



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

Policy/Procedure:	1.3 – Reviewing and Approving Requisitions
Purpose:	This document outlines the process for Reviewing and Approving the various types of Requisitions.
Abbreviations:	EPLS – Excluded Party List System
Policy:	Not Applicable

<p>Procedure:</p> <ol style="list-style-type: none"> 1. Requisitions are entered into MUNIS by authorized end-users for items that support programmatic initiatives. For more information on how to enter a requisition, click here (HOW TO: REQUISITION ENTRY) 2. MUNIS assigns an 8 digit number to the requisition. 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 fiscal 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. Requisitions for services must be supported by the following documentation: <ol style="list-style-type: none"> i. Copy of the executed contract for services >\$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. Current vendor quotes provided on vendor company letterhead (3 written quotes if over \$5k) v. Justification letters as necessary, for selected vendor 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. Requisitions for Goods must be supported with the following documentation: <ol style="list-style-type: none"> i. Current quote on vendor company letterhead. (3 written bids if over \$5k) ii. documented proof that the vendor is authorized to work in the USVI iii. Justification letters as necessary for selected vendor.
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- 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:
- 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 the travel advance is issued. 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 provided to the traveler by GVI if appropriate.
 - Invoice from a travel agency for costs associated with airline travel.
 - 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 stayNote: 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 FGO Director has the option to (A) Accept, (R) Reject, or (H) Hold the requisition:
- i. Requisitions approved by the FGO 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](#))
 - ii. For requisitions rejected, comments explaining the reason for rejecting the requisition are included. MUNIS returns the rejected requisition to the initiating end user. 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, he/she will reactivate



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the requisition and make the necessary modifications, or delete the requisition.

- iii. Generally, requisitions are placed on hold by the FGO Director to gather additional documentation or obtain clarification. Requisitions with a status of Hold must be resolved within 24 hours or they will be rejected.

6. Approved requisition will be converted to Purchase Orders.