



TO: Bookkeepers, Secretaries, Media Specialists and Principals

FROM: LaShonda Outing, CPPB
Director, Procurement and Warehouse Services

DATE: September 9, 2020

SUBJECT: **Procurement Services Announcements/Changes**

The purpose of this memo is to provide Procurement information regarding recent changes to requisition keying process along with updated forms.

REQUISITIONS

1. Small dollar purchases, PCards are strongly encouraged for requisitions under \$1500.00.
2. Requisition entry details are required for all legal Purchase orders that are issued by Procurement Services. To ensure orders are not delayed, information must be valid and correctly printed on each purchase order. Additionally, to ensure Procurement Services is meeting all audit requirements with providing full, detailed, and accurate information. **"See the Attached Document"** - This is not an acceptable description and the requisition is subject to being rejected.

Therefore, at a minimum, the following steps must be completed when keying requisitions:

- End-user must type/key a full description on each line item up to 10 lines.
- All Support documents must be attached to the requisitions.
- Requisitions consisting of 11 or more line (books, periodicals, furniture items, etc. included) must include a full detailed description i.e.
- **Line Item No 1:** Provide order in accordance with:
 - a. Quote Number: XYX123
 - b. Date of Quote/Order: September 2, 2020
 - c. Representative Name who provided quote:
 - d. Teacher or Staff Name
 - e. Account Number (if applicable)
- **Line Item No. 2:** Sales Tax (if applicable)
- **Line Item No. 3:** Freight

CHANGE ORDERS:

1. Use New Electronic Adobe (fillable) Change Order Form (attached) replacing all paper/manual copies of this version. Schools and departments must start using the attached electronic version **effective immediately**.
2. Do not batch scan multiple change order files; each change order must stand alone
3. Attach all support documentation applicable to the requested change (i.e. invoice, etc.)
4. Provide an accurate/detailed explanation for the increase
5. Include the correct fund codes in writing on the change order

Finally, end-users are encouraged to contact vendors 2-3 days after receipt of PO copy to ensure order has been received by the vendor and processed accordingly.

If you have any questions, please contact the office of Procurement Services at 803-231-7033 or email LaShonda.Outing@richlandone.org.

Attachment: Electronic Change Order Form