

WAUKEGAN PUBLIC SCHOOL DISTRICT 60

PURCHASING/WAREHOUSE HANDBOOK Policies and Procedures Guide

PROCUREMENT CYCLE

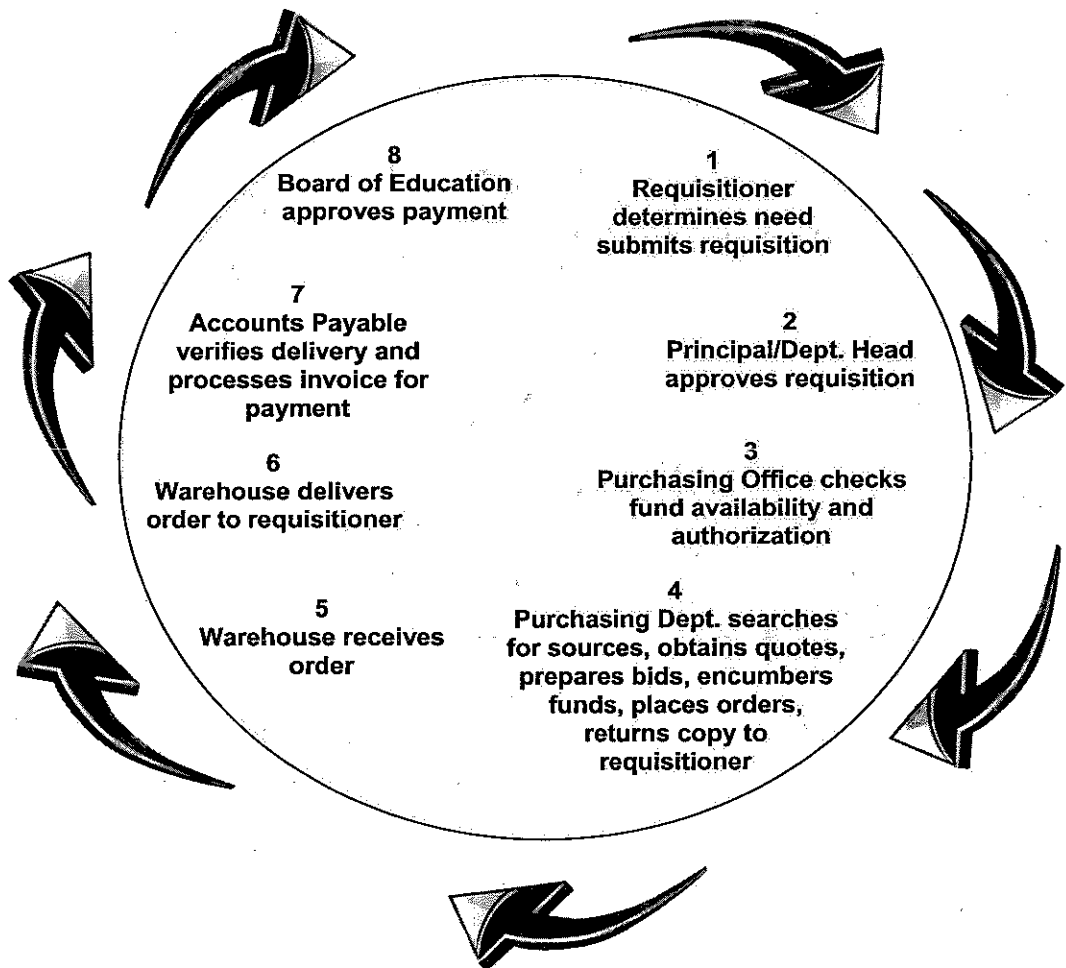


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INTRODUCTION

The Purchasing Handbook was developed as a general guide for school sites and departments to use as a quick reference. Please refer to the Student Activity Fund Manual for Student Activity Fund purchases. More information is available to you by contacting the Purchasing/Warehouse offices. On occasion, a procedure may be changed or deviated from due to necessity, and always in the best interest of the district.

PURCHASING ETHICS

To regard public service as sacred trust, giving primary consideration to the interests of the school district by which we are employed.

To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.

To avoid unfair practices, giving all qualified vendors an equal opportunity.

To respect our obligation and to require that obligations to our school district and us be respected.

To accord vendor representatives the same courteous treatment we would like to receive.

To strive constantly for improvement of purchasing methods and of the materials we buy.

To counsel and assist fellow purchasing agents in the performance of their duties, whenever occasions permits.

To conduct ourselves with fairness and dignity and to demand honesty and truth in buying and selling.

To cooperate with all organizations and individuals engaged in enhancing the development and integrity of the purchasing profession.

To remember that everything we do reflects on the school district, and to govern our every action accordingly.

To decline personal gifts or gratuities.

To regard each transaction on its own merit; to foster and promote fair, ethical and legal trade practices.

PURCHASE ORDER PROCESS

Before you buy

The first step in acquiring goods or services for your site is to define your needs. What issue or need are you trying to solve through this procurement? Once this is determined, a detailed specification or scope of work can be developed for use in the purchasing process. A specification may include any or all of the following:

- Quantity
- Model number
- Color
- Training requirements
- Maintenance requirements
- Estimated cost

The purchasing office is available to assist in finding sources for both goods and services, and maintains a database of local, regional, and national vendors. Many items are available using existing piggyback bids and multiple award contracts that allow the district favorable terms and pricing.

Departments may contact suppliers for price estimates and product information; however, for purchases with a total cost over \$500, the Purchasing office must review and execute the final order. Three verbal or written quotes must be obtained for total cost purchases between \$500 and \$4,999 (attach verification to the requisition). Three written quotes must be obtained for total cost purchases over \$5,000 (attach documentation to the requisition).

The formal bid process must be followed for unit costs \$25,000 and over. Contact the Purchasing office for an estimate of time to allow.

How do you proceed?

Fill out the purchase requisition form in the CIMS system. Refer to Appendix A thru D for further guidance.

Under no circumstances are requisitions to be handed to salesmen or vendors.

Following the processing of a requisition by the Purchasing office and completion of a purchase order, the requester shall receive a copy of the purchase order verifying that the order has been placed.

Contact the warehouse if you are expecting a replacement item on a purchase order. This could be a substituted item or a replacement for a damaged item. If the warehouse staff

cannot match the item to the original purchase order, or it appears to be a duplicate, they will automatically return it to the vendor.

Note: Most vendors increase their item prices annually so it is not good practice to order items with prices from a previous year purchase order or catalog.

Unauthorized Purchase

Only authorized individuals may financially obligate the Waukegan Public Schools District. The District requires issuance of a signed purchase order prior to a vendor furnishing services or shipping materials. The Purchasing Department is the only department authorized to sign a purchase order. A list of authorized individuals who may authorize requisitions may be obtained from the Purchasing Office.

The Purchasing office shall conduct or supervise all purchase transactions for the District. In the event that an unauthorized purchase is made the following may apply:

1. Any purchase of supplies or equipment made by staff members, without prior purchase order approved by the Purchasing office, may not be paid for by the district.
2. Purchases made in the name of the District without an authorized purchase order may be considered an obligation of the person making the purchase and not an obligation of the District. Deliveries of materials or services, which are made without a purchase order or a contract, are made at the seller's risk.

