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DIRECTORY

Offices and Contact Persons for information on Finance and Operations:

FINANCE:

BUDGET:

Senior Budget Officer	456-9379
Budget Analyst	456-9229
Secretarial Assistant	278-2832
Budget Clerk	278-0593
Fax:	456-1780

DIRECTORY
(Continued)

GRANTS MANAGEMENT:

Coordinator of Grant Oversight	278-2833
Secretary to Coordinator	456-9439
Financial Assistant	456-9456
Fax:	278-2834
Location:	Administration Building, 3rd Floor

PURCHASING:

Purchasing Administrator	456-9264
Secretarial Assistant to Administrator	456-9265
Buyers:	456-9264/65/66/67
Fax:	456-9292
Location:	Administration Building, 2nd Floor

General Information

General Information:

This section will provide general information on the divisions within the Department of Finance and Operations. Each division performs specific functions that interconnect in their duties to provide schools and central administration with goods and services, vendor payments, payroll and other vital services.

Budget Office:

This office is responsible for all school and central office local budgets, throughout the district. All requisitions for any service or purchase, requested through local funding sources, must be sent to the Budget Office as the first step in setting up the process for the delivery of goods and services.

Grant Oversight:

This office is responsible for all non-local funds received by the District and/or any of its departments. Any grants that are written must be done in conjunction with this office. All requisitions from non-local funds for goods and services and contracts for consultants must be approved by Grant Oversight prior to any non-local purchase.

Controller's Office:

This office is responsible for the recording, accounting, controlling and reporting of all financial transactions that occur in the district. The office is responsible for the processing of all payments to vendors, whether through local or non-local funding sources, including non-public, for the completed delivery of goods and services. Furthermore, this office oversees the functions of the Payroll Office, Retiree Benefits, Accounts Receivable and the Enterprise Accounting Information System.

Payroll Office:

This office is responsible for the receipt of payroll sheets from schools and central offices throughout the district, and for the processing and issuing of weekly and bi-weekly payroll checks for all employees. Also, this office oversees employee benefits for both active employees as well as retirees.

Purchasing Office:

This office processes all approved requisitions, received from either the Budget Office or Grant Oversight, for the issuance of a purchase order. The purchase order confirms the actual purchase of goods and services from the vendor. No service can be performed, or goods ordered, without a signed purchase order. For requisitions exceeding a cost of \$5,000, this office coordinates all correspondence for the Board of Contract and Supply bidding process.

Support Services:

This office coordinates various services provided throughout the district. These services are: phone systems, security guards and security alarm systems, mail room and delivery activities, reporting of theft and vandalism, student insurance programs, and follow-up to requests for use of buildings. This office is also responsible for the management of the fixed asset system for the district.

Step 1:
Getting an Approved Budget

School Budget Packag

School Budget Package Instructions

COPIER LEASE AMOUNTS

This file contains the amount the school must budget for copy machine leases. Find the amount required for your school and budget the amount in account code 52913 (Repairs and Maintenance).

ACCOUNT CODES

A list of account codes can be found in the appendix. Use the accounts to prepare your school's budget. If you are unsure on the use of a particular account, contact the Budget Office.

ELECTRONIC SUBMISSION INSTRUCTIONS

This file contains the procedures for preparing and submitting your school's budget electronically.

Administrative Budget Package Instructions

The instructions below will provide assistance preparing the budget package:

The budget package must be submitted electronically via e-mail using the Budget Input File that was provided in the e-mail sent to each department. Budget training will be available for those who need assistance preparing the budget electronically.

In the budget package, each department must submit a narrative describing the department and its function within the Providence School Department. Please limit the narrative to 400 words. This must be submitted with the budget package.

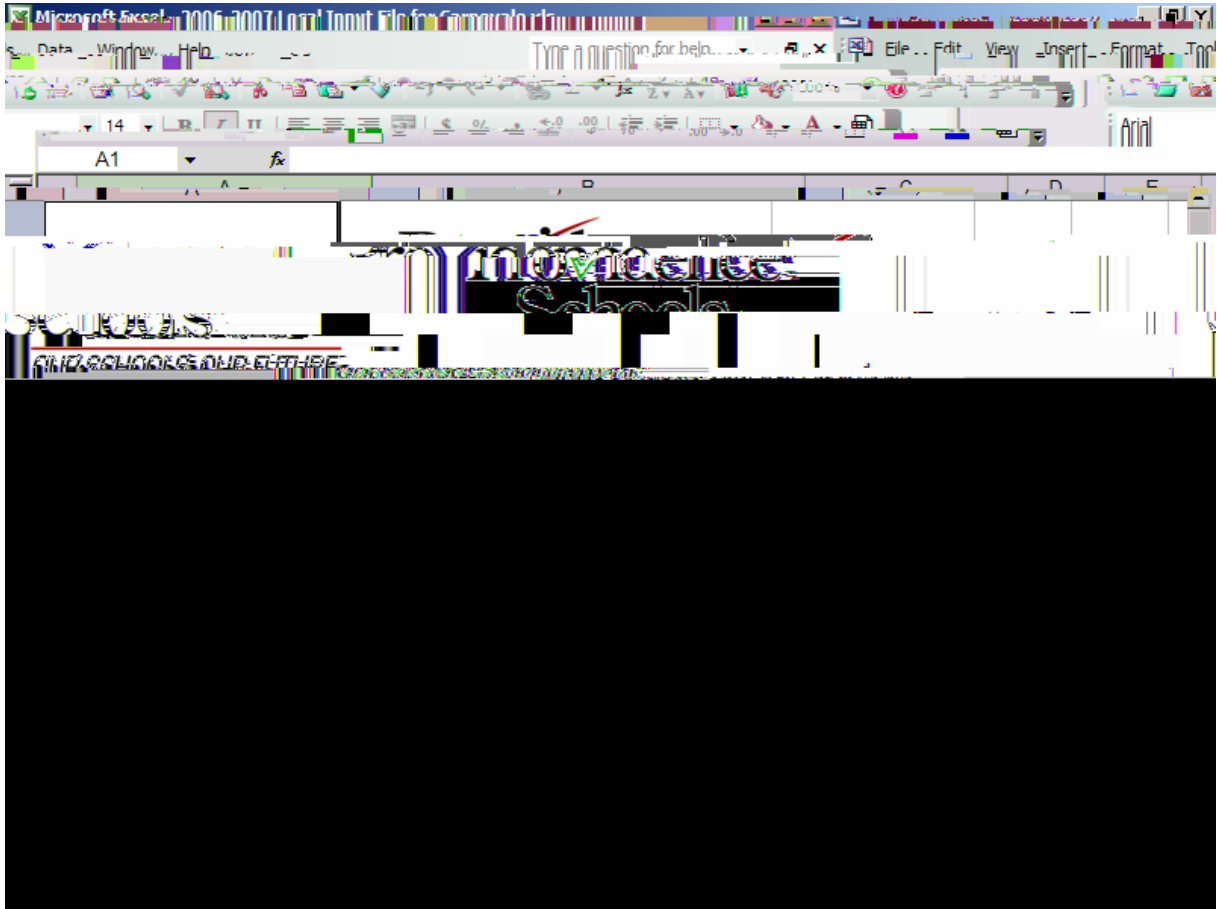
Use the files listed below to prepare the budget package.

