



# **SCHOOL DISTRICT OF OKALOOSA COUNTY**

## **TECHNICAL ASSISTANCE MEMORANDUM**

### **FINANCE**

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**FINANCE TAM:** 2008-037

**CONTACT:** Richard D. Norris  
Director, Purchasing

**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel

**FROM:** Rita Scallan, Chief Financial Officer

**DATE:** May 8, 2008

**SUBJECT:** Multi-Coded Requisitions

In the past, all requisitions that were funded by more than one budget code (Multi-Coded Requisitions) had to be processed on a manual requisition form due to system limitations for handling these type requisitions. Recently, through the efforts of Finance, Information Systems and Purchasing, modifications have been made to allow for multi-coded requisitions to be entered online through the TERMS system.

You may now enter all multi-coded requisitions online (TERMS) for any requisition that requires multiple budget codes. The Purchase order form has been modified to allow up to six budget code lines to be printed on the purchase order. The TERMS system will print an asterisk on the sixth budget code for any requisitions that are funded using more than six budget lines noting there are additional budget lines for the purchase order. (See attached Sample PO)

Should you have any questions or need additional information regarding this change, please contact Purchasing at 833-7668.



THE SCHOOL BOARD OF OKALOOSA COUNTY  
FT. WALTON BEACH ADMINISTRATION COMPLEX  
c/o PURCHASING DEPARTMENT  
120 LOWERY PLACE S.E.  
FT. WALTON BEACH, FLORIDA 32548  
PHONE (850)833-7668 FAX (850)833-6327

— REQUISITION —

P.O. # 80004453

DATE 01 — 25 — 2008  
MO. DAY YR.  
0041 60002  
(COST CNTR.) (REQ. NUMBER)

REQUESTED BY: TOM SHIPP  
(PRINCIPAL / DEPARTMENT HEAD)

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BANK OF AMERICA  
PO BOX 53101  
PHOENIX AZ 85072-3101

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BAKER SCHOOL  
1369 14TH STREET  
BAKER FL 32531  
PHONE: 850-689-7279

VENDOR NO.	SHIP TO	FUND	FUNCTION	OBJECT	COST CNTR.	PROJECT NO.	AMOUNT
V0000081816	0041	1010	5100	0510	0041		142.60
		1010	5100	0510	0041	3125	134.37
		1010	5100	0510	0041	6113	874.72
		1010	5100	0510	0041	6120	945.08
		1010	5100	0510	0041	7160	1130.69
		1010***	5100***	0510***	0041***	8160***	1813.08

ITEM NO.	DESCRIPTIONS AND SPECIFICATIONS	QUANTITY	UNIT PRICE	AMOUNT
1	Visa bill for DECEMBER	1 EACH	8204.8100	8204.81

DELIVERY DATE	TERMS	F.O.B. DESTINATION	PAGE	TOTAL \$ 8,204.81
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MAIL ORIGINAL ITEMIZED INVOICE TO:

THE SCHOOL BOARD OF OKALOOSA COUNTY  
FT. WALTON BEACH ADMINISTRATION COMPLEX  
c/o ACCOUNTS PAYABLE  
120 LOWERY PLACE S.E.  
FT. WALTON BEACH, FLORIDA 32548  
PHONE (850)833-6320 FAX (850)833-6319

FLORIDA SALES TAX EXEMPT. NO 85-8012622245C-5  
APPROVED FOR PURCHASE

  
SUPERINTENDENT OF SCHOOLS

INSTRUCTIONS TO VENDOR: DIRECTOR FOR PURCHASING / RICHARD D. NORRIS  
ON REVERSE SIDE NOT VALID UNLESS COUNTERSIGNED

VENDOR COPY