On occasions, employees of the Waukegan Public Schools District place orders without proper authorization. These occasions will be documented and are subject to administrative action and training. This practice has resulted in duplicate orders, delays in payments to vendors, and unnecessary time spent verifying the order.

Exception: District administration may purchase up to \$300 without a pre-approved purchase order, in an urgent situation. A check request must be processed in CIMS; a signed check request form and support documentation must be submitted for payment or reimbursement. But, whenever possible submit a requisition prior to the purchase to obtain a purchase order.

Blanket purchase orders

The requisition for a blanket purchase order must have:

- "not to exceed" amount
- valid dates for the fiscal year
- authorized names of employees who will be picking up from vendors

A copy of the invoice signed by the person making the pickup must be forwarded to the Accounts Payable office the first day after the purchase if made. The purchase order number must be indicated on all invoices and receipts.

Remember: No Receipt = No Payment to Vendor

Keep blanket purchase orders at an absolute minimum, the entire amount of your blanket purchase order will be encumbered and will not be available for other purchases. Blanket purchase orders may not be used for furniture, equipment or any individual item. Blanket purchase orders are typically used for utility bills, the maintenance department's supply needs, special education alternative placement sites, etc.

Emergency purchases

Emergency purchases should be processed as a check request and only for an immediate need to protect public health and safety. To obtain an emergency purchase, please contact the Purchasing office and provide the following information:

- Check request number
- Vendor name
- Total cost
- Reason for the emergency Check Request

Print and sign a completed check request form and submit to the Purchasing office for processing.

Urgent Purchase Orders

An urgent purchase should be processed as a check request when a situation arises that you were unable to foresee or plan. If this occurs, you may walk through the request for approval and take to the Purchasing office for processing. Please indicate "RUSH" at the top of the form. If the Purchasing office receives urgent requests from your site/department on an ongoing basis, the problem will be addressed to the Director of Budgets and Grants and the Deputy Superintendent/Chief Operations Officer, at the discretion of the Purchasing Agent.

Do not place any order with a vendor using a requisition number. Wait until you receive the completed purchase order. If you don't follow this procedure, you take the risk of duplicating the order. The district will not be responsible for duplicate orders.

Requesting Checks

Occasionally there is a need to purchase supplies or equipment from vendors who will not accept a purchase order. In this event, you must complete the check request form in the CIMS system. Please follow the steps below:

- Obtain an exact price quote from the vendor
- Forward the completed Check Request form to the Purchasing office with appropriate signatures and support documentation

These guidelines are only to be used for those occasions where vendors will not accept purchase orders. Whenever possible, utilize the regular requisition process. Refer to Appendix D for input instructions.

Purchase Order for maintenance agreements (copiers and other office equipment)

Submit a requisition, annually, for on-going maintenance agreements. Include the unsigned copy of the agreement. The Executive Director of Technology is the authorized signature for these agreements and contracts.

Ordering computers and software

When ordering computers, include on your requisition or submit a separate requisition for the software and licenses that are needed to operate them. Contact the Technology Department for computer and software specifications and recommended vendors. Different equipment and software are necessary depending on the use of the computers. Many quotes/E-quotes are only valid for 30 days; make sure the quote has not expired.

Reminder: All computer and software purchases must be approved by the Executive Director of Technology.

Making larger or more complex purchases

Requests for construction, building improvements, playground equipment and other structural changes are to be directed to the office of the Deputy Superintendent/Chief Operations Officer for approval.

To lease/purchase a copier, or buy any other large item, site/department personnel may search for the type of machine or equipment and suggest a vendor they would like to use; however, they must contact the Technology department for assistance.

Unless the purchase can be made utilizing a "piggyback bid" of another public agency, three verbal or written quotes (\$500 - \$4,999) or three written quotes (\$5,000 – bid limit) will be required. If the individual purchase is over the bid limit of \$25,000, the bid process must be followed unless a qualifying "piggyback bid" is available for the District's use. The Purchasing office is available to assist you.

Reminder: Copier lease agreements must be approved and signed by the Executive Director of Technology.

WAREHOUSE

What may be ordered from the Warehouse?

The warehouse stocks items of frequent and common usage. Items stocked include: printed forms, sports supplies, janitorial supplies and copier paper. To acquire goods from the warehouse, refer to Appendix A for further guidance.

Need to return merchandise?

Contact the vendor within thirty (30) days of receipt of merchandise. Let them know why you are returning the item(s) and give them the purchase order number. The vendor will give you a return authorization number. Address package to the vendor with a new shipping label. Note PO number and return authorization number on the package and the reason for the return such as "Duplicate Order Received" or "Exchange". Notify the warehouse that you have a return going back to the vendor.

Depending upon the type of commodity, vendor or purchasing conditions, restocking and/or shipping charges may have to be paid if the item was improperly specified on the original requisition.

TRACKING AND TAKING CARE OF YOUR EQUIPMENT

Does your equipment need repairs?

Items covered under warranty or maintenance agreement:

- call the vendor to request repair since no charge will be incurred
- if an item must be taken to the warehouse for sending back to vendor, call the warehouse to arrange for pick-up. Provide them with the make, model, and serial number of the item needing repair.

Item no longer covered under warranty or maintenance agreement (charges will apply):

- contact vendor for an estimate and submit a requisition
- sites should contact the technology department for disposition because an open purchase order may be set up for such repairs which expedites the process when needed

Asset Inventory

Most equipment categorized as a district asset must be delivered to the warehouse. The warehouse will affix a district asset number to the item and forward paperwork to the purchasing office for data entry to inventory list. On occasion, equipment may be delivered directly to the site because of the difficulty for warehouse to deliver. In this case, an asset tag will be sent to the site to affix on the asset. Typically, assets that are over \$500 and capital assets are items that cost over \$5,000. School districts are required to track all assets from purchase to disposal.

Once a year purchasing will send an asset list to each site/department. The site/department will verify the asset list by making corrections as necessary, including remarks, and forward the list to Purchasing. Site/departments must account for all assets listed. Either the items listed are still at your site or have been disposed of by means of transferring to another site, stolen, lost, etc. Attach documentation for all disposed assets.

When all verification has been received Purchasing will update the district inventory list and print a master report by site with the verification copies attached. Your site/department will receive a copy of the final report.

The final asset inventory report will be retained in the purchasing office for review by the district's independent auditors. The auditors will verify, at random, the information reported by each site/department.

Surplus property disposal

Surplus property disposal of all school district materials and equipment is managed by the purchasing office.

Make an appointment with purchasing before disposing of any district property.

Refer to Board Policy Number 3205 for guidance regarding disposal of district equipment/materials.

Contact the purchasing office if you have further questions regarding surplus equipment inventory.

