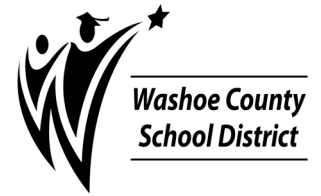


MEMO



May 27, 2022

BUSINESS & FINANCE OFFICE

Washoe County School District

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TO: All Schools and Departments

FR: Mark Mathers
Andrea Sullivan

RE: Purchase Requisitions for Services and Goods for FY2022-23

Beginning June 3, 2022, purchase requisitions may be entered in the BusinessPLUS system for goods and services needed for next fiscal year, which will be charged against your FY2022-23 General Fund budget. This will allow you to begin the purchasing process for **essentials only**, to include textbooks and other supplies that need to be ordered in advance so that they arrive by the beginning of the new school year. **Please do NOT take delivery of products or services prior to July 1, 2022** (if you do, the charges will go against your FY2021-22 budget).

Please follow the steps below to ensure that your FY2022-23 budget is charged:

- 1. Date Requested:** PLEASE DO THIS FIRST. The requested date field MUST be changed to **07/01/2022**.
- 2. PR Number:** When selecting the PR number (seed), choose **PR.23** for FY2022-23
- 3. Requisition Codes:** In the first box, click the dropdown and select **71 – Do not ship prior to 7/1/2022**.

Proceed with typical PR entry after these items are completed.

The screenshot shows the BusinessPlus Purchase Requests (POUPPR) interface. Key annotations include:

- 1:** A red circle highlights the 'Date Requested' field, which is currently set to 07/01/2022. A red callout bubble points to it with the text 'Must change to 07/01/2022'.
- 2:** A red circle highlights the 'PR Number' dropdown menu. A red callout bubble points to it with the text 'Select PR.23'.
- 3:** A red circle highlights the 'Requisition Codes' dropdown menu. A red callout bubble points to it with the text 'Select the "71" Req. Code'.

The interface also shows fields for Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Status, Security Code, Requested By (Kelly L Case), PR Total, and various details like Center, Eid Number, End User, Discount Terms, Vendor Account, Contract Number, Buyer, PO Type, and Requisition Codes (Req Code 1 through 10).

For assistance with the above procedure, please contact Kelly Case, Business Process Trainer, at 789-3438 or klcase@washoeschools.net.