



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT

1641 Poland Avenue, New Orleans, LA 70117
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TO: All Principals

FROM: Wanda Anderson-Guillaume, Chief Academic Officer

RE: Purchase Requisitions

DATE: July 29, 2009

As you are aware, processing requisitions in the Recovery School District requires a manual paper and pencil process. Therefore, in an effort to ensure that all school requests are processed in a timely manner we must adhere to the following policy.

1. Requisitions must be submitted no less than 2 weeks prior to the “need” of the good or service.
2. Do not write “RUSH” on a requisition and then submit it less than two weeks prior to date the good or service is needed.
3. Bids and travel requests must be submitted at least 30 days in advance.
4. You must not and will not be allowed to order and/or receive goods or services and then submit an invoice for payment. You must submit a requisition before placing the order, receiving good and services or committing district funds. Strict adherence to this policy is mandatory.

The procedure for processing requisitions is as follows:

- Your school completes a purchase requisition (PR) with all required information including vendor information and written price quotes attached and delivers the requisition to the Yelitza Encalade, Executive Administrative Assistant for Academics
- Yelitza will log the PR and forward it to the appropriate Executive Director or Director for approval (High School, Grant Manager, K- Executive Director, etc.); The PR is then forwarded to Chief Academic Officer (CAO);
- The CAO approves/denies the PR and returns it to Yelitza;
- Yelitza forwards the requisition to the budget office for budget approval and coding
- Budget forwards the requisition to procurement.
- Procurement processes requisitions on a first in first out basis and forwards a copy of the purchase order to the contact person indicated on the PR

Attached is a flow chart that may be used for quick reference.

Purchase Requisition Flow Process

