PROCESSING LIST OF OUTSTANDING CY REQS (ALL TYPES) AFTER LAST CLAIM DATE (ACC-P044)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used to review and process all current year requisitions after the last claim date in the current year. The processing of requisitions includes closing, carrying over, and/or setting up as a liability. This process is also applied to the list of requisitions that is forwarded to the Budget Department for review.

2.0 RESPONSIBILITY:

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2.1 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

4.1 ESCAPE: SCUSD's Financial Software.

4.2 Requisition: Record of purchase within Escape, each purchase is given a unique requisition number that is utilized by the various departments to complete the payment processing cycle.

5.0 PROCEDURE:

5.1 Within ESCAPE's Accounts Payable Module, run <u>ESCAPE REQ ISET/SITE</u> report for all outstanding requisitions.

5.2 Import into Excel for sorting, refer to ACC-W024 for details.

5.3 Accounts payable staff to process.

6.0 ASSOCIATED DOCUMENTS:

6.1 EXCEL report as named for year end.

6.2 Work instruction ACC-W024

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Report of outstanding Reqs	File cabinet in office	One year	Discard as desired	Access limited to Accounting Department

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/14/04	A	Initial release

| 3/31/08 | B | Updated responsibility and associated documents |

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