Business and Non-Instructional OperationsEXPENDITURES: Purchasing Procedures – Equal Employment Opportunity

POLICY

The District shall comply with the Equal Employment Opportunity Clause of the Illinois Department of Human Rights in regard to any Public Contract to which it is a party. All subcontractors to Public Contracts in which the Board or its duly authorized agent(s) enters similarly must comply with the Equal Employment Opportunity provisions of the Illinois Human Rights Act, unless exempt by law. The Central Office will assure that the Equal Employment Opportunity Clause set forth in the Rules and Regulations of this policy, is included in any agreement to which it is applicable, either directly or by reference to this policy or the Illinois Human Rights Act.

RULES AND REGULATIONS

Definitions

For purposes of this policy, the following definitions shall apply, unless superseded by the Illinois Human Rights Act or its implementing Rules and Regulations:

1. Department: Illinois Department of Human Rights.
2. Public Contract: Any contract, purchase order, lease, or other agreement or understanding, written or otherwise, between the State, its political subdivision or a municipal corporation, and any other person or entity, for the procurement of any thing or service of value, including agreements funded through loans or grants.
3. Public Contractor: Any person who has been awarded a Public Contract through competitive bidding procedures or otherwise.
4. Subcontract: Any agreement, arrangement or understanding, written or otherwise, between a Public Contractor and any person under which any portion of the Public Contractor's obligations under one or more Public Contracts is performed, undertaken or assumed, except if the agreement, arrangement or understanding constitutes an employer/employee relationship.

Equal Employment Opportunity Clause:

During the performance of this contract, the contractor agrees as follows:

1. Nondiscrimination: That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, military status, an unfavorable discharge from military service, or any other legally protected category; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. Additional Hiring: That, if it hires additional employees in order to perform the contract or any portion thereof, it will determine, in accordance with the Department's Rules and Regulations the availability of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. Solicitations for Hiring: That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, military status, an unfavorable discharge from military service or any other legally protected category.

4. Notice to Labor Organizations or Representatives: That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the subcontractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.

5. Reports: That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects, comply with the Illinois Human Rights Act and the Department's Rules.

6. Record Access: That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.

7. Subcontractor Agreements: That it will include verbatim or by reference the provisions of paragraphs 1 through 7 in every performance subcontract (as defined in Section 750.5

EEO Clause - Subcontractor Agreement of the Department's Rules) it awards under which any portion of the subcontract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further, it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any other subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations of the Illinois Department of Human Rights, the subcontractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

SOURCE:
775 ILCS 5/2-101, et seq. Illinois Human Rights Act, Employment

CROSS REF.:
4001 Non-discrimination & Sex Equity
4002 Sexual Harassment
4101 Recruitment, Selection & Appointment
4103 Employment Qualifications - Criminal Background Checks

ADOPTED: May 9, 1978

REVISED: Reaffirmed: October 25, 1994
Revised and reaffirmed: June 27, 2006

Business and Non-Instructional Operations

EXPENDITURES: Purchasing Procedures – Requesting Goods and Services

POLICY

The Superintendent and/or his/her designee shall receive and process requisitions from appropriate personnel, provided these requisitions are within budgetary limitations and the items fulfill the educational objectives of the District.

RULES AND REGULATIONS

Requisitions will normally originate from staff members who are responsible for the use of the items requested. Requisitions must have the approval of a Department Chairman, Principal, and the appropriate Central Office Cabinet Member, Supervisor or Director before being sent to the Business Office.

The originator of the requisition is responsible for limiting his request to the amount appropriated in the budget.

The appropriate Central Office member and/or principal will be notified within a reasonable period of time of the disposition of requisitions.

The Business Office will establish a requisitioning and purchasing schedule which will fulfill the educational objectives in the most economical and efficient manner.

SOURCE:
105 ILCS 5/10-20, 21 Contracts

ADOPTED: May 9, 1978

REVISED: Reaffirmed: October 25, 1994
Revised: April 11, 2006
Technical changes: March 5, 2007

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Business and Non-Instructional Operations

EXPENDITURES: Purchasing Procedures - Description of Goods and Services

POLICY

Invitations for bids, requests for proposals or quotations shall be written and/or stated in such a manner that there will be a clear and accurate understanding of the technical requirements of the materials, products or services to be procured. "Brand name or equal" purchase descriptions may be used to define the material, product, or service; provided the specific features of the name brand that must be furnished are clearly identified.

Every effort should be made to evaluate equality in the context of educational requirements. At the same time, specifications should be sufficiently broad to promote competition.

RULES AND REGULATIONS

The following clause shall be included in all bids when the use of alternates is acceptable and the salient characteristics of the brand name product, which are essential to the District's needs, have been identified in the specifications:

APPROVED EQUIVALENT CLAUSE: The materials and/or supplies, as described in these specifications are indicated of type, function, minimum standard of quality and should not be construed to mean the exclusion of manufacturers' products of comparable standards which possess the salient characteristic identified. However, if the product being quoted, is different from that specified, then the alternate must be specifically identified and supporting brochures and related documentation provided to permit an equality evaluation. If you do not indicate a change in product, then the specified product must be furnished. Decisions by the School District concerning equality and the acceptability of alternates is final and will not provide grounds for price or bid revision.

Specifications will be under continuous review and revision to insure satisfaction of use in the schools.

SOURCE:
105 ILCS 5/10-20, 21 Contracts

ADOPTED: May 9, 1978

REVISED: Reaffirmed: October 25, 1994
Revised: April 11, 2006
Technical changes: March 5, 2007

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Business and Non-Instructional Operations

EXPENDITURES: Purchasing Procedures – Soliciting Prices (Bids and Quotations)

POLICY

Bidding and quotation procedures and purchasing shall comply with the School Code, 105 ILCS 5/10-20.21. In the event of a conflict between this policy and the School Code, the terms of the School Code shall control.

All purchases of and contracts for supplies, materials, equipment, work, and contracts with, private carriers for transportation of pupils involving more than \$25,000 shall, except as defined below, be based on formal bids. Purchases of \$25,000 or less will be based on either formal bids, written quotations or requests for proposals, or oral quotations at the discretion of the Chief Operations Officer.

Exceptions to the bidding process are those specified in law.

All purchases for materials, supplies and equipment service shall be awarded to the lowest, responsible, qualified bidder, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms and past performance of the vendors.

In the event of an emergency requiring an expenditure of over \$25,000, especially one that concerns health and safety or that would impede the proper conduct of the school system, the administration shall take whatever steps are necessary to alleviate the emergency. The Board should be notified as soon as practicable and the item submitted for formal approval by 3/4 of the members at the next meeting of the Board of Education.

SOURCE:
105 ILCS 5/10-20.21 Contracts

CROSS REF.:

- 3301 Purchasing Philosophy – General
- 3302 Purchasing Philosophy – Standardization of Supplies and Equipment
- 3303 Purchasing Philosophy – Local Purchasing
- 3304 Purchasing Procedures – Equal Employment Opportunity
- 3306 Purchasing Procedures – Description of Goods and Services

ADOPTED: May 9, 1978

REVISED: Reaffirmed: October 25, 1994
Revised: April 11, 2006
Technical changes: March 5, 2007
January 13, 2009

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Business and Non-Instructional Operations

EXPENDITURES: Purchasing Procedures – Ordering Goods and Services

POLICY

The Superintendent or his/her designee shall be responsible for the issuance of all purchase orders for materials, supplies, equipment and services, all of which shall be within budget limitations, and shall meet the educational needs of the district. No commitment, confirmation order, or agreement to purchase is to be made by anyone except the Superintendent or his/her designee.

