

MEMO



DATE: June 2, 2025
TO: All Schools and Departments
FR: Mark Mathers and Andrea Sullivan
RE: **Purchase Requisitions for Services and Goods
for Next Fiscal Year (FY2025-26)**

Beginning June 09, 2025, purchase requisitions may be entered into the BusinessPLUS system for goods and services needed for the next fiscal year, which will be charged against your FY2025-26 General Fund budget. This will allow you to begin the purchasing process for **essentials only**, including textbooks and other supplies that need to be ordered in advance so that they arrive by the beginning of the new school year. **Please do NOT take delivery of products or services prior to July 1, 2025** (if you do, the charges will go against your FY2024-25 budget).

Purchases of goods and services using grant funds should be entered as soon as possible to ensure all items are purchased and received prior to the end of the grant award period. Please do not take delivery of these items prior to July 1, 2025. Questions regarding grant funds should be directed to the Grants Department.

Please follow the steps below to ensure that your FY2025-26 budget is charged:

1. **Date Requested:** **PLEASE DO THIS FIRST**. The requested date field **MUST** be changed to **07/01/2025**.
2. **PR Number:** When selecting the PR number (seed), choose **PR.26** for FY2025-26
3. **Requisition Codes:** In the first box, click the dropdown and select **71 – Do not ship prior to 7/1/2025**.

Proceed with typical PR entry after these items are completed.

A screenshot of the BusinessPLUS Purchase Requests (POUPPR) form. The form is titled "Purchase Requests (POUPPR)" and has a "BusinessPlus" logo in the top left. The form contains several fields for entering purchase request information. Annotations with red callouts and numbers 1, 2, and 3 highlight specific steps:

- Annotation 1: Points to the "Date Requested" field, which is set to "07/01/2025". A red callout box says "Must change to 07/01/2025".
- Annotation 2: Points to the "PR Number" dropdown menu. A red callout box says "Select PR.26".
- Annotation 3: Points to the "Requisition Codes" section. A red callout box says "Select the '71' Req. Code". The "Requisition Codes" section shows a list of codes, with "71 - DO NOT SHIP PRIOR TO 7/1/2025" selected.

 Other fields visible include "Approval Code", "PO Total", "Vendor ID", "Vendor Name", "Vendor Address", "Phone Ctl", "Details", "Confirm", "Bid Number", "End User", "Discount Terms", "Vend Account", "Contract Number", "Buyer", "PO Type", and "Req Code 2" through "Req Code 10".

For PR questions please contact Melissa Lewis at purchasing@washoeschools.net or 775-850-8025.