

THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

DIVISION OF FINANCIAL MANAGEMENT
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SUPERINTENDENT

October 16, 2009
Bulletin #P-13344-CAO/COO

Contact Person:
Heather Knust
Director, Accounting Services
434-8096/PX 48096

ACTION BY:
Information Only

TO: All Principals and Department Heads

FROM: Joseph M. Moore *Mich Burke for Joe Moore*
Chief Operating Officer

Jeffrey J. Hernandez *JJ*
Chief Academic Officer

SUBJECT: REQUISITION CODING REVIEW

To help ensure requisitions are charged to the proper account, all requisitions (including Marketplace orders) will now be routed through the Accounting Department for a review of the financial coding information. This review will be handled in a timely manner and all requisitions will be reviewed within 24 hours of submission. Verifying requisitions are coded to the appropriate funding strip will help ensure that expenditures are reported in accordance with the District's Chart of Accounts and the Florida Department of Education's *Financial and Program Cost Accounting and Reporting for Florida Schools* (Redbook).

Should a requisition contain a coding error, it will be denied and returned to the originator for correction. An explanation and instructions for correcting the requisition will accompany all denials. Once corrected, the originator may resubmit the requisition for processing. Approved requisitions with no coding issues will be forwarded for procurement. The delivery of orders may take a day longer than your school or department has experienced in the recent past as a result of the review process.

To help expedite your requisitions through the review process, please have your originator take the following steps:

- Include a detailed item descriptions within the line comments field;
- verify budget is available in the appropriate funding strip;
- if the requisition is for a capital asset, complete the asset profile information;
- and if the requisition is funded through capital project funds (3xxx), the account must be in the 56xxx series.


Please also refer to the attached summary of chart fields and accounts. If you should have any questions, please refer to the contact person indicated on first page of bulletin.

ACJ/AK/JJH/JMM/MJB:ac
Attachment

Reviewed: _____


Ann Killets, Chief of Staff

Approved: _____


Arthur C. Johnson, Superintendent

