DEERFIELD COMMUNITY SCHOOL DISTRICT
BUSINESS OFFICE
BUDGET INFORMATION

Timeline

May – July 30
Dates for submitting requisitions for orders that will be placed before the start of the school year. All approved requisitions submitted during this time period will be processed on August 1 or per ordering instructions submitted with the requisition.

August 1 – April 15
Dates for submitting requisitions throughout the school year. Orders will be placed as requisitions are approved or per ordering instructions submitted with the requisition.

Important Instructions

1. Budget allocation amounts are pre-entered in Skyward by account number for your reference. The allocation amount is entered by grade level or department. For example; second grade teachers are allocated $300 for each classroom resulting in a budget allocation of $900 if there are 3 sections of second grade. Another example; the budget allocation for HS science is the total amount available for all HS science classes. Please note: TIER 2 requisitions allow you to request additional funds above your annual allocation.

2. **TIER 2 requisitions must be entered by August 27**. TIER 2 requisitions are purchase requests that exceed the pre-set budget allocation in Skyward. **TIER 2 requisitions must include the words "TIER 2" in the description box.** You do not need to have all of the annual budget allocation dollars "spent" to submit a TIER 2 request. If the TIER 2 request is approved, the annual budget allocation will be increased in Skyward by the amount needed to process the TIER 2 request.

3. Maintenance Project Requests - If you have requests for repairs, furniture, classroom upgrades, etc., please submit a work order. Maintenance requests that have the potential to cost more than $100 should be submitted as soon as possible for budgeting purposes.

4. Please enter a requisition for any software needs that you have. Requisitions for software will be approved by the technology department before ordering.

5. Budget requests to attend conferences need be entered as a requisition in Skyward for approval purposes. Use your department/grade level account number for the requisition and the business office will replace it with the district conference account number before final approval if appropriate. The requisition description needs to include the following information:

   a. Indicate if you will be using a district credit card to make payment for the conference or attach the completed registration form to the requisition and the business office will mail it with payment.
   b. Estimated cost of meals and mileage (you will need to turn in a reimbursement form with receipts for reimbursement following the conference).

6. General office supplies –
   For elementary staff - supplies will be ordered by the building Secretary.
   For MS/HS staff – a list of general office supplies is below. If you have need for items not on the general office supply list, please put in a requisition for the item(s).

Binder Clips	**Paper Clips**
Chalk	**Pencils**
Clear Tape	**Pens**
Dry Erase Markers	**Rubber Bands**
Expo Cleaner	**Sharpies**
File Folders	**Staples**
Glue Sticks	**Sticky Notes**
Highlighters	**Transparency Film**
Kleenex	**White Out**
Masking Tape	

7. Field trips – If the cost of the field trip is to be paid by the District, the field trip must be entered as a requisition during the budget request process and before August 30 or as soon as possible. The vendor is GoRiteway. When calculating your fieldtrip expense, use $2.20/mile and $23.15/hour. Please remember to enter each field trip in Skyward Task Processes to obtain approval and set-up transportation.

8. Objects 551 and 561 for equipment are used for items that cost $5,000.00 or more per unit. Equipment items with a unit price less than $5,000.00 should use object 411. It is VERY IMPORTANT to make sure there is a justification listed for each capital request. Use the "Description" box to explain rationale for capital requests.

9. Make sure to include **shipping charges** for all orders. If the shipping cost is unknown, please add a shipping cost that equals 15% of the total order.

10. Textbook purchases – The C&I Coordinator will make all textbook purchases. If you are in need of additional books or to request a new textbook option, please contact the C&I Coordinator.

