



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES**

Policy/Procedure Title:	1.3 – Reviewing and Approving Requisitions
Purpose:	The purpose of this document is to outline the process for Reviewing and Approving the various types of Requisitions.
Abbreviations:	Not Applicable
Policy:	Not Applicable

Procedure:
<ol style="list-style-type: none"> 1. Requisitions are entered into Tyler MUNIS by end users for items that meet programmatic initiatives. For more information on how to enter a requisition, click here (HOW TO: REQUISITION ENTRY) 2. The MUNIS system then assigns an 8 digit number to the requisition where the first 2 digits correspond to the MUNIS grant year. (i.e. 2013 would be 13XXXXXX) 3. Once requisitions are released into workflow for approval, the requisition is routed through a series of escalated approvals to meet the program and district preferences. 4. Once the requisition reaches The Federal Grants Director, a programmatic and financial compliance review is conducted. The requisitions for review consist of the three types: Services, Goods, and Travel (for more detail please see procurement SOP on requisition approval requirements): <ol style="list-style-type: none"> a. Service Requisitions must be supported with the following documentation for approval: <ol style="list-style-type: none"> i. Copy of the executed contract for services over \$50k ii. Copy of the service agreement identifying the deliverables/due dates and associated compensations iii. Documented proof that the vendor is authorized to work in the USVI iv. Vendor quotes are provided on vendor company letterhead and must be current (3 written bids if over \$5k) v. Justification letters, for vendor selected vi. An Excluded Party List System (EPLS) report ensuring that the vendor has not been suspended or debarred, in accordance with the Federal Acquisition Regulations for procurement contracts. vii. Sole source documentation, if the vendor was selected without formal bidding process b. Goods requisitions must be supported with the following documentation for approval: <ol style="list-style-type: none"> i. Vendor quotes are provided on vendor company letterhead and must be



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES

- current. (3 written bids if over \$5k)
 - ii. documented proof that the vendor is authorized to work in the USVI
 - iii. Justification letters, for vendor selected
 - iv. An EPLS report ensuring that the vendor has not been suspended or debarred
 - v. Sole source documentation, if the vendor was selected without formal bidding process
- c. Travel Requisitions must be supported with the following documentation for approval:
- i. Encumbrances for travel: Requisitions must be processed to encumber funds for approved employee travel prior to the start date of the travel. As such, requisitions for travel must be entered at the time of travel advance. Such requisition must have the following documentation attached:
 - Approved GTR ([Government Travel Form](#)) signed by VIDE Certifying Officer and the Governor of the USVI
 - Letter of approval signed by VIDE Certifying Officer and approved by the Commissioner
 - Documented evidence of a travel advance (in some cases travelers elect not to receive an advance and thus will not have travel advance documents) provided to the traveler by GVI
 - An invoice from a travel agency for costs associated with airline travel (in some cases travelers purchase their own airline ticket thus will not have an invoice from a travel agency for a ticket purchase.)
 - ii. To clear the encumbrances: Requisitions submitted to clear the encumbrances are reviewed for adequate supporting documentation prior to approval. Documentation must include:
 - Proof of travel – boarding passes/stubs
 - Proof of payment for baggage
 - Proof of payment for transportation (taxi receipts, etc.)
 - Proof of payment for conference registration (if applicable)
 - Proof of payment for hotel stay
 - Receipts for meals will not be approved since employees are given a standard daily allowance (inclusive of all travel days)
5. Once the requisition review is complete, the Federal grants Director has the option to (A) Accept, (R) Reject, or (H) Hold the requisition:
- i. Requisitions approved by The Federal Grants Director are routed through MUNIS workflow to the Director of Procurement for final approval and conversion to Purchase Order ([See converting requisitions to purchase orders](#) in Procurement SOP)



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES

- ii. For requisitions rejected, comments explaining the reason for rejecting the requisition are included. The MUNIS system returns the requisition to the end user who initiated the requisition. In addition, an electronic notice of the rejection is sent to each of the approvers in the workflow.

Once the end user receives the rejected requisition they will reactivate the requisition and make the necessary modifications, or delete the requisition.

- iii. Generally requisitions are placed on hold by the Federal Grants Director to gather additional documentation or obtain clarification. Requisitions with a status of Hold must resolve within 24hrs or be rejected.

6. Approved requisition will be converted to Purchase Orders on Tuesdays and Thursdays.