LOCAL BUDGET INPUT FILE

Electronic Budget Submission Instructions

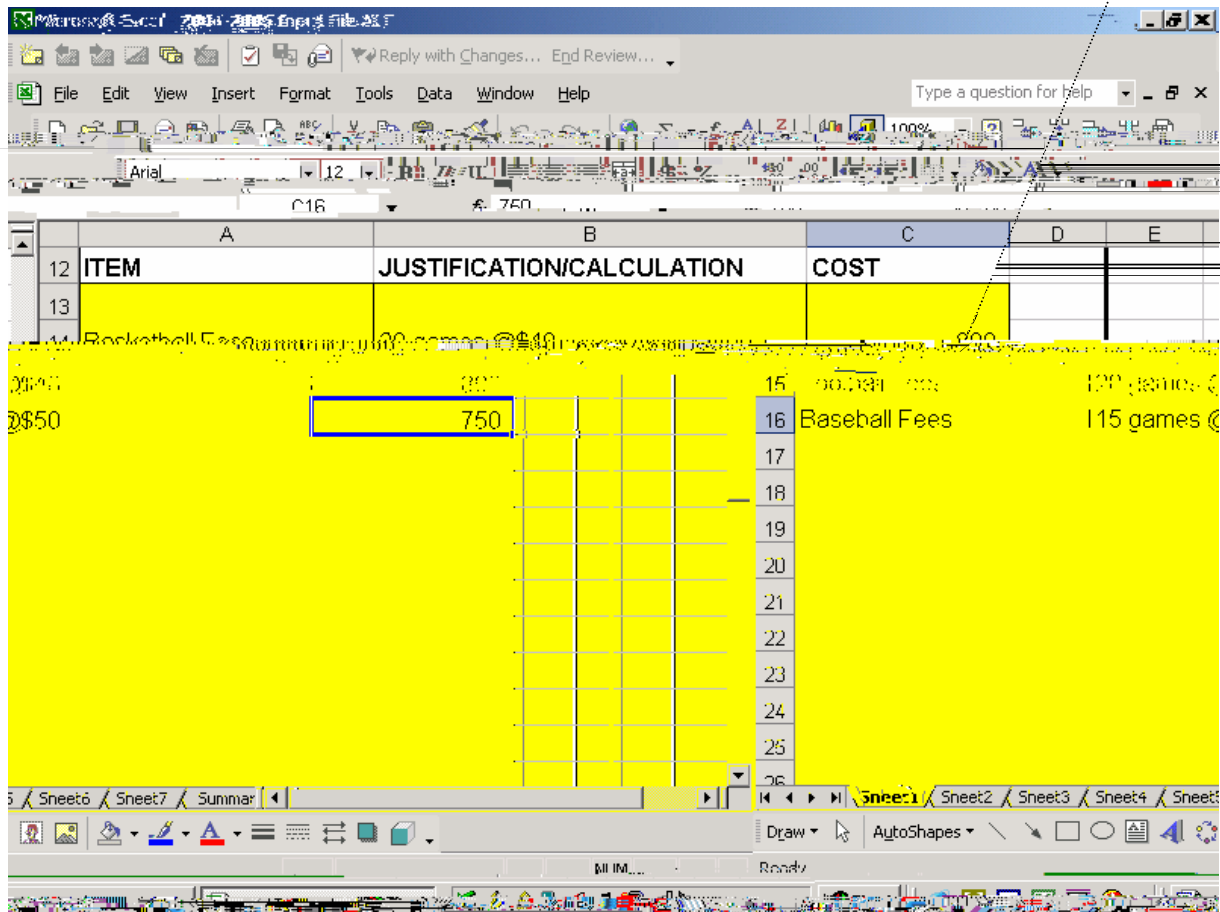
This is a step by step process to assist you in preparing and submitting the budget electronically. These instructions can be used to prepare any budget package (Local, Title I, etc.). If you have any questions, contact the Budget Office.

1. If you are not preparing a school budget, skip to step 2. Open the file labeled “Tools of the Trade Allocation.” This is the amount that your school has available to spend. The entire amount must be allocated within the budget. The total budget must equal this amount.
2. Open the file labeled “Budget Input File.” Use this file to prepare your school/department budget.
3. After the file is open, click on **Sheet 1** as shown below:



Electronic Budget Submission Instructions

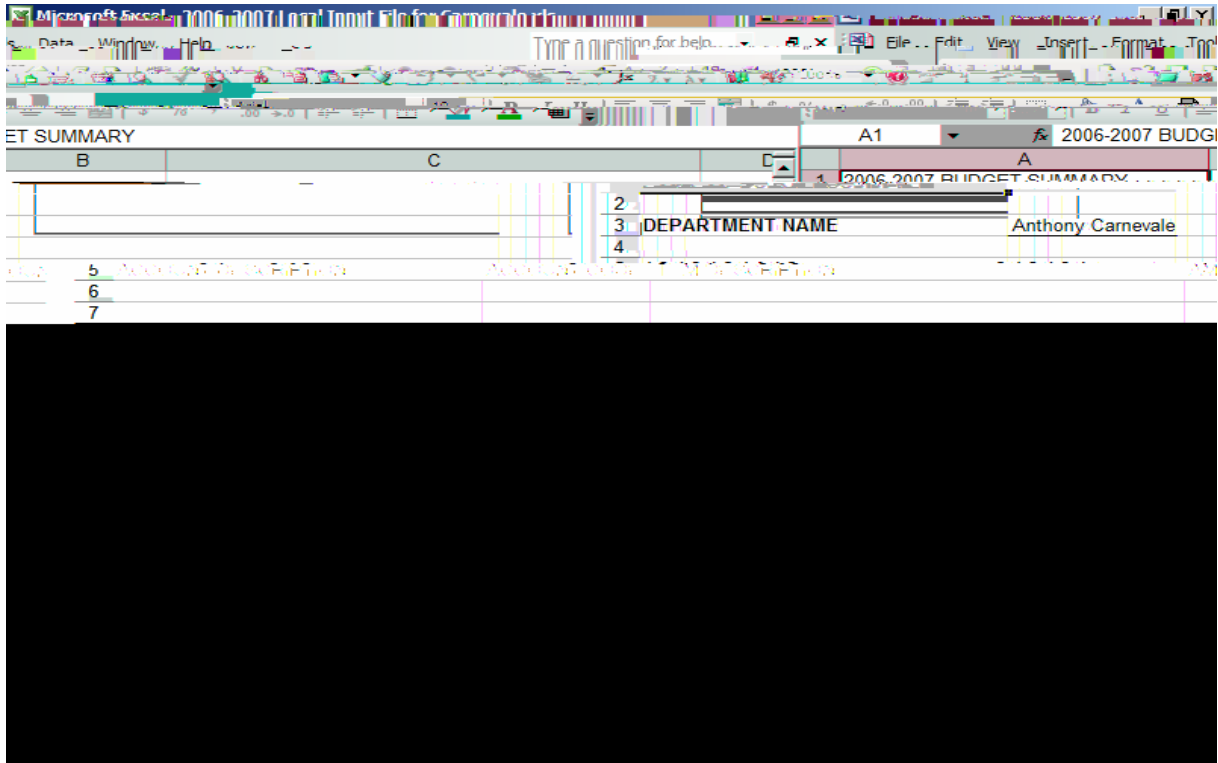
7. Next, enter the information in the **item** column and the **justification** column to describe and justify the item requested. Please be as detailed as possible. Statements such as “per union contract” or “same as last year” are not acceptable. In some instances, the item description is sufficient to describe the item, so use your discretion. Next enter the **cost** for the item. The total will calculate automatically at the bottom. See below:



8. You have just completed a justification sheet. A justification sheet must be completed for every item in your budget package. Go to Sheet 2 to create your next justification sheet. Follow steps 5 through 7 to complete your budget package. There are 50 sheets in the file. If you need sheets to be added to the file, contact the Budget Office and a new file will be sent to you.

Electronic Budget Submission Instructions

9. All of the information from the justification sheets will be automatically transferred to a sheet called **Summary**. Click on **Summary** and check how much of the budget has been allocated. **This sheet cannot be edited**, but will keep a running total of the budget. See below:



10. Save the budget file on your computer. It is not required to submit a hard copy of the budget for submission; however, it is recommended that you keep a hard copy on file.
11. After the file is saved, e-mail the file to the Budget Office.

