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**SCS Federal Programs
Request For Professional Leave &
Requisition Request**

Budgetary Process

Requisition Request



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STEP 1- Complete and Submit a Request for a Requisition/PO

DF Sphere -



Employee Logon

User : *

Logon

Password : *

Cancel

Don't have a Account?

[Register Here](#)

Forget password? Enter your logon above, then click

[Send Password](#)

Accessing the Request For Requisition/PO



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[Absence](#)

Fill out the form, click Submit when you are done.



[Field Trip](#)

Fill out the form, click Submit when you are done.



[Travel Reimbursement Form](#)

Fill out the form, click Submit when you are done.



[Requisition](#)

Fill out the form, click Submit when you are done.



[Requisition For Professional Leave](#)

Fill out the form, click Submit when you are done.

Quotes and Contracts

Quotes

- Quotes should be the exact amount that is being requested in the Request for a Requisition/PO.
- Do not submit a quote that is expired or will expire soon.

Contracts

- Contracts should have a start and end date.
 - Ex. SCS Educational Professional Development Dates: October 3, 2024–March 3, 2025
- Contracts, MOUs, Statement of Work, etc. should only be signed by the Superintendent.
- No services should be conducted without a signed contract/agreement from the Superintendent.
- **ALL** Contracts must be board approved.
 - Please send contracts for board approval to Ms. Bradley.



Approval Process of the Request for a Requisition/PO



Submitter (Type in) *	<input type="text"/>	Date of Submittal:	<input type="text"/>
Bookkeeper	<input type="text"/>	Date of Approval:	<input type="text"/>
Principal/Supervisor	<input type="text"/>	Date of Approval:	<input type="text"/>
Central Office Bookkeeper	<input type="text"/>	Date of Approval:	<input type="text"/>
Federal Programs Assistant II	<input type="text"/>	Date of Approval:	<input type="text"/>
SPED Assistant	<input type="text"/>	Date of Approval:	<input type="text"/>
Director	<input type="text"/>	Date of Approval:	<input type="text"/>
IT Director	<input type="text"/>	Date of Approval:	<input type="text"/>
Accounts Payable	<input type="text"/>	Date of Approval:	<input type="text"/>
Superintendent	<input type="text"/>	Date of Approval:	<input type="text"/>
CSFO	<input type="text"/>	Date of Approval:	<input type="text"/>

Office Use Only for the Request for a Requisition/PO

Office Use Only

PO Date:

7/20/2024



PO number assigned:

Vendor #

GL #



STEP 2- Purchase Order

- Once the Requisition is approved through the DFS approval process, a Purchase Order (PO) will be provided by SCS Federal Programs.
- DFS will then send the submitter the approved Requisition with the PO Number.
- **Schools/Departments cannot make orders during the requisition process.**



STEP 3- Order From Vendor

- Once the school/department is provided with a PO, the school/department is responsible for submitting the order with the vendor.
- Please make sure to place the order with the vendor before the expiration date.
- Orders should not be placed if the quote is expired.



STEP 4- Submit Required Documents To Federal Programs

- Once the order/service has been completed, please sign the invoice and PO indicating that the order/service has been received. Please return to Mrs. Sanders in SCS Federal Programs.
- If an invoice comes in over the approved amount, federal funds will not be able to pay for the remainder balance.

○ Ex. Approved PO Amount \$515	Invoice Amount \$625	Remainder Balance From Approved PO of \$110
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STEP 5- Submit Required Documents To Federal Programs Continuation

- Invoices can be under the approved PO amount.
 - **Example-**

Approved PO Amount \$515	Invoice Amount \$425	\$90 Under The Approved PO of \$515
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- The school/department will need to provide a write-up and indicate on the invoice why there is a difference.
 - **Example-** Amazon was out of stock of folders and pens. This is why there is a \$90 decrease.

A Requisition Request can take up to 2 weeks for approval. Please input the request in a timely manner.



Request For Professional Leave



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DF SPHERE- PROFESSIONAL LEAVE



- Submit each request 30 working days before the requested leave date(s).

DF Sphere -

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[Absence](#)

Fill out the form, click Submit when you are done.



[Field Trip](#)

Fill out the form, click Submit when you are done.



[Travel Reimbursement Form](#)

Fill out the form, click Submit when you are done.



[Requisition](#)

Fill out the form, click Submit when you are done.



[Requisition For Professional Leave](#)


Fill out the form, click Submit when you are done.

DF SPHERE- REQUISITION FOR PROFESSIONAL



- Requisition for Professional Leave must be approved before a Request For A Requisition or a Reimbursement can be approved.
- Requestor must input all categories. If the category is not applicable to the requestor's request, please input "N/A".
- The "Required Brief Narrative" must be completed.
- Requestor must upload the following documents:
 - Google Maps Directions from address listed on file for payroll. Do not input your school/department address if you are not leaving from the school.
 - Professional Development Agenda

ReqForProfessionalLeave

 **Selma City School District**
Request for Professional Leave

Request for Professional Development Request for Professional Leave Today's Date: 9/23/2024

This form is to be completed in full by anyone requesting professional development/professional leave. All personnel must receive written notification that their request has been approved prior to incurring any expenses. Failure to do so may result in that person being accountable for all expenses.


Name: * Position:
Email: * School/Dept *
School Assigned: Fund Type *
Professional Leave Date(s):
Title of Professional Development
Substitute Required: Yes No If yes, number of days:
To be paid from: Title I Title II OSR IDEA ARI Career Tech Local School
Other(specify):
Registration Fee (amount):
Travel: Employees are strongly encouraged to use system vehicles, when available
 System Vehicle Personal Vehicle Carpooling
If you check Personal Vehicle: Estimated Mileage Cost (.67 per mile):
Overnight Stay Necessary: Yes No If yes, number of nights: Lodging Cost:
Anticipated Total Amount of Per Diem for Meals:
Guidelines: Duration of Trip from 4 to 12 hours - maximum \$15.00 - receipt required Duration of Trip that exceeds 12 hours (no overnight) - \$35.00 - no receipt required Trip of overnight for full or portion of day - \$35.00 - no receipt required
Other Anticipated Expenses (describe & include cost):
Required Brief Narrative: Description of Activity /Professional Development Goal Addressed, How Does It Benefit System/School, and How Are You Going to Turn It Around

DF SPHERE- TRAVEL REIMBURSEMENT FORM



- The Requestor must submit the Travel Reimbursement Form within 30 days after returning from professional development.
- Requestor must input all categories.
- Requestor must upload the following documents:
 - Approved Professional Leave Form
 - [Professional Development Evaluation Form](#)
 - Google Maps Directions from address listed on file for payroll. Do not input your school/department address if you are not leaving from the school.
 - Receipts (ex. Hotel, Parking, etc.)

Main



Selma City School District
Travel Expense Claim Form

Name * Today's Date

Email * School/Dept *

Address *

Purpose of Trip: *

Source of Funds *

Date	Location (full addr. needed)	Total Miles	Reimbursement Amounts							Amount
			Mileage	Breakfast	Lunch	Dinner	Lodging	Parking	Rental Car	
		Total Each Column								
Google Maps										
Misc. explanation										
								Calculate	TOTAL EXPENSE	