

# Requisition Requirements



## Conference Registration Requisition

- ☐ Name of conference/seminar/workshop
- ☐ Description on the requisition must include: Name of Conference, Date of Conference, City and State of Conference and Attendee Name.

*Ex: Brian Lockery to attend AASBO conference in Tucson, AZ on April 12-April 14, 2026.*

- ☐ Attach brochure, agenda, quote and Travel Pre-Approval workbook to the req
- ☐ The complete conference agenda must be attached if overnight-this must include information on how to register, meals offered and conference hotels and rates.

## How to request that an employee be added as Vendor to School ERP

- ☐ Email the Purchasing Department, [KSDpurchasing@kyrene.org](mailto:KSDpurchasing@kyrene.org) and let them know that you are requesting an employee to be setup in ERP Pro so you can enter the employee requisition for travel expense reimbursement.
- ☐ Provide the following information to the purchasing department:
  - Employee Name
  - Employee Home Address (full address)
  - Employee Phone Number
  - Employee Email Address (work)

## Employee Travel Reimbursement Requisitions

- ☐ The vendor on the requisition is the Employee Name
- ☐ Description on the requisition must include the Traveler Name, Conference Name, Date and Location and description of what will be reimbursed. Follow the example below.

*Ex: Travel reimbursement for meals, lodging, airfare for the AVID Conference in Sacramento, CA for Brian Lockery on 6/22-6/25/25.*

- ☐ Attach Travel Pre-Approval Workbook to requisition
- ☐ Attach Conference Agenda