Local Budget Transfer of Funds

The following procedures should be used when requesting a transfer of funds from one account to another in a school's local budget. A sample form is included in the appendix

Local Budget Transfer of Funds

SERVICES GROUP

51998	AUTO ALLOWANCE
52055	STUDENT TRANSPORTATION
52120	FEES NOT CLASSIFIED
52170	POSTAGE
52175	ADVERTISEMENTS
52185	DUES & SUBSCRIPTIONS
52210	PRINTING
52905	REPAIRS TO EQUIPMENT
52913	COPIER LEASE & MAINTENANCE
53105	TRAVEL
53300	MEDICAL FEES
53310	CONSULTANTS
53400	SECURITY

SUPPLIES GROUP

54000	OFFICE SUPPLIES
54010	SOFTWARE
54600	SCHOOL ACTIVITIES
54601	HEALTH SUPPLIES
54610	TEXTBOOKS
54615	REFERENCE BOOKS
54616	REBINDING BOOKS
54620	ATHLETIC SUPPLIES
54625	EDUCATIONAL MATERIALS
54635	TESTING MATERIAL
54630	LIBRARY BOOKS

For example, if you submit a requisition for textbooks, and there are sufficient funds in

Local Budget Transfer of Funds

TRANSFERS AFTER JULY 31

These transfers will require written justification and the transfers will not be automatic. All transfers between budget groups will require City Council approval. Transfers that require approval must be submitted to the Budget Office by October 15th. The approval process takes approximately six to eight weeks. This will be the only time that transfers of this nature can be submitted for the local budget. Transfers for other funding sources (Title I, Article 31, etc.) will vary depending on the guidelines of the funding source.

Non-Local Funds

General Overview

Grant funds are defined as any funds that are received from an external funding agency in excess of budgeted local funds. These funds are generally used to supplement and not supplant existing local funds.

All grants that are applied for by or on behalf of the Providence School Department (referred to as PSD) or any of its departments must be done in conjunction with the Coordinator of Grant Oversight & External Funding (referred to as “Grant Oversight”) and a member of the Planning Department (referred to as “Planning”). This coordinated effort allows the PSD to more effectively plan our current and future expenditures and to

Salaries and Fringe

Any employee whose salary and related fringe are to be reimbursed from a grant must be properly recorded in the Lawson System. When an award letter is received that authorizes reimbursement for a current employee or authorizes funding for a new employee the person(s) must be communicated to Grant Oversight. In the event of a current employee, Grant Oversight will be responsible for ensuring that the person(s) will be correctly charged to the new funding source. This will take place in coordination with the Grant Oversight, Human Resources, the Controllers Office and the Payroll Department.

In the event of posting a new position, the posting form must include the funding

Professional Development, After School Programs etc. – continued

4. Person receiving the form(s) for processing is responsible for validating the accuracy of the information. This includes verifying the date worked, hours worked per day and the total hours requested. Said form must then be signed and dated by the person that is validating the request. All of these forms must be retained by the school or PSD contact as supporting documentation for payroll summary sheets.
5. When all forms have been validated then a summary form must be prepared for submission to the Payroll Department. The summary must be submitted in the format provided (see attached sample). This form must be received from Grant Oversight if it was not already provided to you in the budget packet. The form will be sent to you electronically in a Microsoft Excel format and will already include the activity code, and account code for the respective grant. It will be the responsibility of person preparing the form to fill in the description, the week ending date, each date worked, employee name, and employee # and the hours worked per day. The form is designed to automatically total the hours and multiply it by the hourly rate. This will avoid any potential errors in calculating the total amount due. The forms must be completed in Excel to avoid any errors and streamline the approval process. Any forms not following these procedures will be returned.
6. All forms must be submitted in a timely fashion. In the event that an untimely form is submitted, you **cannot** include this information on a current form. Each form is submitted with a week ending date. Therefore a separate sheet must be submitted for the corresponding week ending date for the time worked. As mentioned in item 2, a letter must accompany any report that is not submitted timely.
7. All forms that are submitted must be signed and dated by the person approving the payroll sheet. The person signing must also print their name. Finally, the person preparing the form must also sign and date the form if prepared by someone other than the person authorizing the payroll.
8. All forms that are submitted must have original signatures. Copies or faxes will not be accepted. In the event that a form is missing, another form must be prepared with original signatures and clearly mark across the top “**DUPLICATE**”.

Amending an Existing Grant

It may become necessary to amend a grant once it has been awarded. This situation can occur if you begin an approved initiative later than anticipated, if you decide not to do a certain workshop, if an employee is not hired until later than expected, expenditure is less

Amending an Existing Grant - continued

than anticipated etc. To avoid having to return funds it is important to be cognizant of what is approved and if you can realistically achieve those goals. Remember, your grant proposal may have been written at a time when you had different personnel or even different directors or supervisors etc. When the award is received immediately review

Consolidated Resource Plan (CRP)
Budget Submission

General Overview

The Consolidated Resource Plan (referred to as CRP) is funding that is received from the Federal Government to the State of Rhode Island and then allocated to all of the school districts. The allocation for each district is formula driven based upon poverty levels and the total students for each school district in Rhode Island. The CRP encompasses seven

IDEA – Special Education

The Special Education Department is responsible for submitting the budget for this funding source. As is the case with Title I, the timelines for budget submission are the same as the local budget (see local budget section for timeline).

Budget Transfers

Any requests for budget transfers must be submitted on the proper forms and within the specified timeline. It is imperative that these timelines are followed because of the deadline the District has for submitting an amendment to the Rhode Island Department of Education (RIDE). Timelines vary annually and are determined by RIDE. ***Please refer to the appendix for the budget transfer form.***

Step 2: Creating a Requisition

Requisitions:

This section will detail the procedures for the following activities:

- þ When to use a requisition
- þ How to enter a requisition
- þ Who needs to approve the requisition
- þ How to check the status of the requisition

When To Use a Requisition:

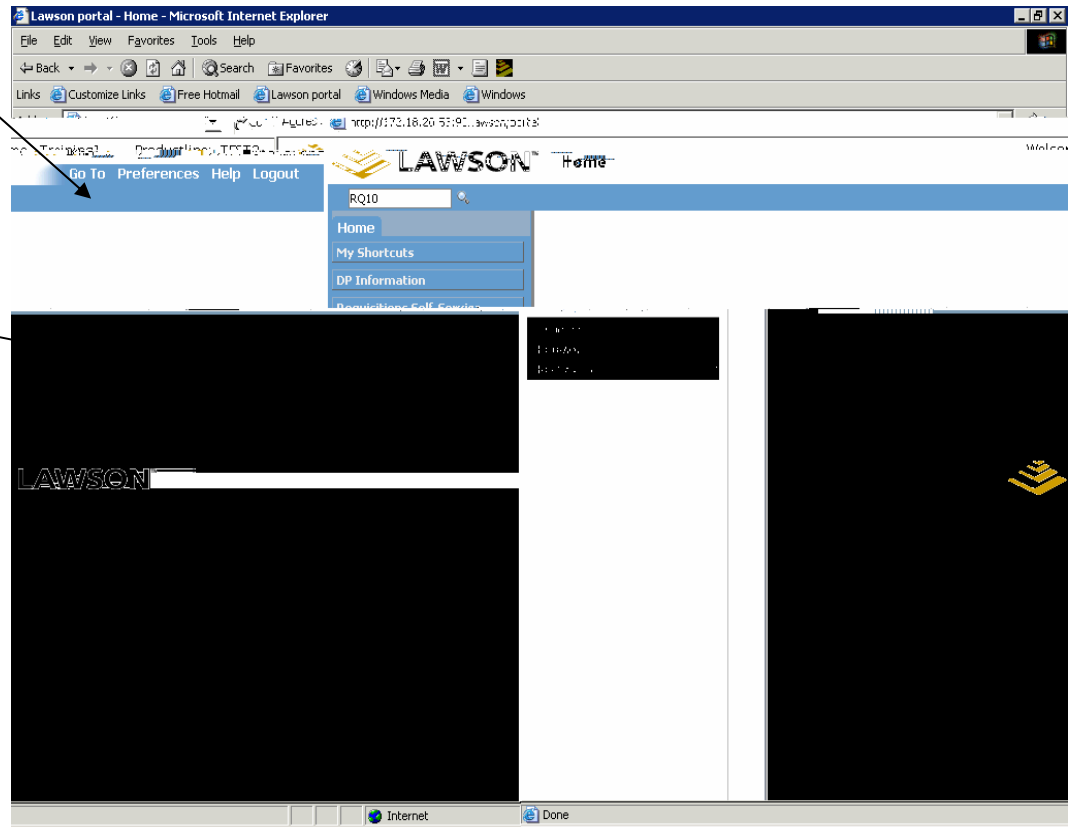
Requisitions are used by all school and central administration offices throughout the district to purchase goods and services. A requisition is **the first step** in the purchasing process for goods and services. On a very limited basis, a direct payment may be used. A direct payment is a proper payment procedure for reimbursements, mileage payments, postage stamps, utilities, medical payments, and payment for officials and referees at athletic events.