Purchase requisitions and purchase orders will be used to purchase all goods, services and equipment in the District, with the exception of very small purchases made with petty cash funds or procurement cards. The Superintendent or his/her designee will establish and implement an orderly system of processing District purchase orders prior to purchase, which assures the efficient handling of purchasing, receiving, and disbursement of supplies, equipment and services.

Purchase requisitions or purchase orders, whichever is applicable to the particular facts and circumstances, that originate at the building level must be signed by the Principal. All other purchase requisitions or purchase orders must be approved by a Central Office Administrator.

A purchase order will be drawn with all pertinent information including the account to which items are to be charged. For convenience, a special form may be used for purchases made locally.

A receiving copy of the order will be properly signed and dated, showing items received.

RULES AND REGULATIONS

Content

1. The amount of the purchase order must be within the budgeted amount.
2. The purchase order must describe to the supplier, the characteristics and quality standards required.
3. Prices should be a firm, net delivered price whenever possible and included in the purchase order.
4. Delivery instructions must be included on the purchase order.

Confirmation of Orders

Confirmation orders may be issued in case of emergency only with the prior approval of the Superintendent or his/her designee.

Failure to Comply with Procedures

The District will not assume responsibility for payment of invoices which were not properly processed through the requisition and purchasing procedures.

Review of Requests

When there is a question about the suitability of a particular request as far as it

meeting the educational needs of the district, the Chief Operations Officer will consult with the appropriate Cabinet or staff member.

SOURCE:
105 ILCS 5/10-20.21 Contracts

ADOPTED: May 9, 1978

REVISED: Reaffirmed: October 25, 1994
Revised: April 11, 2006
Technical changes: March 5, 2007

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WAREHOUSE REQUISITION

Before entering any item, be sure to have the following information available to you - *Catalog, Stock or Item number and Account Number*. Requisitions will be processed by 2:00 p.m. daily from the warehouse foreseeing no complications.

At the Main Menu -

1. Select - **Warehouse Requisition Batch Input**, press enter
2. At the **Options** field, type "A" - ADD,
3. At the **Batch ID** field, type your initials, e.g., JGT, (If using only 2 initials, press TAB)
4. At the **Description** field, type a detailed description of item you are ordering, e.g., Floppy Disks, press enter
5. At the **Option** field, select "A" to Add
6. At the **Location** field, type your building code (F4 for table of options), e.g., 041, press enter

BE SURE TO WRITE DOWN YOUR REQUISITION NUMBER (located in left hand corner of screen)

7. At the **Attention** field, type Name of person requesting item, e.g., building principal, TAB to Reference
8. At the **Reference** field, type last name of person **actually** entering requisition, e.g., JONES, TAB to the **Default Account Code** field
9. At the **Default Account Code** field - type your building account code for that catalog, this would be an "ANØ" number, TAB to **Special Instructions** field
10. At the **Special Instruction** field, type cc: (your bldg #), if you wish to receive a copy of Req. from warehouse, **and the name of the person requesting the item, i.e., RM 101, Office, Team 1, Mrs. Jones, etc,** press enter
11. At the **Quantity** field, type the exact number (be sure to see how the quantity is listed in the catalog under *Unit of Measure, e.g., bx, ea. doz.*) **BE SURE TO PRESS, FIELD EXIT (CTRL Key)**
12. Type **Stock Item** number just as it is listed in Catalog, press enter
13. At this point you may continue to order more items from the same catalog following the same procedures (#'s 10-11)
14. If you have completed your ordering, press enter type "E" over the **B** at the **BEGIN** field to **End** and your requisition will be processed, press enter

15. Select "E" to **End** at the **Options** menu, press enter
16. Should you like to review, make a **Change**, or **Delete** your requisition you may do so before 2:00 p.m. the same day it is submitted.
17. At the option line you may choose from the Command line one of the following, "C" = **Change**, "L" = **Look**, "D" = **Delete**, or "A" = **Add** at requisition entered on the same day as entered prior to 2:00 p.m..

NOTE: YOU MUST ENTER "D" - DELETE AT THE OPTIONS MENU AND THE REQUISITION NUMBER IF YOU ARE DELETING A REQUISITION. CANCELING (F12/ F3) WILL CANCEL THE REQUISITION, BUT WILL NOT DELETE THE REQUISITION NUMBER.

VENDOR REQUISITION

Before entering any item, be sure to have the following information available to you - *Catalog, Stock or Item number and Account Number.*

At the Main Menu –

1. Select - **Purchase Order Requisition Input**, press enter

(if you have the correct vendor number, skip to step #6)

2. At the option field, select "I" to Index, TAB 3x
3. At the Index field, type "4", TAB 1x to Vendor name
4. At the Vendor's by Name field, type Name of vendor in its entirety, (including "A", "The", "I", etc) press enter

BE SURE TO INDEX UNDER EVERY PART OF THE COMPLETE VENDOR NAME!
(If at this point you cannot locate the vendor, you will need to stop entering the requisition and submit to Accounts Payable a Vendor Number Request form) ,

IF YOU LOCATE THE VENDOR AND HAVE VERIFIED THE CORRECT ADDRESS, YOU MAY CONTINUE

5. Locate the Vendor by paging up/down, arrow to correct Vendor, place an "X" in front of the vendor, press enter
6. At the options menu, select "A" to Add, (Be sure to check that the RPO for the current year is still there, if not you must enter it, i.e., RPO99) press enter
7. At this screen, **WRITE DOWN YOUR REQUISITION NUMBER FOR FURTHER REFERENCE** (You will need this to write down on any attachments you will be submitting to Purchasing, also you should keep a log of requisition numbers for tracking purposes)
8. At the **Date Required** field - type the date needed, press FIELD EXIT (CTRL Key) after entering date, (e.g., 090597)
9. At the **Attention** Field - type last name of person entering requisition and the ten-digit phone number of the person entering the requisition, (e.g., JONES 847-555-1212), press TAB 5x
10. At the **Charge Account Field** - type the correct Account Number you are using, this will be an "ANØ" number, TAB to Freight Charges **ONLY IF YOU HAVE FREIGHT CHARGES TO ENTER, IF NOT** press enter

