

Area: Fiscal Systems

Subject: FS16 - Purchase Requisitions

Reference: 45 CFR 92.20(b)(5) and 2 CFR 225 Appendix A(c)(1)

Policy: Goods/Services purchased with federal funds must be necessary, reasonable, and allocatable.

Procedure:

1. The need to purchase goods or services is determined
2. Purchase originator discusses the need to purchase the goods/services with supervisor.
3. Supervisor checks with budget manager to ensure funds are available to make the purchase.
4. Budget manager reviews the most recent monthly financial status report to determine if the purchase can be made.
5. If budget manager approves the purchase, the supervisor proceeds to step #6. If not approved, the purchase process is concluded.
6. Supervisor approves originator to proceed with the purchase.
7. Originator gives a work copy to the Office Supervisor for assignment.
8. The purchase requisition is typed and RX# is assigned, the original and work copy is routed back to the originator for proofing and initials.
9. Originator forwards the requisition to supervisor who initials verifying the goods/services are needed to perform the program.
10. Supervisor forwards the requisition to the budget manager who signs verifying that the goods/services are reasonable for proper and efficient performance of the program. Budget manager indicates the program and subprogram to which the purchase is to be charged.
11. If the purchase exceeds the budget manager's approval level, the requisition is forwarded to Assistant Superintendent for approval.
12. Once all approvals have been received, the requisition is forwarded to the Accounting Technician for coding.
13. Accounting Technician checks budget in mainframe for fund availability.
-If funds are not available, Accounting Technician checks program detail budget and if funds are still not available, Accounting Technician notifies budget manager. At this point budget manager follows the budget revision process.
-If funds are available, Accounting Technician codes requisition and forwards to CFS Fiscal Director.
14. CFS Fiscal Director determines that the purchase is allowable, allocatable and that funds are available to make the purchase.
15. Requisition is returned to Accounting Technician to forward to business services
16. Requisition is sent to business services for purchase order to be issued.

17. Purchasing agent follows SCOE established procurement procedures which adhere to all requirements specified in the applicable state and federal statutes.
18. Business office issues purchase order and submits goldenrod copy to CFS.
19. Accounting Technician forwards a copy of the goldenrod to the originator indicating that the order has been placed.

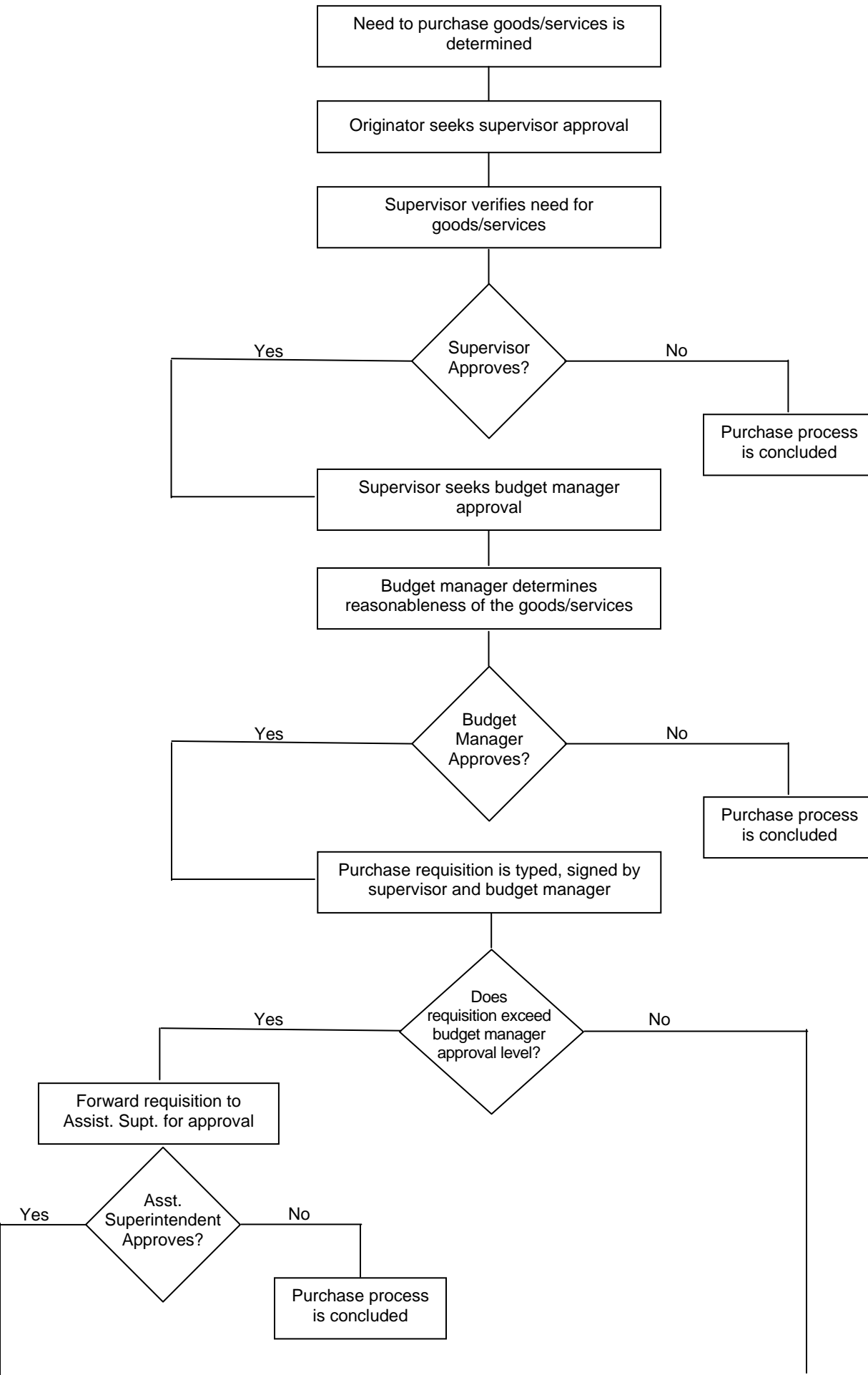
Purchasing Procedure Flowchart is on the following two pages.

Supervised by: Director of CFS Fiscal Services

Performed by: Division staff

Forms needed: Purchase Requisition

Frequency: Ongoing

**Purchasing Procedures**