Creating a Requisition:

If you know the screen number you may type it in the blank provided and press the “ENTER” key

OR:

By clicking on the underline subject, in this case “**Requisitions**” you may enter that screen



The Requisition screen will appear.

Click on “**Order Special Items**” (only if you were ordering items with “Blanket Orders” would you click on “Order Standard Items”)



1. *Journal of the American Medical Association*, 2000; 283: 2689-2695.

Profile

Requesting Company:

Providence Public Schools

Central High School

Providence Public Schools

Administration Building

Profile

FAQ'S

Requesting Location

Buyer:

Delivery Dates, Early:

Priority: ☒ Normal ☐ Urgent

Deliver To:

Account Unit:

From Company:

From Location:

Vendor:

Purchase Order:

Late:

Activity:

Enter

Optionally:

To select a suggested vendor click the down arrow next to the vendor field, click on “AP Vendors”. Another screen called the “**Select On**” screen will appear. This screen is used to search for the vendor by its name. (see diagram)

Type exact vendor name, then click “**Search**” (If name is not found, try typing in different ways ex. “Mason”, this will bring up all the vendors with the word “Mason” in their name.

The screenshot shows a web browser window with the URL <http://172.18.20.53:90/lawson/newreq/requisition.htm>. The page title is "Profile". The main content area is divided into two sections. The top section contains a search bar with the text "Select On" and a dropdown menu showing "50202". Below this is a list of vendors with their IDs and names: 51317 WB MASON CO INC, 55707 SPEARS ROBIN S. MASONARY, 64656 MCNULTY MASON, 67448 LEGG MASON WOOD WALKER INC, 72096 MASTERS MASONRY INCORPORATED, 72099 MASON DOREEN, and 76733 COSTA MASONRY. The bottom section contains a search button labeled "Enter". The right side of the screen contains various form fields for requisition details, including "Requesting Company", "Requesting Location", "Account", and "Acct Cat".

Click in the
circle for
Normal
Priority
unless this
order is an
emergency
then click
Urgent

In most
cases you
will leave

This will bring you to the Order Special Items screen
All the information you provided in the Profile will default to this screen

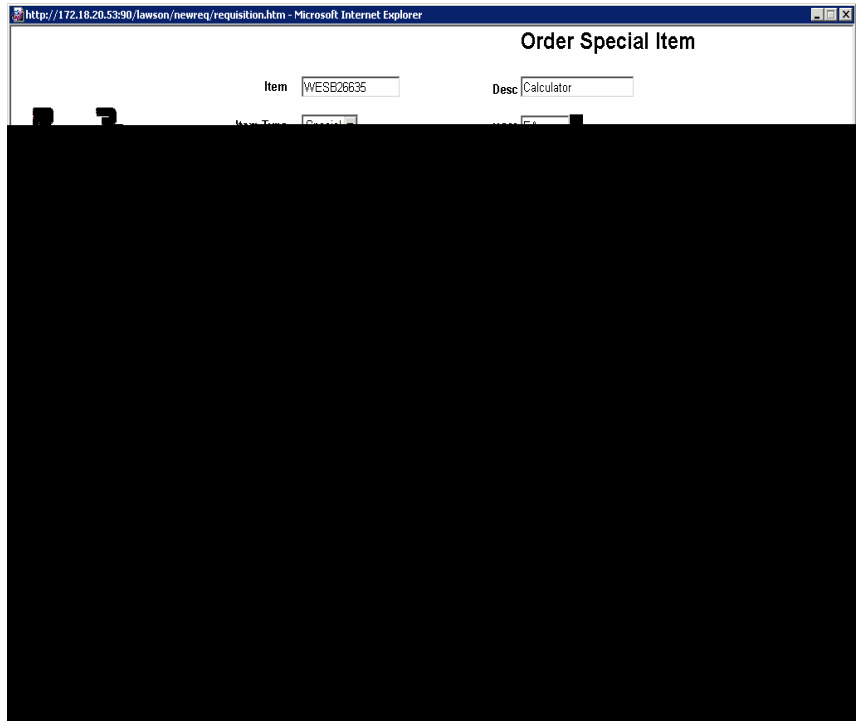
Type in part number or part name in the “Item” field

Type in item description in the “Description” field

Click the down arrow in the unit of measure (UOM).
Select a UOM from the list

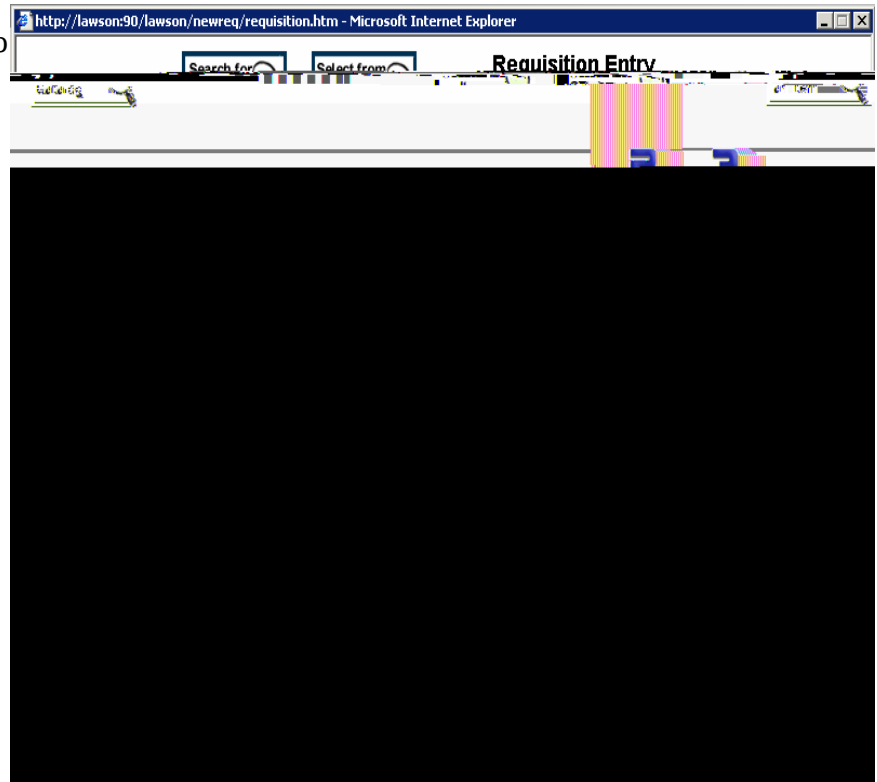
Type in the quantity in the “Quantity” field.

Type in the quoted price in the “Price” field.

A screenshot of a web browser window titled "http://172.18.20.53:90/lawson/newreq/requisition.htm - Microsoft Internet Explorer". The page is titled "Order Special Item". It features two input fields: "Item" with the value "WESB26635" and "Desc" with the value "Calculator". Below these fields is a large, solid black rectangular area, likely representing redacted content or a placeholder for a table or list.

