

FY 2016-17 SUPPORTING DOCUMENTATION LIST

Requisition submittal is for:		SUPPORTING DOCUMENTS (JUSTIFICATIONS)														OTHER DOCUMENTS (IF APPLICABLE or TO REPLACE)																					
		W-9 & New Vendor Form	Vendor Quote	GSA Per Diem (Grant Sch)	ADOA Travel Rate (High Sch)	Lodging Information	Google Map for POV	School Dude Trip Request for school vehicle	Travel Authorization (TA)	Leave Affidavit	Board Mtg Min Out-of State Travel	Board Mtg Min for Stud Travel	Student Roster	Stud Council/Club Mtg	Conference/Meeting Agenda	Conference Registration	Quote Sheet - 3 Oral Quotes	Quote Sheet-3 Written Quotes	3 Written Vendor Quotes	Vendor BAI Approval	Inquire with Procurement for CO-OP	Other relevant Justification	Membership Information	Dept Purchase Req. from Staff/Teacher	Authorization for Full-rate POV	Dept. Supervisor request to attend mtg., etc.	Authorization - email/written in lieu of conference	RFP/IFB	Service by SPS Staff (see note)	PAC/IEC/etc.Mtg Min.							
Item(s)	Under \$10,000	√																			√	√	√														
	\$10,000 - \$50,000	√	√													√					√		√														
	\$50,000 - \$100,000	√	√														√	√	√	√	√	√	√														
	Over \$100,000	√	√													√	√	√	√	√	√	√	√											√			
Service(s)	Under \$10,000	√																				√	√														
	\$10,000 - \$50,000	√	√													√					√	√	√														
	\$50,000 - \$100,000	√	√														√	√	√	√	√	√	√														
	Over \$100,000	√	√														√	√	√	√	√	√	√											√			
Staff Travel	Staff	√		√	√	√	√	√	√	√				√	√								√		√	√	√	√									
	Lodging	√				√			√	√				√																							
	Conference	√						√	√	√				√	√								√						√								
	Airline	√																																			
	Rental (car, etc.)	√																																			
	Other	√																																			
Student Travel	Athletic	√	√			√				√	√	√											√														
	Field Trip	√	√			√				√	√	√	√	√									√														
	Other	√																																			
Non-staff Travel		√		√	√	√	√			√				√	√								√				√	√								√	
Student Club(s)	Trip	√	√			√				√	√	√	√	√									√														
	Items	√	√									√	√									√	√														
	Services	√	√									√	√									√	√														

- Comment 1:** The W-9 & New Vendor Form is required if the Vendor is not within Visions Financial Software
- Comment 2:** Any service to be provided by SPS Staff requires RFP process due to conflict of interest
- Comment 3:** Supporting documents are justification documents and need to be attached to the Requisition
- Comment 4:** Other documents are also supporting and is needed to fulfill justifications need if the primary supporting is not sufficient.
- Comment 5:** New Vendor Form is only applicable for employees if they are new in the FY.

FY 2015-16 REQUISITION (REQ) and PURCHASE ORDER (PO)

THE REQUISITION IS THE REQUEST TO PURCHASE ITEMS, SERVICES, TRAVEL, ETC.

1. STAFF SHOULD NOT USE THE REQUISITION TO MAKE PURCHASES!

Exception: Requisitioner can use credit card for lodging reservation HOLD ONLY. This is because the rate quoted by the lodging vendor may change without a hold.

THE PURCHASE ORDER IS AN AUTHORIZATION TO MAKE THE PURCHASE

1. STAFF SHOULD USE APPROVED PO (OFFICIAL SIGNATURE BY BUSINESS MANAGER) TO MAKE PURCHASE!
2. IF A PO IS NOT CLOSED, THEN REQUISITIONER IS ABLE TO REVISE PO AS LONG AS IT IS WITHIN THE SCOPE OF THE ORIGINAL PO.

Is the PO still open?	YES	→	Complete PO Revision Form and Attach Supporting Documents
	NO	→	Complete new requisition and/or after the fact purchase order (Inquire with business office for recommendation) and attach supporting documents

CAUTION: Do not authorize other items/services that are not listed on the PO without a PO Revision in place!

3. VENDOR INVOICE OR RECEIPTS IS REQUIRED FOR SUBMITTAL TO ACCOUNTS PAYABLE FOR PAYMENT AND CLOSE OF PO.
IMPORTANT: SUBMITTAL OF ORIGINAL VENDOR RECEIPTS BY LEAD CHAPERONE IS REQUIRED UPON RETURN FROM FROM STUDENT TRIP

PER DIEM FOR STAFF TRAVEL

1. EFFECTIVE JULY 1, 2015, PER DIEM TO BE PAID OUT IN FULL, NO SECOND CHECK
2. TRIP REPORT IS STILL REQUIRED FOR SUBMITTAL TO THE BUSINESS OFFICE UNTIL FURTHER NOTICE