



**Business Office Requisition Approval Procedure
(A/P-P012)**

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department approves purchase requisitions at Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 AT – Account Technician
- 4.2 BusinessPlus – Accounting software
- 4.3 PR – Purchase requisition

5.0 PROCEDURE:

- 5.1 AT logs in to BusinessPlus and the PR approval queue.
 - 5.1.1 PRs are reviewed/approved daily and as needed.
- 5.2 AT reviews PR for accuracy and completeness.
 - 5.2.1 Call or e-mail the site if there is a question pertaining to the requisition.
 - 5.2.2 Make any necessary corrections to the PR (i.e. object code).
 - 5.2.3 Contract status (approved or pending) is noted on the PR screen when applicable.
- 5.3 AT clicks the green check mark to approve the requisition.
- 5.4 AT exits PR approval queue when finished with approval process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Business Office Requisition Approval Work Instruction (A/P-W012)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

WASHOE COUNTY SCHOOL DISTRICT

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
06/16/06	A	Initial Release
01/01/11	B	Update accounting software

*** * * E n d o f p r o c e d u r e * * ***