When all necessary information is completed for this item
And you **do not** wish to purchase any more items from this requisition
You may click “**Enter**”

If you do wish to place more items on this Requisition
Click Next Special Item
Repeat procedure for every additional item to be placed on this Requisition

A screenshot of a web browser window titled "http://lawson:90/lawson/newreq/requisition.htm - Microsoft Internet Explorer". The page is titled "Requisition Entry". It features two buttons: "Search for" and "Select from". Below these buttons is a large, solid black rectangular area, likely representing redacted content or a placeholder for a table or list.

Created: [Redacted] By: [Redacted]

Attachments: [Redacted]
Comments: [Redacted]
Comments to Print as Internal Request [Redacted]
Comments to Print as External Request [Redacted]

Title: [Redacted]

Comments: [Redacted]

[Redacted] to Linda at Company to get [Redacted] Please ta.

[Redacted]

When ready click “Submit Requisition” and it will bring you to the Requisition Confirmation Screen
This screen gives you your Requisition #
Click **Return to the Beginning** to submit another Requisition
Click **Return to Office**

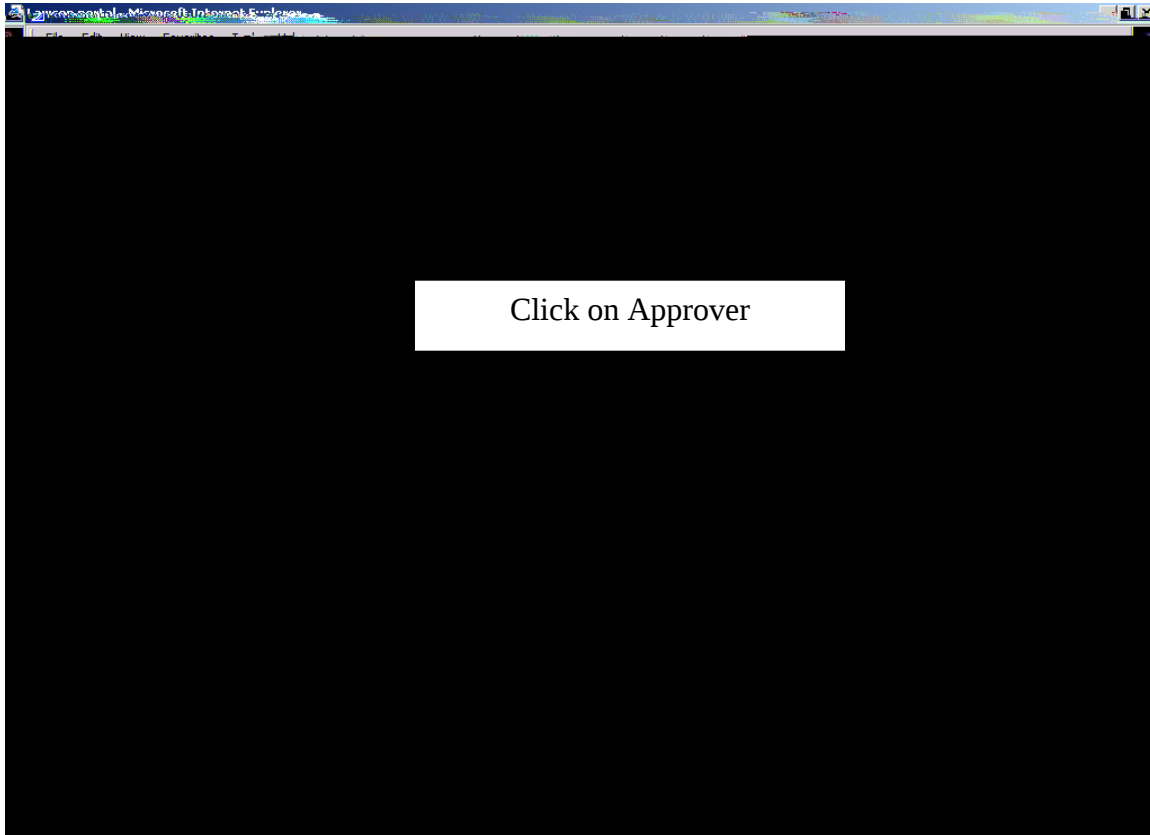
Who Needs to Approve the Requisition:

At this initial stage of the process, the only approval required, before it is sent to the Budget Office, is that of the person overseeing the budget that will be charged for the request. This would be the Principal for school requests, and the appropriate Administrator for central office requests.

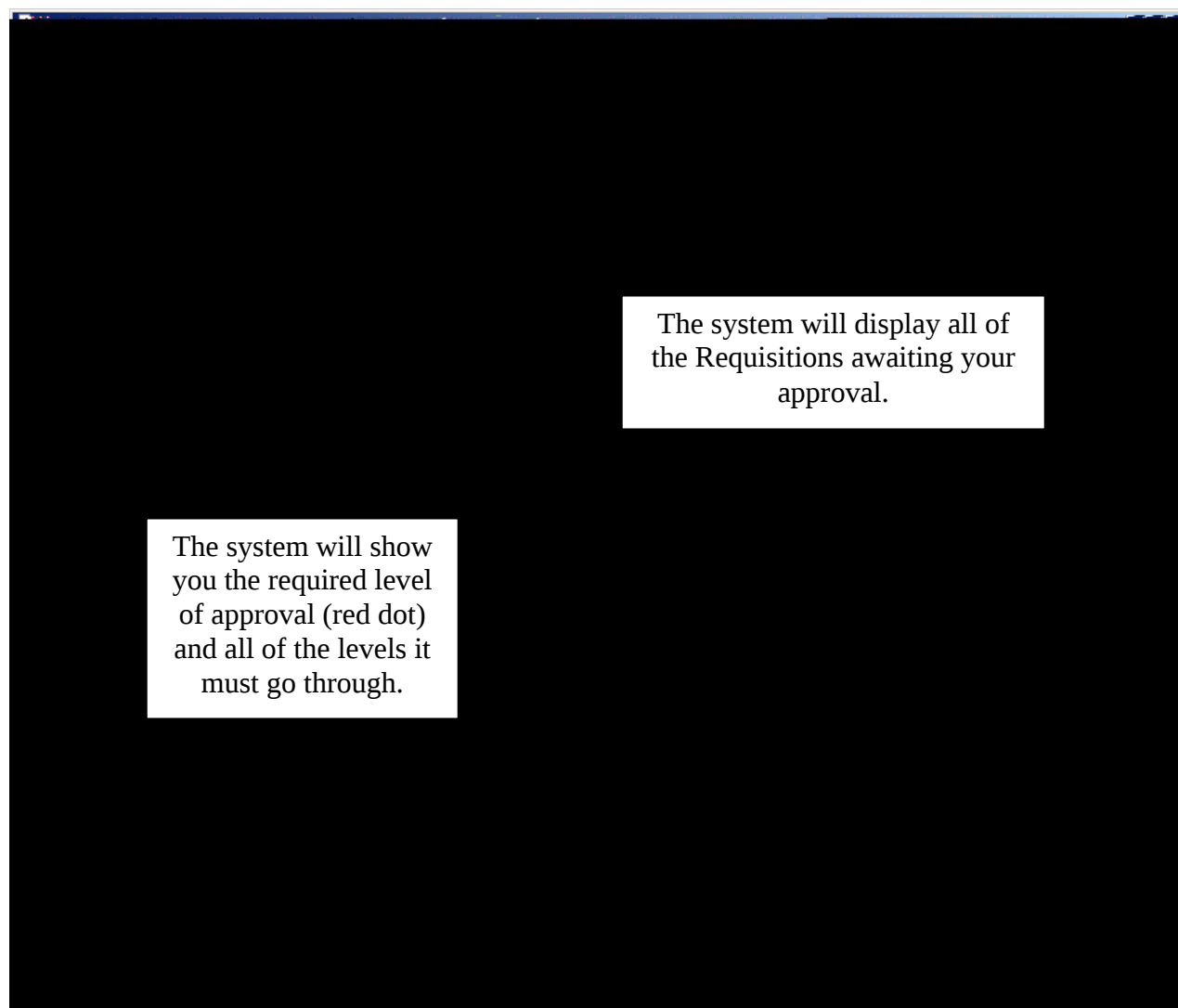
Approval of Requisitions:

The Approval Process for Purchase Requisition using Lawson E-Approval

Access the E-Approval Process by clicking on “Approver” on the Requisitions Menu.