PURCHASE ORDERS

11. At the **Quantity Field** - type the amount of items you are ordering, EA will be the default, you may change it to BX = Box, PKG = Package, etc. depending on how the item should be ordered, **FIELD EXIT** (*IT IS IMPERATIVE THAT YOU USE THE 'FIELD EXIT KEY*).
12. At the **VENDOR PART:** field, type either **PURCHASE, PAYMENT, REGISTRATION OR REIMBURSEMENT.** **TAB** to **DESC.**
13. At the **DESC** field - enter item # / stock # / catalog # / Item / Color/size (if applicable and brief description of what item is, i.e., Ref file folders), **TAB**
14. At the **Unit Cost** field, type amount of the item you are ordering, **BE SURE TO PRESS FIELD EXIT (RIGHT CTRL KEY) AFTER ENTERING AMOUNT**, press **enter**
15. **TAB** to the **Description** line - type what the item is being used for and whom it should be delivered to, (e.g., office/principal, classroom 101, cellular payment, or *attachments to P.O. if you have any etc), press **enter**
16. To enter more items from that Account you may follow procedures #11-15
17. If you have completed ordering, **TAB** to the **EA** and **field exit (RIGHT CTRL KEY)**, press **enter**. This will add a space between your order and the last lines of information, i.e., attachments, account information, etc.,
18. When you have ordered all items, you will need to add another **Description** line - type your **TYPE OF ACCOUNT** (exp. Supply, equipment, travel etc.), **NUMERIC ACCOUNT NUMBER** (Leave out the AN0), **LOCATION** (School/Department items should be delivered to), **REFERENCE** (Name of person entering requisition, and **RECEIVER** (Name of person/place receiving information), press **enter**. The final description line should appear this way – **SUPPLY/3333/MCCALL/YOURLASTNAME/OFFICE**, press **enter**
19. At the options line select "**E**" to **End**, and the requisition will be processed or select one of the following commands - "**C**" - **Change**, "**L**"- **Lookup** and review your requisition, press **enter**

***ATTACHMENTS - MUST BE SENT THE SAME DAY REQUISITION IS ENTERED TO PURCHASING AT LINCOLN CENTER WITH THE REQUISITION NUMBER ON IT - When submitting a Vendor Requisition that may require additional paperwork, (generally if it is the Company's policy to do so) or when paying a Cell Phone Bill, see example below. REQUISITIONS WHERE ATTACHMENTS ARE NOT RECEIVED WITHIN 5 SCHOOL DAYS WILL NOT BE PROCESSED!**

CREDITS WITHIN A P.O.

If you have a credit/discount for a p.o. – follow all the instructions as listed above, however follow these guidelines to include your Credit/Discount.

Credit/Discounts must be entered as a line item –

1. At the Quantity Field - type a 1- (you MUST enter , EA will be the default, you may change it to BX = Box, PKG = Package, etc. depending on how the item should be ordered, **FIELD EXIT** *(IT IS IMPERATIVE THAT YOU USE THE 'FIELD EXIT KEY*

For a Check please use the example below:

QUANTITY FIELD – BE SURE TO ENTER A “1”

UNIT COST FIELD – BE SURE TO ENTER AMOUNT OF BILL/PAYMENT - \$55.75
(SEE EXAMPLE BELOW)

<u>QTY</u>	<u>ON THE DESCRIPTION LINES:</u>	<u>UNIT COST</u>
1	Reimbursement/Payment	\$55.75
	Invoice #	
	Detailed Description of what is being or has been purchased	
	Name of the Individual that the item has been purchased for	

ATTACHMENT FORTHCOMING

TRAVEL/9999/MCCALL/YOURLASTNAME/OFFICE

LOOK-UP ACCOUNT BALANCES

At your menu – **NOTE: Verify you are in the correct menu - Board or Activity**

Select – **ACCOUNT BALANCE & TRANSACTION DETAIL LOOK-UP**, press enter

NOTE: Please note in the lower portion of your **Budget** screen that any open Requisitions will have monies displayed, you need to deduct this amount from the **REMAINING BALANCE** for accurate account balance.

1. At the **OPTIONS** menu, type and "L" – **Lookup**
2. At the **ACCOUNT CODE** field, type the name of the account with your school code, i.e., PAPER041, COMPUTER041, FORMS041, etc., or the account number for the account you are inquiring, i.e., AN00331, (AN0 = BOARD / MM = ACTIVITY ACCOUNTS) **OR** press enter
3. You are now able to view your budget for that account. **NOTE: The account is going to show the information only for the last month under the CLOSED – Activity Month.** You will need to type the month you would like to review, i.e., *entering July will show all activity from July thru current month*
4. Type an "X" under **Detail** where there is an amount shown to view what that expense was
5. Place an "X" in front of the item/amount you are inquiring to view further information
6. Press enter 3 times to return to the **OPTIONS** menu
7. Type "E"-**End**, press enter to return to the previous menu

LOOK UP VENDOR

1. Select, **LOOKUP VENDOR RECORDS**, press enter
2. Type an "I" – **Index**, TAB to **VENDOR BY NAME**
3. At the **VENDOR BY NAME** field, type the name of the **VENDOR** you are inquiring about, (*Be sure to try all options for the name, i.e., THE ABC COMPANY, or ABC COMPANY, or COMPANY, THE ABC, etc.*) press enter

IF YOU CANNOT LOCATE THE VENDOR – YOU WILL NEED TO SUBMIT A 'REQUEST FOR VENDOR NUMBER' FORM TO THE ACCOUNTING OFFICE

4. Place an "L"-**Lookup** in front of the **Vendor**, press enter

NOTE: if there is an "*" in front of the **Vendor**, be sure to read instructions – it may tell you to use another **Vendor number** or that this **Vendor** is not to be used, press enter 2 times

5. At the **OPTION** menu, type "E" – **End**, you will return to the previous menu

MILEAGE REQUISITION

Before entering any item, be sure to have the following information available to you –
MILEAGE AND ACCOUNT NUMBER.

At the Main Menu -

1. Select - Purchase Order Requisition Input, press enter

(if you have the correct vendor number, skip to step #6)

2. At the option field, select "I" to Index, TAB 3x
3. At the Index field, type "4", TAB 1x to Vendor name
4. At the Vendor's by Name field, type Name in its entirety, (including "A", "The", "I", etc.) press enter **BE SURE TO INDEX UNDER EVERY PART OF THE COMPLETE VENDOR NAME!** (If at this point you cannot locate the vendor, you will need to stop entering the requisition and submit to Accounts Payable a Vendor Number Request form)

IF YOU LOCATE THE VENDOR AND HAVE VERIFIED THE CORRECT INFORMATION, YOU MAY CONTINUE

5. Locate the Vendor by paging up/down, arrow to correct Vendor, place an "X" in front of the vendor, press enter
6. At the options menu, select "A" to Add, (Be sure to check that the **RPO** for the current year is still there, if not you must enter it, i.e., RPO99) press enter
7. At this screen, **WRITE DOWN YOUR REQUISITION NUMBER FOR FURTHER REFERENCE** (You will need this to write down on any attachments you will be submitting to Purchasing, also you should keep a log of requisition numbers for tracking purposes)
8. At the Date Required field - type the date needed, press FIELD EXIT (CTRL Key) after entering date, (e.g., 090597)
9. At the Reference Field - type last name of person entering requisition, (e.g., JONES), press TAB 3x
10. At the Quantity Field - type the amount of **TOTAL MILES**, MI will be your **UNIT OF MEASURE**, TAB to **VENDOR PART:**
11. At the Vendor Part: field, enter REIMBURSEMENT. TAB to **DESC.**
12. At the **DESC:** field, enter IN-DISTRICT MILEAGE. TAB to **UNIT COST.**
13. At the Unit Cost field, type amount .505, **BE SURE TO PRESS FIELD EXIT (RIGHT CTRL KEY) AFTER ENTERING AMOUNT**, press enter

