

## COMPLETING REQUISITIONS FOR CONTRACTS

**BERKELEY UNIFIED SCHOOL DISTRICT  
GENERAL REQUISITION**

DATE \_\_\_\_\_  
SCHOOL or DEPT \_\_\_\_\_  
PROGRAM / FUNDING \_\_\_\_\_

**SUGGESTED VENDOR**

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

TOTAL AMOUNT APPROVED FOR THIS REQUISITION: \$ \_\_\_\_\_  
DELIVER TO / WHEN MET: \_\_\_\_\_

LINE	ORIG	UNIT	ITEM NUMBER AND DESCRIPTION OF ARTICLE REQUESTED (TYPE OR PRINT)	UNIT COST	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**ACCOUNT CODE**

LINE#	FUND	RESOURCE	LOCATION	YR	TURF	CLASS	OBJECT	GOAL	FUNCTION	DET OFF	BUDGET/AGY	UNIT	DATE

PURCHASING AGENT \_\_\_\_\_ DATE \_\_\_\_\_

1-7883 Rev. 2/09      Requisition Form Distribution: White Copy - Purchasing Numerical    Yellow Copy - Purchasing PO    Pink Copy - Site Copy

### The Importance of a Purchase Order (PO)

An Agency or Independent Contractor may not begin work until it is issued, so allow 30-45 days for requisition processing and approval times.

Its existence also helps to ensure that your contractor gets paid. Individuals or organizations are to submit an invoice for their services upon completion of the job or at intervals set out in the contract.

The invoice should be on their letterhead, signed and dated by the Budget Administrator to verify that the work was indeed done. The signed Invoice is then submitted to Accounts Payable for payment (which cannot be done without a PO and the BA's "okay to pay").

- Requestor completes General Requisition with specifics:
  - Complete vendor & address,
  - Brief description of services to be rendered (i.e., 1 Lot
  - Mental Health Services for xxx School),
  - Fiscal Year services will be delivered (FY 20xx-xx), and
  - Accurate pricing (to match the attached MOU).
  
- Below the description of services, write "Per Attached MOU."
  
- Attach the original completed requisition signed by the Contractor.
  
- Total contract amount should match "Total Amount Approved for this Requisition".
  
- Code the Fund and Resource that will be charged for this contract, i.e., 04-0852 for BSEP site funds, 01-9110, ending 900 (for Principal's Discretionary Fund), 01-9110, ending 906 (for PTA), etc.
  
- Enter your Location code, Yr as "0", and the Budget Administrator of the Fund and Resource entered.
  
- Code Object according to what is being ordered, i.e. 5800 or 5805 for contracts (under \$500), and Goals and Function accordingly. If the item is multi-funded, list all accounts to be charged and using the Line# reference, break down how much will be charged to each account.
  
- Check QSS or consult the Resource Budget Analyst to be sure that you are using the correct budget code(s) and funds are available in the account(s).

- Sign as Requestor and Budget Administrator (if applicable).
- If you are not the Budget Administrator, forward to that department for approval and signature.
- The Resource Budget Manager then signs and forwards to Purchasing. Approvals may be required from HR (for ICAs), Ed Services, the Deputy Superintendent and the Board, so allow at least 30 days for processing of requisitions.
- When all the appropriate approvals have been obtained, Purchasing follows departmental guidelines, checking that the vendor has been approved, sufficient funds are in the budget, and other requirements have been met before assigning a Purchase order number to the requisition.
- Vendor receives purchase order and begins service at the school site.
- The site Budget Administrator tracks the Contractor's service, signs and dates invoices presented (if satisfied that the work has been performed), and forwards to Accounts Payable.
- If the invoice is sent directly to BUSD Accounts Payable, it will be routed to the site for confirmation that the goods were received. The budget manager signs "okay to pay" and returns to Accounts Payable.