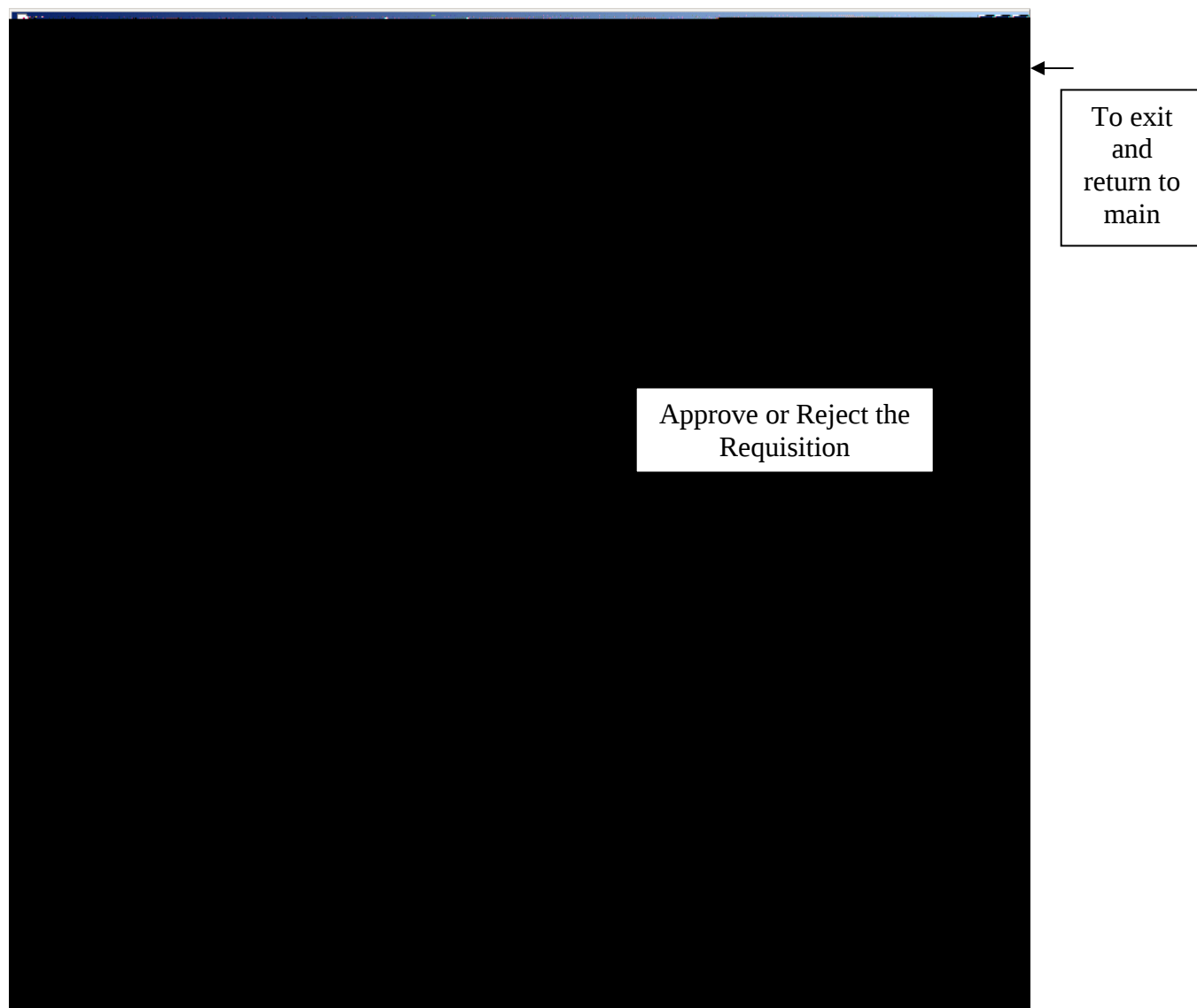


The system will display all of the Requisitions awaiting your approval. In addition, the system will show you the required level of approval (red dot) and all of the levels it must go through. The system is setup to allow you to skip lower levels of approval, in case of an approver being absent.

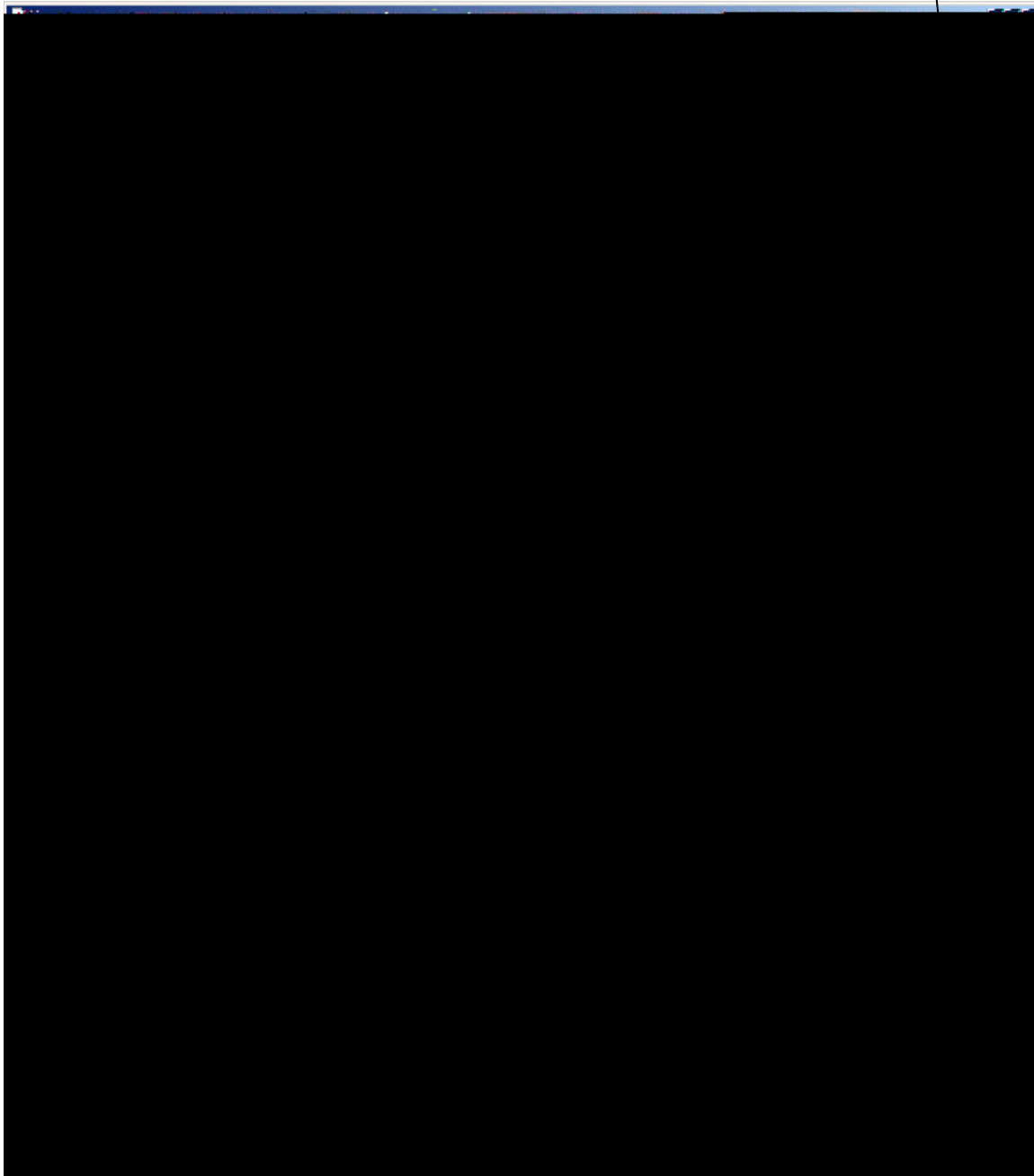


To approve the requisition, click the “thumbs-up”. To reject the requisition, click the “thumbs-down”. Rejecting a requisition cancels it, and forces the Requester to issue a new requisition to order the goods or services.

