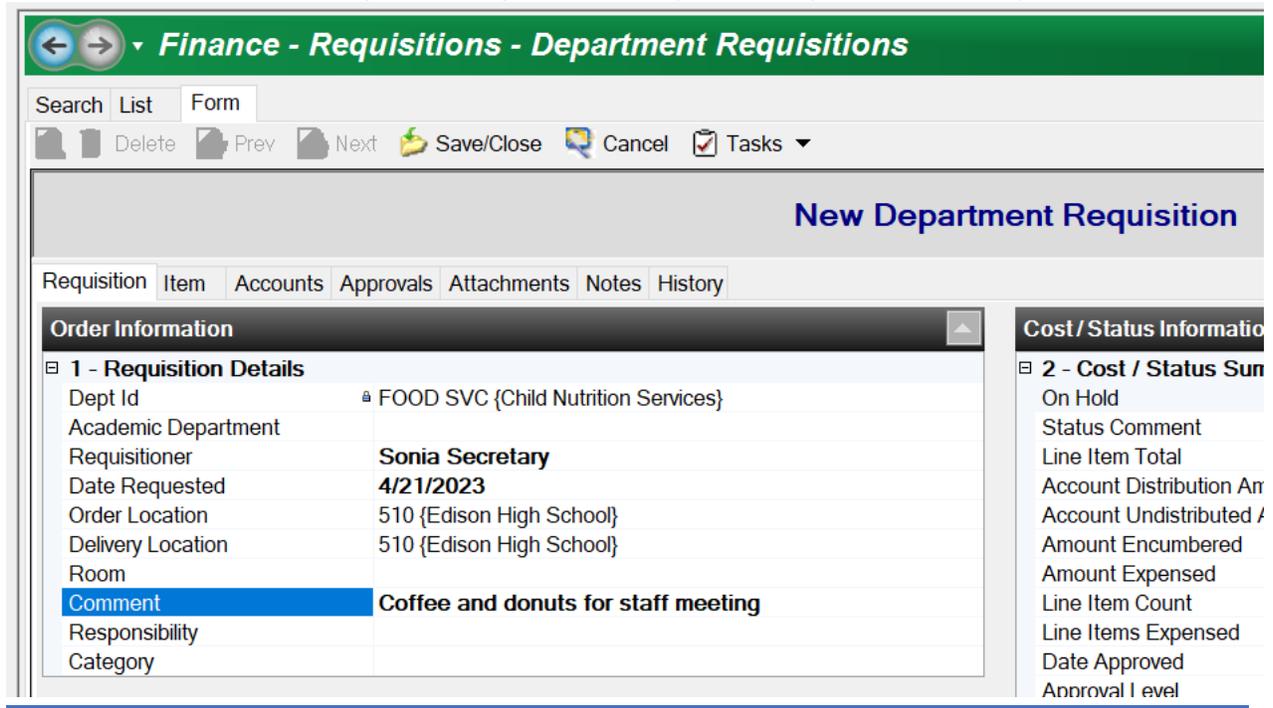
- Available to ALL
 - Child Nutrition Services – Catering Food Service Orders
 - Reprographics – Reprographics Orders

Go to **Finance > Requisitions > Department Requisitions**. Click on “New” and choose the type of Order from the list:



Department Requisition Tabs

Requisition – As in Vendor Requisitions, you can edit the Requisitioner and Date Requested if needed. Required fields are Order Location and Comment. Use the comment to describe the purchase justification (what the purchase is for):

A screenshot of the 'New Department Requisition' form. The form has a green header bar with the text 'Finance - Requisitions - Department Requisitions'. Below the header, there are tabs for 'Search', 'List', and 'Form'. There are also buttons for 'Delete', 'Prev', 'Next', 'Save/Close', 'Cancel', and 'Tasks'. The main content area is titled 'New Department Requisition' and has several tabs: 'Requisition', 'Item', 'Accounts', 'Approvals', 'Attachments', 'Notes', and 'History'. The 'Requisition' tab is active, showing a table with two columns: 'Order Information' and 'Cost / Status Information'. The 'Order Information' column contains the following data:

| 1 - Requisition Details | |
|-------------------------|-------------------------------------|
| Dept Id | FOOD SVC {Child Nutrition Services} |
| Academic Department | |
| Requisitioner | Sonia Secretary |
| Date Requested | 4/21/2023 |
| Order Location | 510 {Edison High School} |
| Delivery Location | 510 {Edison High School} |
| Room | |
| Comment | Coffee and donuts for staff meeting |
| Responsibility | |
| Category | |

The 'Cost / Status Information' column contains the following data:

| 2 - Cost / Status Summary | |
|------------------------------|--|
| On Hold | |
| Status Comment | |
| Line Item Total | |
| Account Distribution Amount | |
| Account Undistributed Amount | |
| Amount Encumbered | |
| Amount Expensed | |
| Line Item Count | |
| Line Items Expensed | |
| Date Approved | |
| Approval Level | |

