

East Rutherford Board of Education
Business Office

Entering Requisitions - CSI

- Logon - enter information for materials/services as requested from staff by use of requisition if required by your supervisor, on the screen both the amounts in the body (bottom) of the purchase order and account code (top) portion of the purchase order must match. If both amounts are not entered properly the system will not generate a requisition and will be pendent in cyberspace without any notification of the mishap.
- Enter your initials in the body, for Business Office tracking purposes.
- Notify the Business Administrator if a problem with the account code should arise upon entering.
- Refer to your budget for use of the proper account codes, If you're unsure of the account code to assign to the requisition call the Business Administrator at ext. 2002.
- If there is no vendor in the system, please email information to A/P Clerk to input the information such as; name, full address, phone & fax number, once a Business Registration Certificate/W9 is on file the vendor may be entered to continue with the requisition entry process.
- Once approved the purchase order is printed, the white copy is mailed to the vendor to process the order, green sent to office(s) for distribution, pink should remain in department's office. If the order needs immediate attention it may be faxed or emailed to the vendor by the department.
- If the order is not received it is the responsibility of either the person who entered into CSI or the staff member to contact vendor and track the order. A fax or email to the vendor is sufficient to ensure proper delivery. The order should not remain open for more than 60 days unless a communication has been received from the vendor, **the order will be cancelled if the order goes past 60days.**
- When the goods are received, the green receiving copy signed off on should be returned to A/P Clerk immediately to begin the process of payment. If a partial order is received inform staff to make a copy, sign off & note on the green the back ordered items. Once the remainder of the order comes in sign & send the original green copy to the office.
- If staff needs to return the materials, it is the departments responsibility to contact the vendor. Please refer to your instructions for Fed Ex on line.

Thank you for your cooperation,
Lameka Augustin