

Requirements

While ordering items in the Financial Management Systems (FMS) for the next fiscal school year during the designated early ordering time period (May 15th-June 12th, 2009), the following instructions **MUST** be followed and applied to each submitted requisition.

Step 1 of Checkout

1. In the *Requisition Description* field type in a relevant description for your order beginning with the fiscal year. See the suggested example below.

* Requisition Description

2. Change the General Ledger (GL) date to the first day in the new fiscal school year. For the FY10 school year the GL date should be changed to 07/01/2009. Failure to do this will severely impact and delay the processing of your requisition.

GL Date

Step 2 of Checkout

3. In the *Note to Buyer* field, type in FY10 and any other information that will help the procurement buyer to process your requisition. Specifying FY10 in the *Note to Buyer* field is important because it informs the buyer to process the requisition in the new fiscal year.

Note To Buyer

Step 3 of Checkout

4. No changes during this final step of checkout are necessary for early ordering. Proceed through this step as you normally would to submit any requisition.

Best Practices

The following bulleted items are identified practices that make working in iProcurement easier and more successful. Also included in the bulleted list are reminder about what to do in unique circumstances.

- If an account number that is different from your default primary account number needs to be charged instead, during Step 1 of the Checkout process change the GL date **BEFORE** changing the account number. Changing the account number should be the last action taken before selecting the **Next** button to move on to Step 2 of the Checkout process.
- Do not click the **Change** button if a change or cancellation to a requisition *that has already been assigned a purchase order number (PO)* needs to be made. Instead please email the procurement office at procurement@mcpsmd.org to make the change for you. For Warehouse orders that need to be changed or cancelled please contact Pamela Sier at pamela_s_sier@mcpsmd.org. If this is a Media Center order, contact Susan Clinesmith at susan_clinesmith@mcpsmd.org.

Remember that the Department of Materials Management (DMM) will continue to complete the receiving process on all WT Cox and Office Max purchase orders all year long.