
PURCHASING REQUISITION PROCESS (PUR-P002)

DCSS - Purchasing Services

1.0 SCOPE:

- 1.1 This procedure outlines the process to follow when a Dougherty County School System employee needs to make a purchase.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Purchasing Director

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Purchasing Director

4.0 DEFINITIONS:

- 4.1 GEMS – Government e-Management Solutions
- 4.2 DCSS - Dougherty County School System

5.0 PROCEDURE:

- 5.1 All DCSS employees shall follow this procedure, in addition to any specific department requirements, when a purchase needs to be made.
- 5.2 The person requesting the purchase submits proper paperwork, as determined by that location, for item or service to be purchased.
- 5.3 The requestor reviews the budget to ensure appropriate funds are available.
- 5.4 The requestor then forwards the purchasing information to the Principal/Director for approval. The Principal/Director reviews the information to ensure that the purchase request is appropriate.
 - 5.4.1 If the request is not approved, it is returned to the requestor for revision or cancellation.
- 5.5 When approved for purchase, the requisition is then given to a designated person at that location to key information electronically on GEMS system. This person will submit one of four types of requisitions electronically:
 - 5.5.1 Non-Stock requisitions.
 - 5.5.2 Miscellaneous requisitions.
 - 5.5.3 Stock requisitions.
 - 5.5.4 Capital Assets.
- 5.6 A designated person, usually the office manager or secretary, approves the requisition electronically on GEMS which will then route the requisition to the next area requiring approval.
- 5.7 If additional approval is needed, the requisition routes to that designated area for additional approval. For example, requisitions for choral or music classes will route to the Music Director's screen on GEMS for approval.

PURCHASING REQUISITION PROCESS (PUR-P002)

DCSS - Purchasing Services

5.7.1 If the requisition is disapproved at this level, it is returned to the person who entered the information on GEMS for revision or cancellation.

5.8 If no additional approval is required, the requisition routes to the purchasing area for processing.

5.9 The Assistant Purchasing Director reviews the requisition on GEMS and approves according to purchasing guidelines.

5.10 This completes the requisitioning process. The Purchasing Department is now able to convert the requisition to a purchase order.

6.0 ASSOCIATED DOCUMENTS:

6.1 Requisition Header Record, REQHD (generated by GEMS)

6.2 Requisition Detail Record, REQMN (generated by GEMS)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Requisition Header	Electronic	9 years	GEMS System	Archive
Requisition Detail	Electronic	9 years	GEMS System	Archive

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
18-Sep-03	B	Corrected Director's title in Section 3.1. Changes made in 5.4.1, 5.6 and 5.9.
31-Aug-06	C	Changed title in Sections 2.1 and 5.9. Added Section 3.2 (Assistant Purchasing Director). Changed the wording not approved to disapproved in Section 5.7.1.
15-May-09	D	Deleted Director or Purchasing/Supply Services in section 3.1.

*** * * E n d o f P r o c e d u r e * * ***