

To: Faculty and Staff (via e-mail notification)
From: Sally A. Switzer, Business Manager
Date: 11/14/08
Re: 2009-10 Budget Requisitions



It is now time to start budgeting for the 2009-10 school year. With certain exceptions (i.e. graduation expenses, spring testing.) You will receive your individual, team's, or group's budget allocation amount from your principal.

BUDGET REQUISITION TIMELINE:

MON Jan. 5th
by NOON:

Principal's Building Level Budgets/ Music/ Pool/ Athletics/ and CSE due in Business Office with accompanying spreadsheet. (Check with your Principal for the deadline to submit your requisitions to the office.)

DIRECTIONS FOR ACCESSING and SAVING BUDGET REQUISITION ON THE NETWORK

The computer files for the **Budget Requisitions** are available on the network in the public folder under My Computer. **You must now enter all requisitions on-line using the excel spreadsheet. No handwritten requisitions will be accepted.**

A) **To access the budget requisition forms**, you must first log-on to the network.

Double click on "MY COMPUTER";
Then double click on "PUBLIC";
Next double click on "FORMS";
Next double click on "BUDGET 2009-2010";
Next double click on "REQUISITIONS";
Finally double click on the appropriate form to open up the file
i.e. MATERIALS & SUPPLIES,
TEXTBOOKS,
EQUIPMENT,
CONTRACTUAL,
COMPUTER HARDWARE,
COMPUTER SOFTWARE, and
AUDIO VISUAL.

Print out and hand in these forms to your office.

NOTE: Please download blank 2009-10 budget requisition spreadsheets to your own folder to work with. That will prevent you from tying up the on-line public folder templates during data entry.

B) **Save budget requisition forms.** Save your completed budget requisitions into your building's budget folder. To access this folder:

Double click on "MY COMPUTER";
Then double click on "PUBLIC";
Next double click on "MIDDLE SCHOOL" or "HIGH SCHOOL" or "GUARDINO" or
"CAPE VINCENT";
Next double click on "BUDGET 2009-2010";
Next double click on "REQUISITION ORDERS" folder.

TYPES OF BUDGET REQUISITION FORMS: Note - do not combine different item types on the same requisition form. Equipment and materials/ supplies should be on separate forms, even if they come from the same vendor.

A) **EQUIPMENT** Equipment is an item which meets all of the following conditions:

1. It is non-expendable meaning it is more feasible to repair it rather than replace it with an entirely new unit.

"budget requisitions 09-10.doc"

2. It represents an investment of money of at least **\$100.00** per unit and is tagged for inventory and insurance purposes.

- B) SUPPLIES AND MATERIALS** A supply item is any article or material which meets one or more of the following conditions:
1. Is a consumable.
 2. Is expendable meaning it is usually more feasible to replace it with an entirely new unit rather than repair it?
 3. It is an inexpensive item, usually less than \$100.00 per unit.

Example: three hole punch, calculator, sentence strips, tags, library/media center books, **teachers' editions** and **all tests**. Please record on this sheet the quantity of each item you need for next year.

- C) TEXTBOOKS** are defined as: Elementary - the basic textbooks and workbooks of a course plus Weekly Reader, Scholastic, and Scope; High School - textbooks of a course, which are distributed to each student or majority of students in a course. You may also include newspapers or magazines that are used on a regular basis by each student. Be sure to list:

ISBN#,
author,
title,
edition of the textbook and
address of vendor.

Please remember that a **teacher edition and tests are not requested on a textbook form**. They are requested on a supplies and materials form

- D) MISCELLANEOUS/CONTRACTUAL** is to be used only for services, fees paid under contract, test scoring, film rentals, etc.

- E) TECHNOLOGY EQUIPMENT** is any hardware used for instructional purposes. All instructional technology items must be submitted to Craig Freitag, District Technology Coordinator, for system compatibility and review with the Technology Planning Committee (TPC).

Example: microcomputer equipment, terminals and related peripherals, video, solar energy, robotics, satellite, and laser equipment.

- F) COMPUTER SOFTWARE** Software for instructional purposes must be submitted to Craig Freitag, District Technology Coordinator, for system compatibility and review with the Technology Planning Committee (TPC). (Any computer software programs which you want ordered on a "PREVIEW" basis must be requisitioned on a Computer Software Requisition form so that a Purchase Order can be issued to the vendor. Please indicate on requisition form if you want it on Preview.)

ISSUES TO PAY SPECIAL ATTENTION TO WHEN REQUISITIONING:

Include the **QUANTITY, UNIT PRICE, AND THE EXTENDED PRICE** for each item on a budget requisition form. Arithmetic errors have been found when this was not filled out completely.

HOLD MONIES: Any monies that you submit on budget requisitions as "*reserved*", "*hold monies*", "*To-be-determined*", "*monies for local vendors*" will all be commingled into one account for your building principal to authorize discretionary purchase requests throughout the year. Therefore, in order to avoid this you must provide sufficient vendor and item detail to prevent them from being dumped into the commingled reserve account.

Once the voters approve the budget in May, two photocopies of each approved and coded budget request form will be returned to the principal's office. (One copy for the office and one for the requesting staff member.)