14. TAB to DESC to enter more information (if necessary) regarding your mileage usage.
15. If you have completed ordering, TAB to the EA and field exit (RIGHT CTRL KEY), press enter. This will add a space between your order and the last lines of information, i.e., attachments, account information, etc.,
16. When you have completed entering your mileage information, you will need to add another Description line - type your ACCOUNT NUMBER, this will be your "AN0" number, LOCATION (School/Department name), REFERENCE (Name of person entering requisition, and RECEIVER (Name of person/place receiving information), press enter.
The final description line should appear this way;
AN03333/MCCALL/CORREA/OFFICE, press enter
17. At the options line type "E" to End, and the requisition will be processed or select one of the following commands - "C" - Change, "L" - Lookup and review your requisition, press enter

***ATTACHMENTS ARE TO BE FORWARDED TO PURCHASING DEPARTMENT,
WRITE RPO NUMBER AT THE TOP**

For a Check please use the example below:

QUANTITY FIELD - BE SURE TO ENTER "AMOUNT OF TOTAL MILES, I.E., '10'
UNIT COST FIELD - BE SURE TO ENTER TOTAL MILEAGE AMOUNT .505
(SEE EXAMPLE BELOW)

*at current
Rate*

<u>QTY</u>	<u>ON THE DESCRIPTION LINES:</u>	<u>UNIT COST</u>
10 MI	IN-DISTRICT MILEAGE	.505

**ATTACHMENTS TO PURCHASING
TRAVEL/9999/MCCALL/YOURLASTNAME/OFFICE**

LOOK-UP VENDOR PAYMENT HISTORY

NOTE: Be sure you are in correct FY for the Vendor Payment History you are inquiring about.
ITEMS NEEDED:

- **VENDOR NUMBER**
- **REQ/P.O. NUMBER**

At your Board Requisition Menu

1. Select, **Lookup Vendor Activity (ACP.465)**, press **enter**
2. At the **OPTION** field, type an **'I' – Index**, **tab** to **INDEX**
3. At the **INDEX** field, **replace** the 1 with a **2** (*Index by Vendor*)
4. At the **Vendors by Name**, type the Vendor you are inquiring about, ie., **NCS Pearson**,
press **enter** (*you may need to arrow up/down or page up/down to locate the correct Vendor*)
5. At the correct Vendor, type a **"L" = Look-up**, press **enter**
6. Select your **F8 Function Key** (*located at the top of the keyboard*) to review the payment history for this vendor
7. To inquire about a specific charge/payment, **arrow** to that line, type an **"L" = Look-up**,
press **enter**
8. You are now reviewing the specifics for that P.O./Vendor
9. Press **F12** – **Cancel to exit**
10. At the **OPTIONS** menu type an **"E" – End**, press **enter**
11. You have returned the Vendor screen, press **enter**

At the **OPTION** menu type **"E" – End**, press **enter** until you return to your main menu.

***PRINT SCREEN OF AN INDIVIDUAL PAID P.O.**

Session A - [24 x 80] [F5] [F6] [X]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

12/10/01 FY 02 COMMUNITY UNIT SCHOOL DIST #60 15:36:31 QPADEV0028

FMS Index to Posted Invoices Ref: ACP 441X 02

Position to:

X	VENDOR	INVOICE	DATE	CHECK #	PO #	AMOUNT	
-	59541	C 566727-0	7/23/01	188241		35.56-	PAID
-	59541	C 597905-0	7/23/01	188241		198.86-	PAID
-	59541	C 597908-0	7/23/01	188241		195.15-	PAID
-	59541	C 597909-0	7/23/01	188241		168.37-	PAID
-	59541	C 508218-0	7/23/01	188241	25096	32.90-	PAID
-	59541	C 609552-0	8/07/01	188241	27354	1.25-	PAID
-	59541	C 613680-0	9/04/01	188723	2789		PAID
-	59541	C 613752-0	9/04/01	188723	2790		PAID
-	59541	C 615360-0	9/27/01	189234	9017167	3.10-	PAID
-	59541	C 615634-0	9/11/01	188723	28145	322.54-	PAID
-	59541	C 617543-0	9/27/01	189234	28240	25.38-	PAID
-	59541	C 617582-0	9/27/01	189234	28260	15.33-	PAID
-	59541	C 617707-0	10/16/01	189234	28324	30.66-	PAID
-	59541	C 617790-0	9/27/01	189234	28323	6.40-	PAID
-	59541	C 622710-0	11/01/01	189714	28765	74.98-	PAID
-	59541	C 625366-0	11/13/01	189714	28937	21.40-	PAID
-	59541	INV 8-17-01	8/17/01	188023		772.46	PAID
-	59541	LANG PROGRAM	8/30/01	188461		1,508.72	PAID
-	59541	ORTEGA	8/31/01	188463		228.61	P

Vendor #

Invoice #

Type an "L" for more detail

Amount Paid

P.O. #

05/003

Session A - [24 x 80] [F5] [F6] [X]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

12/10/01 FY 02 COMMUNITY UNIT SCHOOL DIST #60 15:33:58 QPADEV0028

FMS Lookup Vendor Activity Ref: ACP 460 .11

Vendor: 59541 Invoice: C 566727-0 Purchase Order:

OFFICE PLUS OF LAKE COUNTY Entered by: BRIAN

P O BOX 8758 Batch ID: E03

WAUKEGAN IL 60079 8758 Posted: 8/22/01

Invoice Date: 7/23/01 Invoice Due Date: 1099 Inv: N

Voucher Number: Other Reference:

Invoice Description: OFFICE PLUS OF LAKE COUNTY

Account Number: 10.00.8.490000.55.2113.4190.0000.00

Invoice Total: 35.56-

Cash Discount: Days: Taken: N

Paid Invoice Information

Check Number: APCK 188241

Bank: FMB 172472600

Check Date: 8/28/01

Amount Paid: 35.56-

Paid To: OFFICE PLUS OF LAKE COUNTY

The lower portion of this screen displays the PAID information for this Vendor/P.O.

Enter D to Display or P to Print

Invoice Lines: N Open A/P Journal Detail: N

Mode: Lookup F3=Exit F5=Reset F12=Cancel Cancel? N

22/017

Manual Check Request Instructions on CIMS

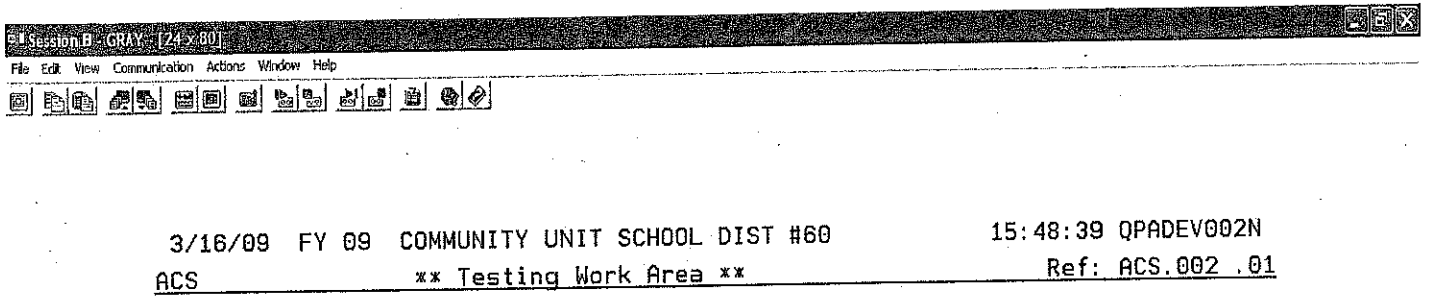
This is the check request menu.

