

GASB 96 - SBITA Procedures

Please contact the Business Manager in **advance** of any long-term arrangements.

Purchase Orders

Please follow these steps for every SBITA purchase, whether it is for upfront, annual or multi-year SBITA payments.

1. Create the PO in the proper fiscal year. Annual payments are based on the fiscal year with the most use. Upfront payments are based on the start of the term. Please contact the Business Manager with any questions.
2. Ensure the terms include the start and end dates and payment frequency. Work with the vendor to include this language.
3. Include the contract or quote number and term start and end dates and payment frequency in the Description on the Requisition Master Information page and in the Description of the Requisition Detail lines.
4. Flag the PO as a SBITA in the Project/Grant field on the Requisition Master Information page. (See instructions below.)
5. Use consistent object codes – 7345 Subscription or 7352 Other Technical Services.
6. Attach a copy of the terms (signed contract, quote, etc.) to the PO.

Adding the Project Number to Requisitions

When creating a new **requisition**, type and select “SBITA” in the Project/Grant field. This flags the PO for financial reporting purposes.

It’s possible to flag an Open PO as SBITA. However, any invoices paid before the PO was flagged will not appear on account activity reports.

The screenshot shows a web browser window with the URL <https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=wnw582o76/foreqmast001.w?isPopup=true>. The page title is "Requisition Master Information". Below the title, there are navigation links: "Requisition Master Information" and "Requisition Detail Lines/Accounting".

The main content area is titled "Requisition Master Information" and contains two sections:

- Requisition Setup Information:** Includes a "Requisition Group" dropdown set to "103", a "Fiscal Year" dropdown set to "2023 - 2024 September 1, 2023 - August 31, 2024", and two radio buttons for account allocation: "Account allocation by total requisition amount (YMA)" (selected) and "Account allocation by each requisition detail line (YDA)". There is also a checkbox for "This requisition is used to restock a warehouse." which is unchecked.
- Requisition Information:** Includes a "Batch Number" field with "01", a "Description" field, a "Vendor" dropdown, a "Ship To" dropdown set to "ELEMENTARY SCHOOL", an "Attention" field with "NWRDC Peggy COORDINATOR", a "Due Date" field with "11/01/2023" and "Wednesday", a "Ship Date" field with "11/01/2023" and "Wednesday", a "Ship Via" field, a "Tax" field with "9.3000%", an "Other" field with "00.00%", and a "Project/Grant" dropdown set to "SBITA" with "Track SBITA Accounting" selected. A yellow callout box points to the "Project/Grant" field with the text: "A project or grant can be selected when entering a requisition. This will auto populate an AP invoice as long as the invoice includes the purchase order entered."

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Credit Cards

POs should be the default for SBITA purchases. However, when a credit card **must** be used to make a SBITA purchase, please follow these steps:

1. Access the Google SBITA folder within the existing Budget folder.
2. Record the purchase information on the SBITA Google sheet.
3. Upload the associated terms to the Google SBITA folder. Please create a separate file for each SBITA term and please use this naming convention: fiscal year_vendor_product. *For example:*
23-24_School Data Solutions_Homeroom
4. Include "SBITA" in the US Bank Description when entering account codes.

Please adhere to any procurement requirements or contract limits that might apply.