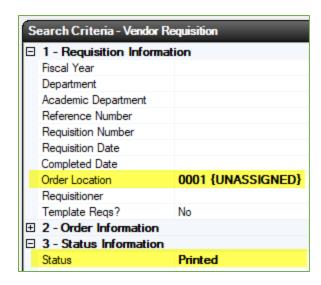
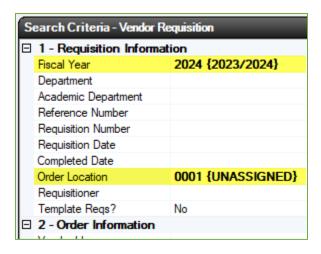
REQUISITION LISTING for YEAR-END PROCESS

In Escape, go to Finance - Requisitions - Vendor Requisitions





Enter search criteria to create the 1st list:

- In "Order Location" field, enter your 4 digits Site Location Code
- 2. In "Status" field, select "Printed"
- 3. Click "Go" button to populate the list
- Review and make sure received items are ROL (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
- Make sure invoices have been emailed to invoices@scusd.edu.

Enter search criteria to create the 2nd list:

- In "Order Location" field, enter your 4 digits Site Location Code
- 2. Click "Go" button to populate the list.
- 3. Follow directions below depending on the status of the requisition.
- If the req is in "Ready for Payment" status, make sure invoices have been emailed to invoices@scusd.edu.
- If the req is in "Approved" status, contact Purchasing to print PO.
- If the req is in "Submitted" status, please contact Budget for approval.
- 4. Export, review and indicate which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to invoices@scusd.edu.

Please also review and confirm documents for the following type of requisitions:

- Petty Cash: Make sure forms are approved and signed
- Confirming: Make sure proof of payments are attached for reimbursements
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact Paola Lopez at x437892.