Option 1 – Check Request – Allows you to create a check request

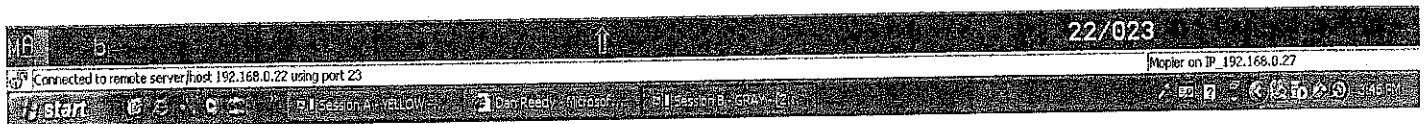
Option 2 – Print a Check Request – Allows you to print the check request to give to the Accounts Payable department

Option 3 – Print... - Allows you to check your budget before submitting the check request.

To create a Check Request, key in a ' 1 ' on the line and press the Enter key.



Option or Menu Item _____



Key in a ' A ' (for Add) and then key in the Vendor number. The vendor is who the check will be made out to by the Accounts Payable Department. If you do not know the vendor number then place the cursor there and then press the F4 key on your keyboard to see all available vendors.

The Purchase Order number is left blank for now.

Hit the F4 key to see all vendors.

3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 15:49:09 QPADEV002N
 FMS Check Request Ref: PUR.410 .01

Vendor: _____ Purchase Order: _____ CR009

A
 Add
 Change
 Delete
 Lookup
 Index
 End

Index: 1
 1 = Purchase Orders by Number
 2 = Purchase Orders by Vendor Number
 3 = P/O's By Requisition Number: _____
 4 = Blanket Purchase Orders by Number
 5 = Vendors By Name: _____
 6 = Vendors By Number.

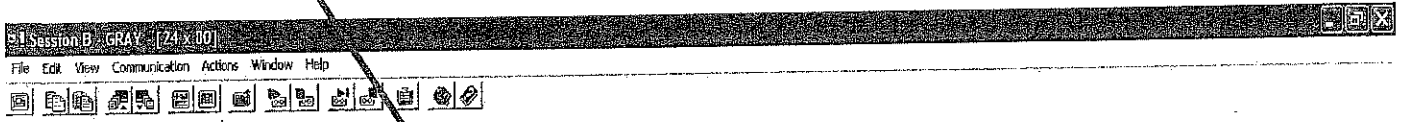
Auto Next Record? N



This is the screen that you will see after pressing the F4 key on your keyboard to display all available vendors.

You will be able to position to the name of the vendor by keying in their name in the Position to: field and then pressing the Enter key.

Key in as much as the vendor name as you wish and then press the Enter key.



3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 15:57:47 QPADEV002N
FMS Check Request Ref: PUR.410 .01

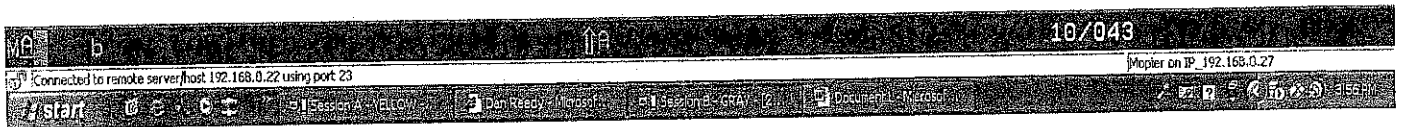
A Vendor: [REDACTED] Purchase Order: CR009

FMS	Vendor Names	PUR.301M.02
Name	Position to: JUD	
A & A ENGINEERING	242	
A & E (THE HISTORY CHANNEL)	517	
A & E ORIENTEERING INC	347	
A & E SPORTS	515	
A & M PRODUCTS COMPANY	512	
A & S SERVICE	522	
A AMERICAN COACH TOURS INC	300	

F12=Cancel Position cursor to desired Code More...

Auto Next Record? N

GEN 0003 NOT ON FILE



You may use the PageUp and PageDown keys on your keyboard to scroll through the vendors.

When you find the vendor, place the cursor next to it and press the Enter key.



3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 15:57:47 QPADEV002N
FMS Check Request Ref: PUR.410 .01

A Vendor: [REDACTED] Purchase Order: CR009

FMS	Vendor Names	PUR. 301M.02
Name	Position to:	
JUDITH FREDBECK	29920	
JUDITH GALVAN	96757	
JUDITH GREEN	33878	
JUDITH HERRERA	352369244	
JUDITH HOLDEN	95381501	
JUDITH J ASSMANN M S	7640	
JUDITH KAPSALA	42550	

F12=Cancel Position cursor to desired Code More...

Auto Next Record? N

GEN 0003 NOT ON FILE



The check request is being created and the following screen appears.

The P. O. date defaults to today's date.

You must fill out the Date Required: field.

Put the name of the person that will approve this check request in the Attention field.

Put your name in the Requisition field.

DO NOT USE THE Blanket Amount field. If you do, your request will not go through.

You must put in a valid Expense Account Number. If you do not, your request will not go through.

When you have entered all of the necessary information on to this screen then press the Enter key to continue.

Session A - GRAY - 124300

File Edit View Communication Actions Window Help

3/18/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 09:03:51 QPADEV0002
FMS Check Request Input Ref: PUR.410 .11

Purchase Order Number: 90001 CR009

Vendor: 33878 SHIP TO: MAIN
JUDITH GREEN WAUKEGAN PUBLIC SCHOOLS
507 ARAPAHO TRAIL WAREHOUSE
LAKE VILLA, IL 60046 2228 N. BUTRICK ST.
WAUKEGAN, IL 60087-4821

Attention:
JUDITH GREEN

P/O Date: 3/16/09 Reference: _____
Date Required: 3/18/09 Blanket Amount: \$ _____
Requisition: A REDDICK

Charge Account Code: 10.00.8.000000,10.2211.3320.0000.00

Default trade discount: _____ % Tax rate: _____ %

P/O freight: \$ _____

May A/P close this? Y (Y/N) Hold payment? N (Y/N)

Receiving required? N (Y/N) MESSAGE: _____

Confirmation copy? N (Y/N)

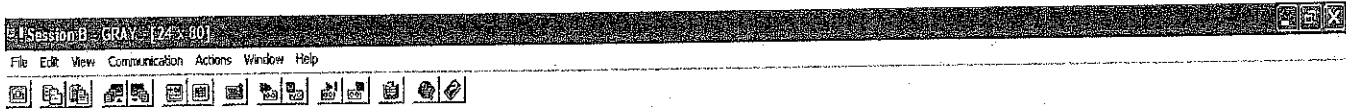
Draft copy? N (Y/N)

Shipping Terms: _____ Payment Terms: _____

Internal Note: _____

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

Key in the detailed description of the check request using the following few example screen shots as a guideline.



