

## REQUISITION LISTING for YEAR-END PROCESS

In Escape, go to **Finance - Requisitions - Vendor Requisitions**

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	
3 - Status Information	
Status	Printed

Enter search criteria to create the 1st list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
  2. In “**Status**” field, select “**Printed**”
  3. Click “**Go**” button to populate the list
- Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
  - Make sure invoices have been emailed to [invoices@scusd.edu](mailto:invoices@scusd.edu).

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	2024 {2023/2024}
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	

Enter search criteria to create the 2nd list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
  2. Click “**Go**” button to populate the list.
  3. Follow directions below depending on the status of the requisition.
- If the req is in “Ready for Payment” status, make sure invoices have been emailed to [invoices@scusd.edu](mailto:invoices@scusd.edu).
  - If the req is in “Approved” status, contact Purchasing to print PO.
  - If the req is in “Submitted” status, please contact Budget for approval.

4. Export, review and indicate which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to [invoices@scusd.edu](mailto:invoices@scusd.edu).

Please also review and confirm documents for the following type of requisitions:

- Petty Cash: Make sure forms are approved and signed
- Confirming: Make sure proof of payments are attached for reimbursements
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact Paola Lopez at x437892.