



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

**FINANCE TAM:** 2003-011  
**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 19, 2003  
**SUBJECT:** Requisitions for Fiscal Year 2003-2004

A handwritten signature in cursive script that reads "Patricia Wascom".

You may begin entering regular requisitions for Fiscal Year 2003-2004 on Monday, June 2, 2003. 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 2003, the year field to 2004, and press the enter key. You are now ready to enter Fiscal Year 2003-2004 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2004. (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 your copies of the purchase orders until the originals are mailed to the vendors.

Please note, requisitions for projects may not be entered until after July 1. In addition, be sure to discard all old catalogs and use current catalogs for your prices.

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

Attachments

