



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
POLICY AND PROCEDURES
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Personnel Requisition Form (PRF)
Purpose:	This procedure provides general guidance on PRFs coming into the Budget Control Office
Abbreviations:	VIDE – Virgin Islands Department of Education HR- Human Resources PC # – Position Control Number PRF – Personnel Requisition Form FY – Fiscal year
Policy:	Unknown

Procedure:

1. A personnel requisition form entails what balance of funds is left under a position control #.
2. PRFs are generated by the HR and entered into the Adobe portal for approval.
3. The Budget Control Office will verify that there are no errors and that the document is signed by the program manager and HR representative.
4. Items to be verified on the PRF are but not limited to are PC #, employee name/number, position title, start date, grade/step, funding source, type of replacement, date of separation (if applicable).
5. Budget Control will verify PC# and salary in MUNIS and personnel listing (provide budget workbook if federal)
6. Use the ERP to determine the salary paid and the available balance.
7. Sign and Date: Print name, sign, and date the form. Include FY and approve. PRF will move forward to next level for approval.
8. The Budget Control Office will log PRF in internal tracking tool for their records.



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