

PURCHASE ORDER USER GUIDE

(EMPLOYEE ACCESS)

2021-2022

Encumbrance Accounting – Why Purchase Orders Are Important

Budgets are the legal authority for expenditures. The business office must have accurate up-to-date information on the status of the budget balances at all times. Knowing how much money has been spent to date is generally not sufficient. The amount committed must also be known to avoid over expenditure of budgeted funds. An encumbrance accounting system is a method of determining the availability of funds and then reserving funds to cover outstanding obligations. Encumbrances represent commitments related to contracts not yet performed and are used to control expenditures for the year and to enhance cash management. Rusk ISD issues purchase orders for the purchase of goods and services to be received in the future. When a purchase order is prepared, the appropriate account is checked for available funds. If an adequate balance exists, the amount of the order is immediately charged to the account to reduce the available balance for control purposes. The purchase order does not represent an expenditure for the period, only a commitment to expend resources.

Requisition/Purchase Order Processing

The process begins with entry of an order for materials, services, etc. via a requisition. The requisition may process through several levels of approval before receiving final approval by the Chief Financial Officer. During this process, the availability of funds is verified, and proper coding is determined. Upon final approval, the requisition becomes a purchase order. An email notification is sent at this time to the person who entered the requisition and all levels of approval indicating approval. Purchase Orders are emailed to each campus/department head for them to be distributed to the individuals that entered the requisition and place the order.

When all the items are received from the purchase order, the individual placing the order should sign and date the purchase order indicating receipt and approval to pay and returned to the central office for payment. Packing slips, invoices and other supporting documentation should be returned to the central office for payment.

Rusk ISD will not be responsible for payment of purchases made without an approved purchase order. An employee may be held personally responsible for payment if a Purchase Order was not approved and processed beforehand. All purchases are to be approved in advance by the Chief Financial Officer.

Remember to plan in advance to allow time for processing.

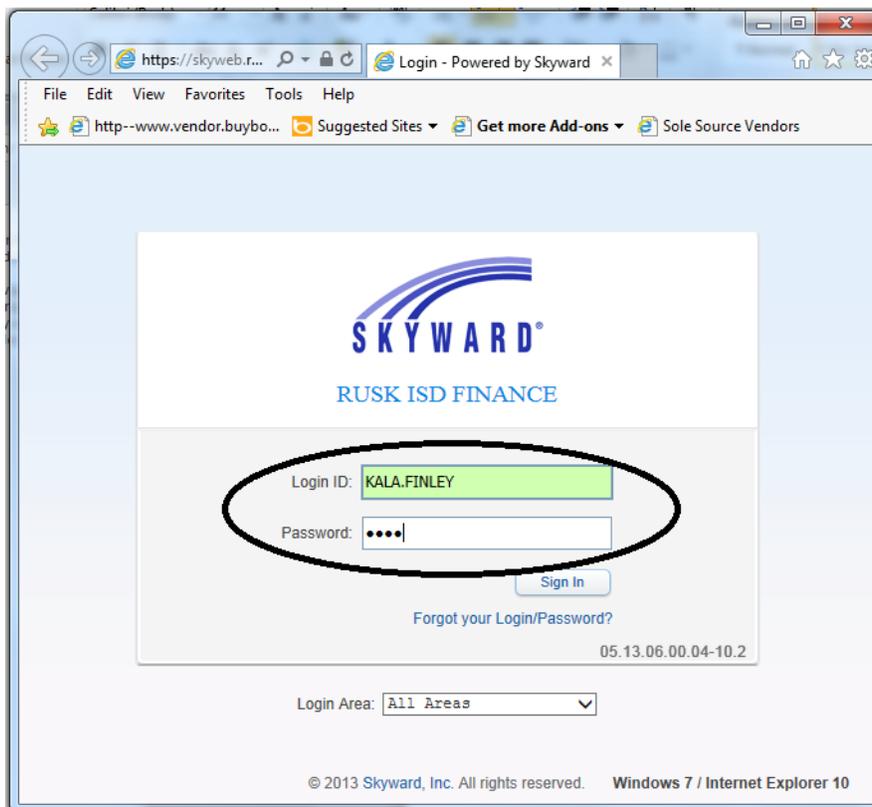
STEPS TO ENTERING A REQUISITION/PURCHASE ORDER

1. **Double Click** *Employee Access* on your desktop.



