
Requisition Approval Processing Procedure (APAR-P010)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable/Accounts Receivable Department processes purchase orders in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 PO – Purchase Order
- 4.2 AP – Accounts Payable

5.0 PROCEDURE: -

- 5.1 The Deputy Superintendent of Operations is sent a signed transmittal letter with approved requisition(s) attached.
 - 5.1.1 The department head has previously approved requisitions by initialing each requisition and / or transmittal.
- 5.2 The Deputy Superintendent of Operations or the Chief Accountant reviews and initials the transmittal letter for approval.
 - 5.2.1 If the transmittal letter is not approved by the business office, the requisition is pulled and discussed with the department head for further clarification.
- 5.3 The Deputy Superintendent of Operations or Chief Accountant forwards the approved transmittal letter and requisition(s) to Accounts Payable.
- 5.4 Accounts Payable reviews the requisition for accuracy to include, but not to be confined to: the message code(s), correct vendor code is used, and blanket versus regular purchase order.
 - 5.4.1 If the requisition is for instructional computers and software or administrative computers and software, a completed form APAR-F012 must be attached.
- 5.5 Accounts Payable uses the AS-400 database to create a purchase order.
 - 5.5.1 The requisition is reviewed for accuracy and is ensured that it is not over budget.
 - 5.5.2 If the requisition. is over budget, it is returned to the requisitioner for appropriate action.
 - 5.5.2.1 A Transfer Request Form (APAR-F001) to be completed and approved.
 - 5.5.2.2 A change of account code on the requisition.

Requisition Approval Processing Procedure (APAR-P010)

Milford Public School District

- 5.6 Accounts Payable approves the requisition in the system and requests the AS-400 to print all approved purchase orders.
- 5.7 Purchase orders are printed on four (4) part paper.
 - 5.7.1 Requisition documentation is placed with the purchase order and forwarded for signature.
 - 5.7.2 The Deputy Superintendent of Operations or the assigned designee signs the purchase order and forwards to Accounts Payable.
- 5.8 Accounts Payable separates the P.O. and forwards as follows:
 - 5.8.1 White copy is mailed
 - 5.8.1.1 White copy may have instructions not to mail. AP must review the message on the P.O. and follow instructions accordingly.
 - 5.8.2 Yellow copy and requisition is filed in AP.
 - 5.8.3 Pink and blue copy is forwarded to the requisitioner
 - 5.8.3.1 When the product is received the pink copy is signed off and forwarded back to accounts payable.
 - 5.8.3.2 Requisitioner keeps blue copy.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Transfer Request Form APAR-F001
- 6.2 AS 400 Requisition
- 6.3 Transmittal Letter APAR-F013
- 6.4 Technology Purchase Approval Form APAR-F012

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Approved Purchase Order with documentation	Accounts Payable Files	5 years	Discard as desired	Locked Office
Transmittals	Accounts Payable Files	2 years	Discard as desired	Locked Office
Transfer Request Forms	Accounts Payable Files	5 years	Discard as desired	Locked Office

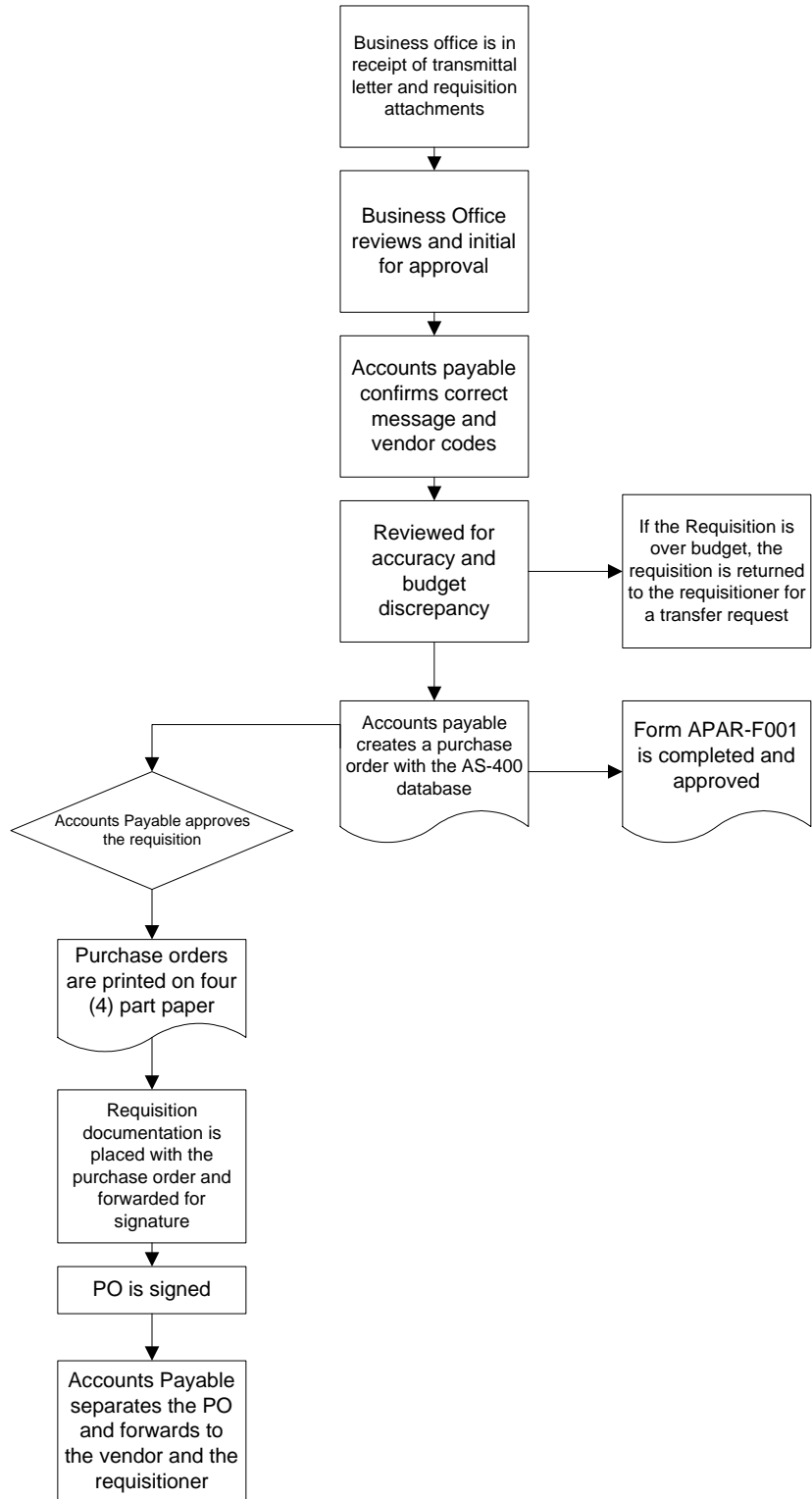
Requisition Approval Processing Procedure (APAR-P010)
Milford Public School District

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/26/2004	A	Initial Release
10/04/2004	B	Change title to Deputy Superintendent of Operations in 3.0, 5.0,

Requisition Approval Processing Procedure (APAR-P010)

Milford Public School District



* * * End of procedure * * *