With the goal of building an appropriate budget this year, we are asking that all intended expenditures for next year (2019-2020) are accounted for now. Please carefully analyze all possible expenditures so that we may properly account for these expectations in the budget planning process. Where you know that you usually make a particular expenditure, but you are not certain of its cost, try to estimate the cost on the high rather than low end. If you are not certain of the vendor at this time but you have verified that it is not available from the DCMO catalog or from another common vendor, make an educated guess at a vendor. The Purchase Requisition can be changed at a later date. Include anticipated expenses for conferences, field trips, memberships, materials and supplies, literally everything that is to be funded by LCSD.

You may access requisition forms on the Purchasing page of the District website. The link to the Purchasing page is located under District, Business Office, Forms and Documents. Make sure you use the correct fiscal year (2019-2020). Be sure to prepare one for each vendor from whom you will make a purchase for the instructional year. These will be used to build the budget and to understand the budgetary needs for 2019-2020.

Your Principal, Director, or Supervisor will review these requests and analyze them relative to current budget amounts. As needed, the Leadership Team will discuss, determine and propose modifications to the current budget amounts based on the instructional needs you define in this process. Your careful analysis of next year’s needs at this time is an important component of responsible budget-building.

I. DEADLINES

- Tuesday, January 22, 2019 4:00 pm:
  - DCMO bids due using the new “Online Reqs” Program. All other requisitions due to the Principal/Administrator.
    - Equipment: 200 code (check with your Principal on this)
    - Contractual Expenses: 400 code (memberships, registrations, field trip costs, etc.)
    - Materials and Supplies: 450 code (anything not already on the DCMO bid)
    - Textbook Expenses: 480 code (Replacements and known needs- new textbooks will be encumbered by the building Principal)
    - Software expenses: 2630-460 code (Building Principal will forward to Technology Department)
  - All Conference Expenses (including Music) due to Lauren January 22, 2019 (479 code Registration, travel, room and board)
II. DCMO BIDS PROCESS – DUE Tuesday, January 22, 2019 4:00 pm.

1) DCMO Boces has implemented “On-Line Reqs”, a new shopping cart requisitioning program. The website for Online Reqs is located at http://reqs.dcmoboces.com. Start your requisition by signing into your account with the user name and password located on the back of the memo you received in your mailbox, in your buildings mailroom. After you log in, go to the “My Account” option and click on user details. In the email field enter your email. In the “Email for order notifications” enter your building purchasers email address. Click “Update Profile” to finish. You are now ready to create your requisition for DCMO bid Requisition for 2019-2020.

2) Once your shopping is complete, choose checkout. At checkout, submit your requisition – when you click submit you will not be able to amend the requisition. An email will be automatically sent to your building purchaser. Please print a copy of your requisition for your records.

3) There is a “Help” tab across the top of the Online Reqs Program for your reference.

4) We will hold trainings on this process, in the Teacher Center Friday, January 4 at 8:20 am and Wednesday, January 9 at 2:40 pm. If you are planning to attend, please let Melissa know. Alternate dates and times can also be arranged.