Item – Enter line items. Use “Save/Close” if only one item or “Save/New” after entry to create another item.

| Line | Description | Qty | Unit | Unit Price | Extended C | Expense |
|------|----------------|-----|--------|------------|------------|---------|
| 1 | Regular Coffee | 1 | Gallon | \$4.9500 | \$4.95 | |

- For a **Catering** order, you will use the lookup button (or F4 key) to list available items, then choose the item you want and update the quantity. The price will be preset. Repeat this process for any additional items.
- For a **Reprographics** order, after providing details, graphics, etc. as usual and receiving a quote from the Storefront, you will enter ONE item with the Storefront order number and update the Unit Price with the total cost. A copy of the quote should be attached (see below).

Accounts – Enter the fund followed by four periods (...) and the object, then click on the look up button:

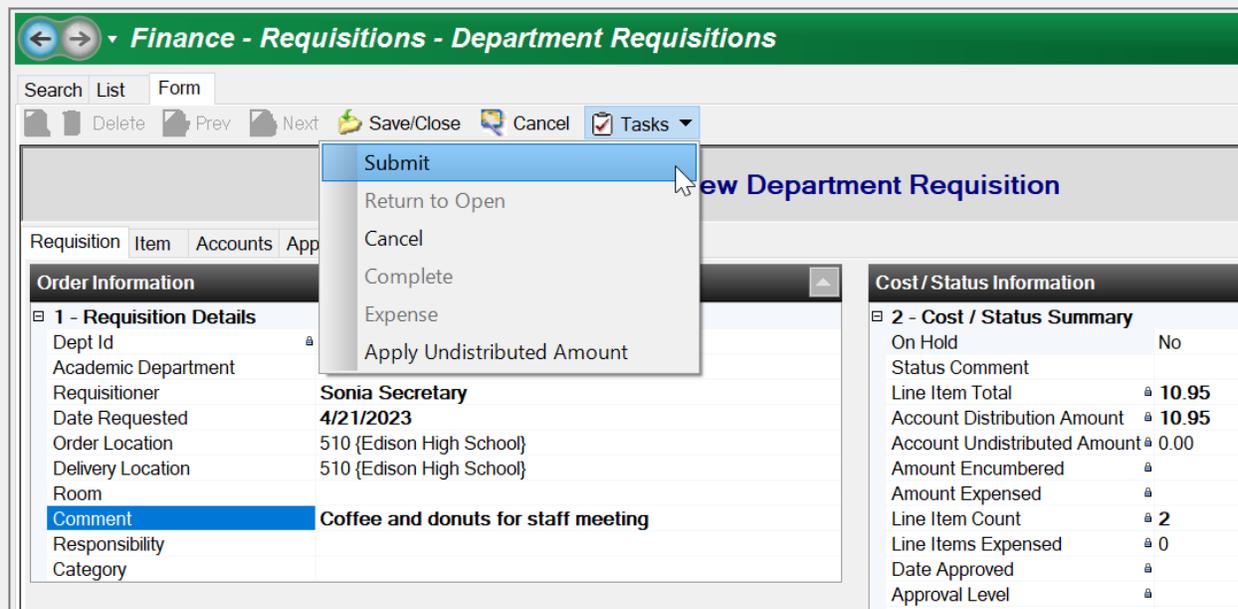
| Account | Amount | Percenta | FY | Encumb | Expense |
|------------|---------|----------|------|--------|---------|
| 01....5751 | \$10.95 | 100.00 | 2023 | \$0.00 | \$0.00 |

This will display available accounts to select:

| Account | Balance | Description |
|-------------------------------------|---------|--|
| 01-0000-0-1110-1000-5751-510-300... | \$0.00 | General Purpose, IntrFundFoodSvc, Ins... |

- You will be allowed only one object code for each of these types of Requisitions:
 - Child Nutrition Services – 5751
 - Reprographics – 5715

Submit – After all tabs are complete, click on “Tasks” and “Submit” which will send the request through the required approvals:



Approvals – This lists all of the approvals for the requisition where you can see who still needs to approve.

Attachments – Attach backup for the requisition (Storefront quote).

Notes – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.

History – This contains historical records of all information that has changed and by whom. All users can see this information. It can also be displayed in reports.

Department Requisitions Tasks

Submit – To submit a requisition, you must enter all required fields, at least one account and one line item. All amounts must be distributed. When you select this task, the requisition is submitted, an encumbrance JE is posted, a history record is written and approval records (or not, as defined) are written to the Approvals tab.

Return to Open – If there is a change that must be made, this option returns the requisition to the Open status, reverses the encumbrance in the requisition and writes a

history record. The requisition can be resubmitted once changes are made. This option is not available when a requisition is in the Cancelled or Complete status.

Cancel – Cancelling a requisition changes the status to Cancelled, reverses the encumbrance and creates a history record. This option is not available when a requisition is in the Complete status.