For special area subjects who require BOCES bid items that are not included on the General School Supply list, you must: 1) attach a hard copy of the BOCES bid pages to the budget requisition form since those items are included as part of your building level budget, i.e. A.V bid, Health bid, Art bid, Science bid, Technology & Shop Supplies bids, Athletic Equipment & Supply bid, Teaching Aids bid (NEW) etc.; and 2) e-mail an electronic version to Kathie Littlefield at klittlefield@1000islandsschools.org.

Do not put **TEACHER EDITION TEXTBOOKS, REVIEW BOOKS** and **TESTS** on a textbook requisition form. They belong on a materials and supplies requisition form.

Use **CURRENT CATALOGS with CURRENT PRICES**. If you don't have a current catalog, they usually have an 800 number to call or check with your office or the district office.

Include an **ISBN# OR ITEM #** from the catalog for each item that is being requisitioned. This will avoid confusion as to which version or model number is being requested. More detail is better than less detail.

Include a **DESCRIPTION OF THE ITEM** that has sufficient detail so that accounts payable will know exactly what is being requested. Do not just write a model number or an abbreviated item description. Lack of information leads to confusion.

Do not forget to include a **SIZE** and **COLOR**, if appropriate.

- Include correct **SHIPPING AND HANDLING**. Before a vendor can process a purchase order that has missing or insufficient shipping and handling, they first have to call our accounts payable clerk in order to acquire verbal authorization for increase in the specified dollar amount for the correct shipping. This delays order processing and it interrupts our accounts payable clerk's time. **DO NOT USE A STANDARD % FOR SHIPPING**, such as 10%. Please look up the actual charge. Many times a standard 10% is insufficient to cover shipping charges. Higher freight charges are sometimes levied on oversized or overweight items. Please take care to discern if items are charged postage & handling or are charged freight charges. Special handling charges may apply to items that are of a chemical nature i.e. those requiring a Material Safety Data Sheet (MSDS).
- Each budget requisition form stands on its own for shipping. Do not discount items because other staff members also order from the same vendor.
- Do not include **SALES TAX**.
- Regardless of the time of year that the subscription renews, all **PERIODICALS** you receive must be budgeted and a requisition form must be submitted to your principal i.e. Weekly Reader, Scholastic News.
- Some classes, especially at the elementary level, have found it necessary to charge **FOOD** items at the local grocery stores. From now on these requests should first be budgeted, and then requisitioned at the appropriate time during the school year through Lunch Manager John Shaylor for acquisition. **DO NOT GO TO THE LOCAL STORE TO CHARGE FOOD**.
- PLEASE NOTE: **DO NOT CALL IN ORDERS TO VENDORS**. NYS General Municipal Law requires that requisitions for Goods and Services must be submitted on budget requisition forms and then submitted to the school's accounts payable clerk for processing. I then sign a purchase order as the purchasing agent, for the legal authorization to purchase the items. A purchase order, which is a legal document that encumbers and reserves the district's funds, is then issued to the vendor. Only the purchasing agent of the school district is authorized to obligate the district's funds. All other purchases, made on behalf of the district, which do not have the purchasing agent's authorization, may be subject to rejection and/or the staff member may be subject to personal financial liability for items acquired.

REQUEST FOR ITEMS OUTSIDE OF YOUR BUILDING LEVEL BUDGETS

In addition to the allocation for budget requisitions from vendor catalogs, there are also a number of other avenues for you to obtain goods. The items, which are not part of your building's specific budget allocations, are as follows:

- 1) **BOCES' GENERAL SCHOOL SUPPLIES BIDS**: Submitted on-line to your buildings "SAVE HERE BIDS" folder. This includes the General School Supplies Bid, Art Bid, and Construction Paper Bid. These items were sent under separate cover.
- 2) **TEXTBOOKS**: Hard-copy Budget Requisitions must be submitted to your Building Principal, but these items are not included in your building's budget allocation.
- 3) **COMPUTER TECHNOLOGY**: Subject to the Technology Planning Committee's (TPC) budget allocation. These include computer hardware, computer software and equipment for instructional purposes. These items are submitted to Craig Freitag by your Building Technology Coordinator (NOTE: non-instructional computer hardware must go through your building budget. ;

- 4) **AUDIO VISUAL** Subject to the TPC's budget allocation. These items are submitted by Chris Maphey to the TPC (NOTE: Instructional videos should be included in your building budget as a Material/ Supply item. Blank VHS tape requests should go through Chris.) Examples: blank video tapes, extension cords, overhead projectors, batteries, bulbs, 35 mm and Polaroid film, AV carts, VCR's, camcorders, TV studio items, filmstrip projectors, tape recorders, OH projector screens.;
- 5) **MUSIC** Items are submitted to Kathryn Ingerson as district-wide music director; and
- 6) **ATHLETICS AND COMMUNITY USE PORTION OF THE POOL** (Items are submitted to Athletic Director Tracy Harding. Any requisitions for pool use during Physical Education are still part of the building level budget.)

THANK YOU FOR YOUR COOPERATION IN MAKING THE BUDGET
REQUISITIONING PROCESS RUN SMOOTHLY 😊