INSTRUCTIONS FOR ENTERING REQUISITIONS

1. Login to Skyward Finance (same login as Skyward Employee Access)
2. Click "Financial Management" (Jump to Other Systems – right side of screen)
3. Click "Purchasing" tab in top menu bar
4. Click "Requisitions"
5. Click "Add" on the right side menu bar
   OR
   Click "Clone from purchase order" if you want to copy a previous purchase order. A list of your purchase orders will appear. Highlight the PO that you would like to copy. Click "select." A new screen will appear. Change batch number if you want to. Click clone notes and/or clone attachments if appropriate. Leave the current date as is. Click "clone" and continue to step #6.
   OR
   Click "**Add from Online Catalog**" if you are ordering from Lakeshore, NASCO, Office Depot, School Specialty, Frey Scientific or Quill. These vendors are set-up in a way that allows access directly to their website to place items in a cart. Once your cart is complete, follow the steps to finalize the order and the items will automatically populate the Skyward PO. If you use this option and get "stuck" call the business/payroll office. Amazon orders are no longer directly linked to Skyward. When placing an Amazon order, please copy the link and paste it into the Skyward requisition as a line item or create a cart and electronically attach the cart to the Skyward requisition.

6. Requisition Group drop down should default to your building location PO group. **<u>CAUTION</u>**: Some may have more than one PO group in the drop down. Make sure you have selected the correct PO group.

7. Fiscal year drop down **<u>CAUTION</u>**: Be sure the correct school year is selected.

8. Account allocation by total requisition amount (YMA) – choose when the PO will be charged to a single account number – most common.

9. Account allocation by each requisition detail line (YDA) – choose when the PO will be charged to multiple account numbers – not used often.

10. Check the box "This is a Blanket Requisition/Purchase Order" if you know the vendor, but don't know the order details.

11. Batch Number – use the default number that appears or enter a different number.

12. Description – **<u>IMPORTANT:</u>** Enter **"TIER 2"** here if applicable. TIER 2 requisitions are items that cause your annual budget allocation to be overspent, but you would like to be considered for approval should funds become available. If the TIER 2 request is approved, the annual budget allocation will be increased to account for the cost of the TIER 2 request.

13. Vendor – Search for the vendor by typing the name in the field. If the vendor is not there, call the business/HR office.

14. Ship to – should be prepopulated.

15. Attention – should be prepopulated or type in your name.

16. Due Date and Ship Date – any date after July 1.

17. Ship Via – type in BEST WAY.

18. Contract – leave blank.

19. Click "Save and Add Detail"

20. Make sure the information in the "Requisition Master Information" box is correct. If not, click "back" and revise.

21. Requisition Detail Lines
    a. Line number – use default
    b. Line type – use merchandise if you are ordering specific products and have the catalog number. Use narrative if this is a blanket PO.
    c. Quantity – how many?
    d. Unit of measure – use drop down options
    e. Unit cost – how much per quantity OR total cost

f. Description – type in a description of the items if you are ordering specific items from a specific vendor…….e.g. 4th grade classroom supplies. If this is a blanket PO, type in a more detailed description…….e.g. seeking approval for $200 to spend on food at various grocery stores for the 6th grade graduation event to take place in May. You may also paste a link to an online catalog item here. For example, you may paste a link to an Amazon item here.
g. Click “save”
h. Click “add” to continue ordering more items

22. Make sure the information in the “Requisition Master Information” box is correct (again). If not, click “back” and revise.

23. Make sure the information in the “Requisition Detail Line Items” box is correct. If not, highlight the line that is incorrect and click edit or delete. You are also able to add additional detail lines on this screen.

24. If you have special ordering instructions – click “notes” and type in instructions.

25. If you want to attach a completed order form or cart – click “attachments”

26. Click “Add Requisition Accounts”

27. Select the correct account number.

28. Click “Save Account Distrib.” A warning message will appear if there is not enough money in the budget. This does not prevent you from finishing the PO.

29. Click “Submit for Approval” or “Save and Finish Later”

30. If you are not going to “submit for approval,” the requisition will be listed on the screen with a status of “WIP” for work in progress and the order will not be processed. The status changes to “REQ” if it is submitted for approval.

INSTRUCTIONS FOR RECEIVING ORDERS

- When orders are received, please “check in “the order by matching items to the packing slip. If everything is in order, send the packing slip to the HR office where it will be matched up with the invoice and processed for payment. If items are missing or damaged, contact the HR office to discuss the next steps. If there is no packing slip for the order, please email the HR office to announce the order has been received in good order.

Assistance is always available from the HR office, Business Manager or Building Principal. Please ask any questions that you may have.