To exit the process without taking any action on the requisition, click “Return to Office”.

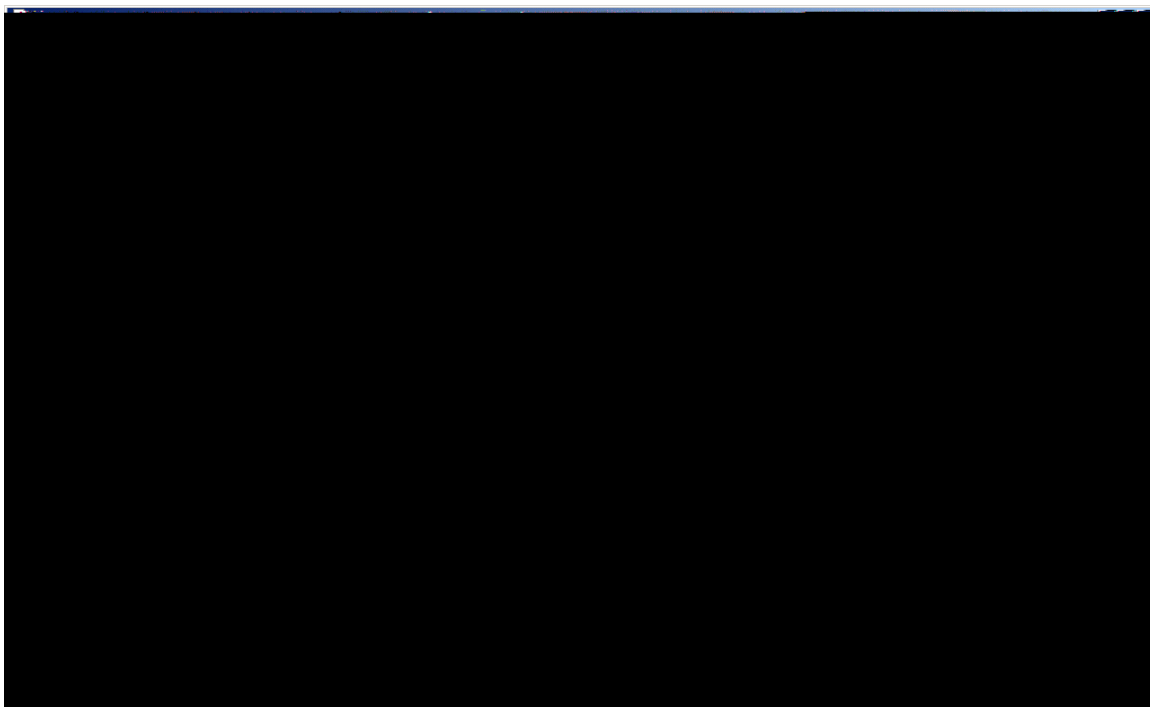
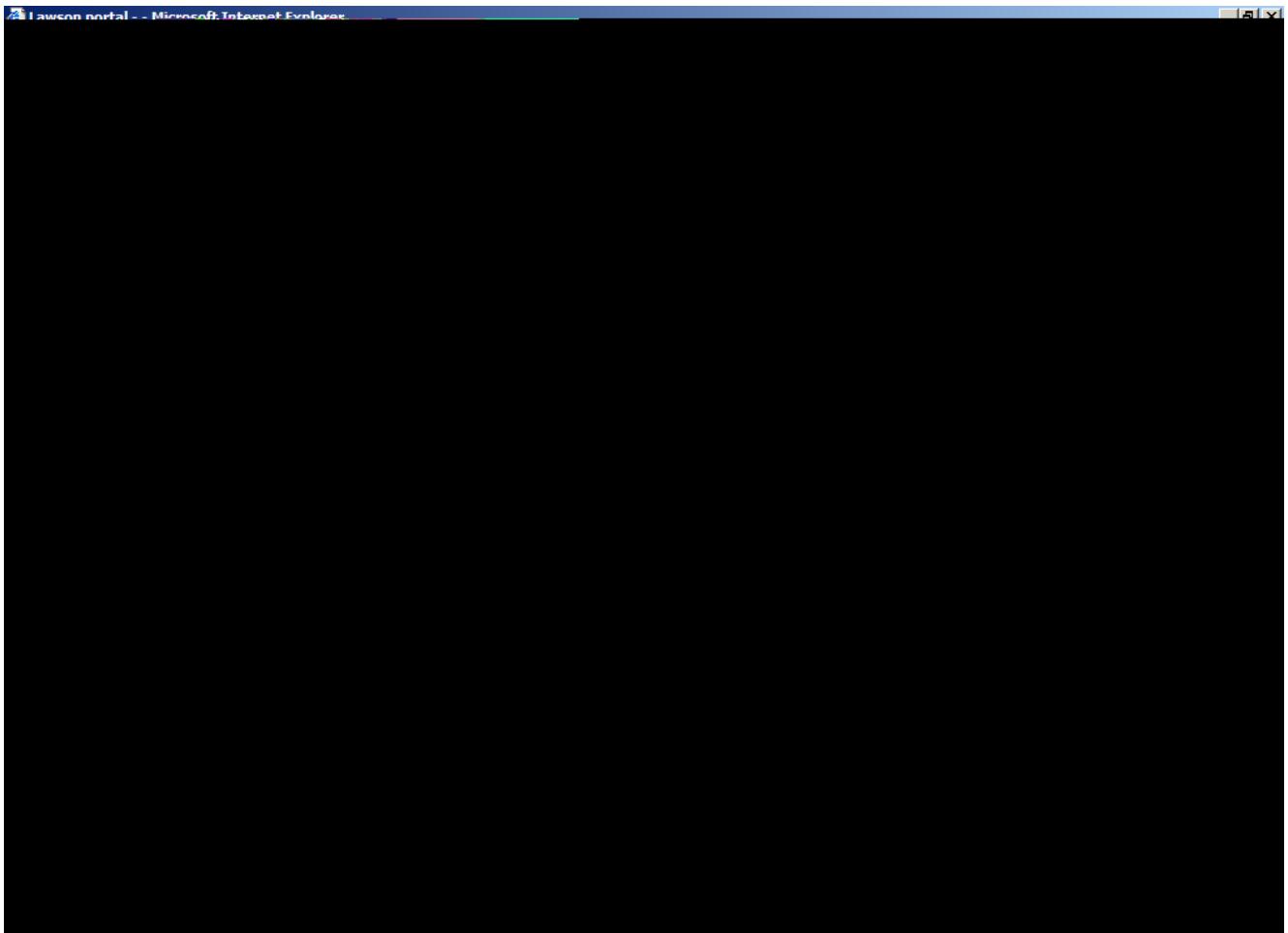


Once Approved or Rejected, the system will display the disposition for that requisition.



The next approver in the hierarchy must now approve the Requisition, if applicable.

The Budget Office, for example, is the last person required to approve the requisition.