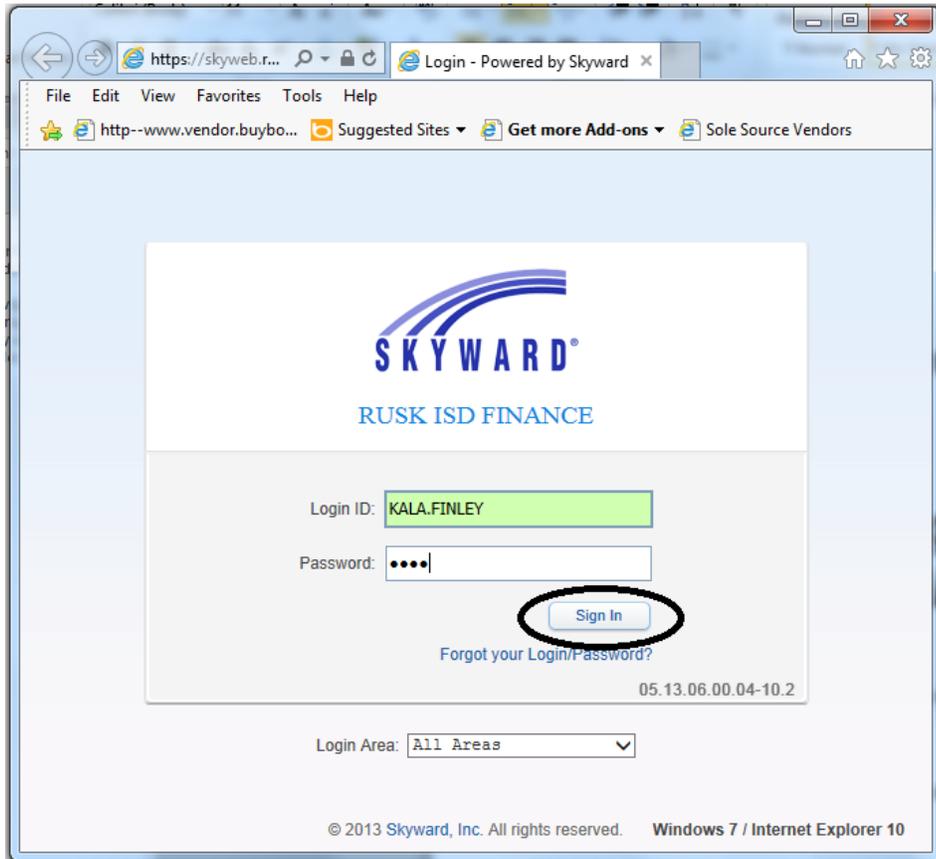
The login page will open.

2. **Type** in your login name and password for Employee Access.



- Your login name and password are available through the Central Office Payroll Department.

3. **Click *Sign In*.**



The Employee Access window now opens.

4. **Click *Purchasing*.**

Note: When you press enter within the “Description” box in Skyward this does not mean that it will make it a new line when printed on the purchase order.

For example, the information that is entered in this requisition looks like it will appear on three separate lines on the purchase order.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: C2
 Requisition Number: 0000030301
 Group: (100) OPERATING
 Fiscal Year: 2012 - 2013
 Vendor: VARIOUS VENDORS

Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: RUSK ISD
 Description: SUPPLIES

Requisition Detail Lines

* Line Number: 100
 Line Type: Merchandise
 Narrative
 Catalog:
 * Quantity: 0
 Unit of Measure:
 * Unit Cost: 0.00000
 Total Amount: 0.00
 * Description: ITEM #45443 1" WHITE BINDERS, D RING BINDERS FOR COUNSELOR USE RETURN P.O. TO ORIGINATOR

Asterisk (*) denotes a required field

However, the information actually appears to be in one continuous line after printing the purchase order.

| QUANTITY | UNIT OF MEASURE | DESCRIPTION | UNIT | TOTAL COST |
|----------|-----------------|--|------|------------|
| | | ITEM #45443 1" WHITE BINDERS, D RING BINDERS FOR COUNSELOR USE RETURN P.O. TO ORIGINATOR | | |

RECEIVED BY: _____ RECEIVED DATE: _____

To avoid this, save and add a new line for every piece of information that you want on the purchase order.