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PROCESSING LIST OF OUTSTANDING REQS (ALL TYPES)  
AFTER LAST CLAIM DATE (ACC-W024)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction explains the year end steps required for the review and processing of all open requisitions after the last claim date in the fiscal year. The processing of requisitions includes closing, carrying over, and/or setting up as a liability, and includes Budget Department review.

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

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician I

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Accounting Services Supervisor

**4.0 DEFINITIONS:**

- 4.1 Escape: District's financial software
- 4.2 Requisition: Record of purchase within Escape, which is given a unique requisition number that is utilized by the various departments to complete the payment processing cycle.

**5.0 WORK INSTRUCTION:**

- 5.1 Following the last claim date of the fiscal year, run the Year End Status Report in Escape, which includes all open requisitions for the recently ended fiscal year.
- 5.2 Export the report into an Excel file and provide to Accounting Services Supervisor.
- 5.3 Accounting Services Supervisor will sort the data based upon criteria provided by the Budget Supervisor for carry over requisitions.
- 5.4 Accounting Services Supervisor provides the list of requisitions sorted by budget criteria to the Budget Supervisor for review and editing. A list of remaining requisitions is created and given to the Fiscal Services Technicians for processing by Accounts Payable staff.
- 5.5 Budget Supervisor will review their list, make necessary changes, and return it to the Accounting Services Supervisor for processing by Accounts Payable staff.
- 5.6 Account Clerks and Fiscal Services Technicians process both lists for the year end closing process.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Excel Reports as named for year end.

**7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u>         | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u>            |
|-----------------------|------------------------|------------------|--------------------|------------------------------|
| List of Outstanding   | File cabinet in office | One year         | Discard as desired | Access limited to Accounting |

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Reqs

Department

**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>                      |
|--------------|-------------|--|
| 12/14/04     | A           | Initial release                                      |
| 3/31/08      | B           | Updated title, responsibility, and work instructions |

**\*\*\* End of work instruction \*\*\***