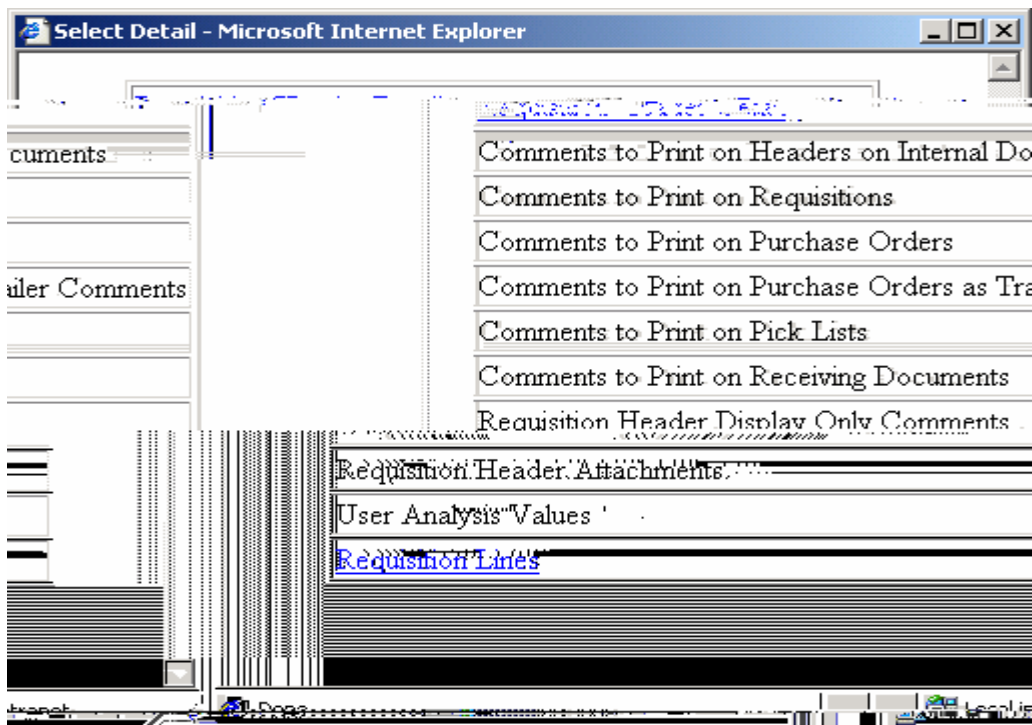
To view the status of your requisitions, click “Requisitions” on the main menu, then click “Check Req. Status”



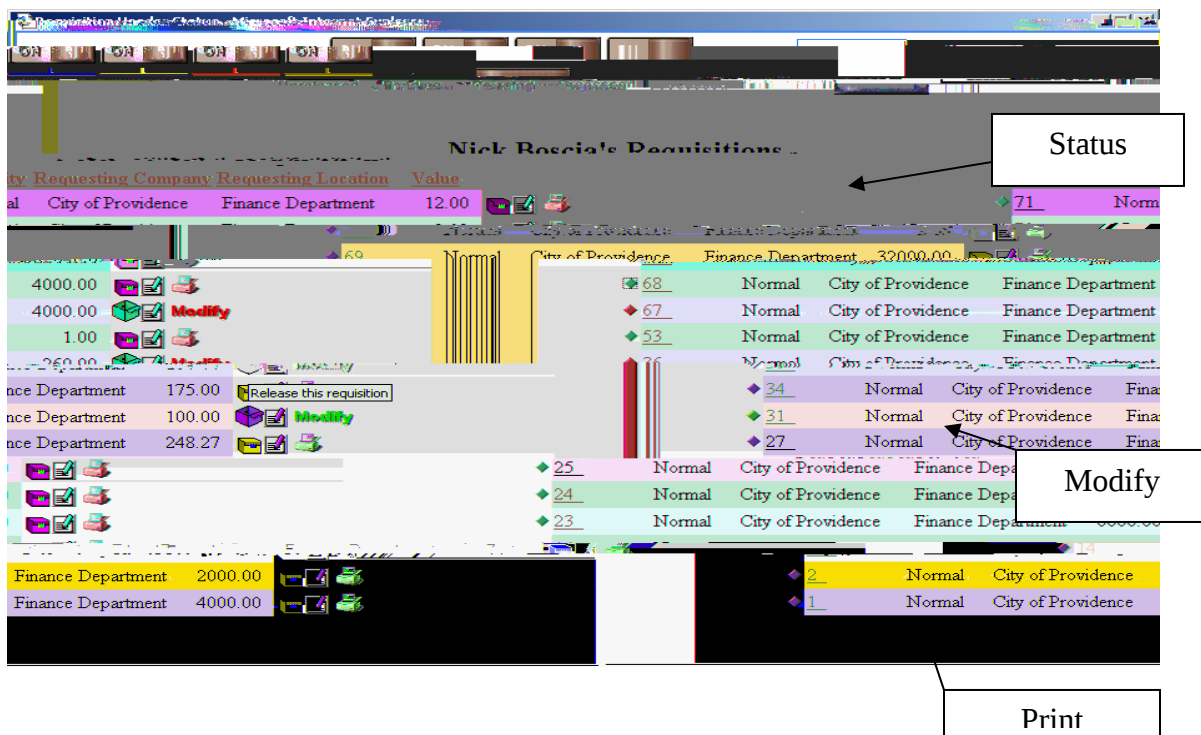
The system will display all of your requisitions with their status:

Nick Roscia's Requisitions

Requisition Number	Requesting Company	Requesting Location	Value	Requisition Status	Requisition Priority
71	City of Providence	Finance Department	12.00	Normal	Normal
69	City of Providence	Finance Department	32000.00	Normal	Normal
68	City of Providence	Finance Department	4000.00	Normal	Normal
67	City of Providence	Finance Department	1.00	Normal	Normal
53	City of Providence	Finance Department	260.00	Normal	Normal
36	City of Providence	Finance Department	175.00	Normal	Normal
34	City of Providence	Finance Department	175.00	Normal	Normal
27	City of Providence	Finance Department	248.27	Normal	Normal
25	City of Providence	Finance Department	6000.00	Normal	Normal
23	City of Providence	Finance Department	35.00	Normal	Normal
14	City of Providence	Finance Department	2000.00	Normal	Normal
2	City of Providence	Finance Department	4000.00	Normal	Normal
1	City of Providence	Finance Department		Normal	Normal



You can then choose what you would like to drill-around on (header, lines, comments)
 You can also see the status of the requisition, or click Modify to change the requisition. If a requisition has been submitted for approval, it cannot be modified. You can also Print the requisition (note: you must be on a network printer and setup to print a requisition)



You can also turn on/off the display of certain statuses of Requisitions:

Where to Send the Requisition:

After the requisition is entered and approved, it is electronically sent to the Budget Office.

Next Step:

The Budget Office reviews all requisitions, verifies the account code information, determines if there is an object code account for the goods and services set up within the budget, and funds are available in the account for purchasing the goods and services.

If review by Budget Office indicates account codes and funding are available for purchase detailed on the requisition, the requisition is approved by the Budget Office and sent to the Purchasing Department.

If review notes any incorrect information, or the lack of funds for the request, then the requisition is returned to the requester with a notice detailing why requisition could not be approved.

Setting up Travel Requisitions:

All requisitions for travel associated with attendance at a conference, must have approval by the Superintendent for the conference and travel, and approval of the Budget Office verifying funds are available to support the expenses before the travel can take place. A brochure describing the conference must be attached to the requisition. Requisitions that are not approved by the Superintendent will be returned. Employees should not arrange or pay for travel in advance without the above approvals and signatures. Estimated costs for hotels, transportation, and rental vehicles can be obtained through the Purchasing Office.

Note: Reimbursement for meals and other expenses (excluding airfare and hotel) are submitted on a Direct Payment Form.

Important Information to Remember About Requisition Process:

- þ Any requisition made out to an individual must include a Social Security Number.
- þ Be sure to include shipping and handling (10% suggested unless you receive actual rate or percentage from vendor.
- þ Ship via information will assist in the delivery of goods to schools and offices.