



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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**FINANCE TAM:** 2002 -06  
**CONTACT:** Richard D. Norris, CPPB  
Program Director  
Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel  
**FROM:** Patricia Wascom, Chief Financial Officer  
**DATE:** May 13, 2002  
**SUBJECT:** Requisitions for Fiscal Year 2002-2003

*Patricia Wascom*

You may begin entering regular requisitions for the Fiscal Year 2002-2003 on Monday, May 13, 2002. To accomplish this follow the steps below:

1. Sign on to the District Main Menu and enter option #1 (AS/400 Mainline Application) followed by option A (Finance).
2. You are now on screen #A001 (System Sign-On). Change the date on the defaults category to 07 01 2002, change the year field to "2003", press the enter key and you are ready to enter Fiscal Year 2002-2003 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2003. (See attachments)

You will need to post all requisitions after entering them, but they will not become purchase orders until the budget is adopted in July. You will not receive the receiving reports (green copy) and your originators copies until the purchase orders are mailed out to the vendor.

Do not enter any requisitions for projects until after July 8<sup>th</sup>.

Discard all old catalogs and use current catalogs for your prices.

If you have any questions, please contact Richard Norris at 850-833-7668.

Attachments