Physical Plant Warehouse Requisition and Warehouse Credit

Purpose and Scope

This procedure outlines the methods of physically handling and accounting for Physical Plant Warehouse Requisitions and Warehouse Credit for items issued to Physical Plant and items returned to Warehouse Inventory by Physical Plant Staff and departmental staff.

Reference

None

NOTE: *All links for* **supporting documents** *are found at the end of this policy.*

Procedure

Physical Plant Warehouse Requisition

Processed Outside the Banner Finance Purchasing System

All Physical Plant Warehouse Requisitions for repair and maintenance materials and supplies, contractual services, and capital outlay are requested through the University Physical Plant TMA Work Order system. See *Physical Plant* website to request a work order. The Budget Unit/Requester receives a Work Order Number for each request processed through the Physical Plant TMA system and will use this number to track expenditure transactions.

The Banner form that provides information that an expenditure is posted to your budget is on the following Banner Form:

> **Detail Transaction Activity Page (FGITRND)**
> Use the Detail Transaction Activity Page (FGITRND) to query by Index/FOAPAL and Expenditure Account Code.

Physical Plant Staff

1. Completes the ***Physical Plant Warehouse Requisition*** document entering the following:

    a. Date of the request
    b. The Budget Unit charged and corresponding index number
    c. Provide a complete description of items requested by item number, enter Quantity Requested, Unit, Unit Price (if available), and Estimated Total Cost of each item.

2. Submits requisition to Warehouse staff.

Warehouse Staff

3. Completes "Warehouse Use Only" section for each item issued.

4. Calculates requisition total.

5. Sign and date "Filled by", issues items when signed by Receiver of items.

    a. If required by Budget Unit Head of the Budget Unit, issues items when approved by Budget Unit Head.

6. Complete "accounting block" entering:

    a. Amount to be credited to Warehouse Inventory Control Index.
    b. Enters Indexes or FOAPs to be charged.
    c. Enters appropriate description.
    d. Enters any appropriate Document Text.
    e. Enters Transaction Date.
    f. Enters Document Total. (sum of debits and credits)
    g. Assures debits and credits are equal.

7. At day end:

    a. Batch Business Affairs copy of Requisitions for entry.
    b. Retain Warehouse copy to update inventory records.

Data Entry

8. Enters Requisitions

9. Edits entries in accordance with Daily Cycle processes.

10. File Requisitions in Journal Voucher sequence in Warehouse Requisition file.

Physical Plant Warehouse Credit

Staff Member Returning Warehouse Items

1. Brings returns item(s) to Warehouse Staff.

Warehouse Staff

2. Completes the *Warehouse Credit* document entering the following:

    a. Date of the request
    b. The Budget Unit charged and corresponding index number
    c. Provide a complete description of items returned by item number, enter Quantity Returned, Unit, Unit Price (if available), and Estimated Total Cost of each item.

3. Completes "Warehouse Use Only" section for each item returned.

4. Calculates requisition total.

5. Sign and date "Received by" for items received.

    a. If required by Budget Unit Head of the Budget Unit credited, received items when approved by Budget Unit Head.

6. Complete "accounting block" entering:

   a. Amount to be charged (debited) to Warehouse Inventory Control Index.
   b. Enters Indexes or FOAPs to be credited.
   c. Enters appropriate description.
   d. Enters any appropriate Document Text.
   e. Enters Transaction Date.
   f. Enters Document Total. (sum of debits and credits)
   g. Assures debits and credits are equal.

7. At day's end:

   a. Batch Business Affairs copy of Warehouse Credit for entry.
   b. Retain Warehouse copy to update inventory records.

Data Entry

8. Enters Warehouse Credit

9. Edits entries in accordance with Daily Cycle processes.

10. File Warehouse Credit in Journal Voucher sequence.

Supporting Documents

Physical Plant Warehouse Credit [Sample]
Physical Plant Warehouse Requisition [Sample]

NOTE: *Supporting Documents can also be found on the Plant Services website.*