3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 16:01:24 QPADEV002N
 FMS Check Request Ref: PUR.410L.11
 Purchase Order: 90001 CR009 Vendor: 33878 P/O Total: 550.00
 Line Total: 550.00

CMD	Qty	Ord	U/M	Description	Unit Cost
BEGIN					
0001.000	1		EA	AIRLINE TICKETS FOR CONFERENCE	550.00

2.000 Qty: _____ EA Vend Part: _____ Whs Part: _____
 Desc: _____ Unit cost \$ _____
 Trade Disc \$ _____ or _____ % Freight \$ _____ Tax: _____ %
 Account: 10.00.8.000000.10.2211.3320.0000.00
 Cancelled: _____ Received: _____ Paid: _____ Continue: N
 F4=Index F5=Reset F12=Cancel Cancel? N



To exit this screen, key in an 'E' over the B in the word BEGIN above line 1 and press the Enter key.

J Session B - GRAY - [24 x 007]					
File Edit View Communication Actions Window Help					
[Icons]					
3/16/09	FY 09	COMMUNITY UNIT SCHOOL DIST #60	16:02:09	QPADEV002N	
FMS		Check Request		Ref: PUR.410L.01	
Purchase Order:	90001 CR009	Vendor: 33878	P/O Total:	725.75	
			Line Total:	725.75	
BMD	Qty	Ord	U/M	Description	Unit Cost
EEGIN					
0001.000	1		EA	AIRLINE TICKETS FOR CONFERENCE	550.00
0002.000					
0003.000	1		EA	HOTEL FOR TWO NIGHTS	175.75

COMMANDS: A C D L F T E

POSITION: +n,n.n,-n, Roll-up, Roll-down

VE b ↑A 06/003
 Connected to remote server/host 192.168.0.22 using port 23
 Mopier on IP 192.168.0.27
 [Taskbar icons: Start, Session B - GRAY, Document - Microsoft]

The very first that you want to do here is to write down the Purchase order number.
This is the number of the Check Request.



3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 16:02:20 QPADEV002N
FMS Check Request Ref: PUR.410 .01

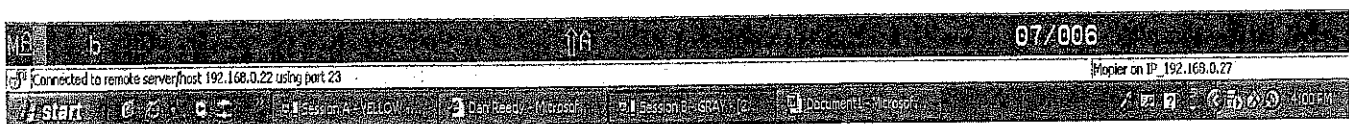
- █
- Add
- Change
- Delete
- Lookup
- Index
- End

Vendor: 33878 Purchase Order: 90001 DR009

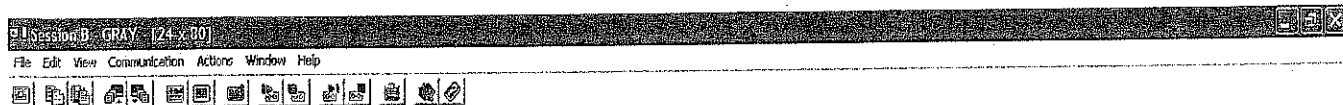
Index: 1

- 1 = Purchase Orders by Number
- 2 = Purchase Orders by Vendor Number
- 3 = P/O's By Requisition Number: _____
- 4 = Blanket Purchase Orders by Number
- 5 = Vendors By Name: JUDITH GREEN
- 6 = Vendors By Number.

Auto Next Record? N



To print your check request, select option 2 and press the Enter key.



3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 16:03:05 QPADEV002N
ACS ** Testing Work Area ** Ref: ACS.002 .01

MENU CRQ000: CHECK REQUEST MENU

- 1. Check Request PUR.410CR
- 2. Print a Check Request PUR.410PCR
- 3. Print Departmental D/S Expense Report FTH.165

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 2



Select Print Type 1 for Single.

Key in the Check Request number here.

When ready, press the Enter key to print your Check Request.

Session 8 - GRAY [24 x 90]
 File Edit View Communication Actions Window Help

3/16/09 FY 09 COMMUNITY UNIT SCHOOL DIST #60 16:03:51 QPADEV002N
 FMS Print a Check Request Ref: PUR.4100.01

Purchase Order Print Information
 Document ID: CR009
 Print Type: 1 Print ALL?: N (Y=YES OR N=NO)
 1 = Single** Include Closed POs?: N (Y=YES OR N=NO)
 2 = Unprinted*** Revised Date: 3/16/09
 3 = Revised***
 4 = Open***
 5 = All***
 6 = Create F****

Number Range (If Applicable):
 From P/O #: 90001
 To P/O #:

** Single print requires a valid P/O number to be entered in FROM field.
 *** These print types require either a valid number range or a "Y" response to Print ALL.
 ****Create PDF will support the entry of a single P/O number in FROM field or a valid number range.

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

PUR 0005 THIS PURCHASE ORDER NOT ON FILE

15/034
 Connected to remote server host 192.168.0.22 using port 23
 Printer on IP 192.168.0.27
 Start [Icons] Session 8 - GRAY [24 x 90] Document not in focus



ACCOUNTS PAYABLE DEPARTMENT
~~REQUEST FOR MANUAL CHECK~~

Check Request

DATE OF REQUEST: 3/16/09

DATE REQUIRED: 3/18/09

REQUESTED BY: A REDDICK

APPROVED BY: JUDITH GREEN

MAKE CHECK PAYABLE TO: (Include Vendor Name, Address and Telephone Number)

JUDITH GREEN
507 ARAPAHO TRAIL
LAKE VILLA, IL 60046

DESCRIPTION/PURPOSE OF REQUEST (Must be Completed by Requestor)

1	EA	10.00.8.000000.10.2211.3320.0000.00	550.000000	550.00
		AIRLINE TICKETS FOR CONFERENCE		
1	EA	10.00.8.000000.10.2211.3320.0000.00	175.750000	175.75
		HOTEL FOR TWO NIGHTS		
			TOTAL	725.75

** DUPLICATE **

Forward check by: (Check One)

US Mail

Overnight Mail

Will Pick up from Accts payable Office

District Distribution

Signature of Approving Authority _____

AP must be in receipt of an original invoice, receipts, other supporting documents and signed "Request for Manual Check Form" before the payment will be disbursed.

FOR OFFICIAL USE ONLY

PROCESSED BY: _____

DATE PROCESSED: _____