

The KVS **Requisition** system tracks purchase requests within the three-tiered Purchasing system. It is an essential tool to accurately forecast, track and review upcoming municipal expenditures. The Requisition system includes comprehensive security and over-budget checking with multiple approval levels for electronic purchase requests. Requisitions include bid/quote tracking interface at the time of requisition entry and approval/release workflow.

ENTRY MODE

Header | Detail | Attachments | Quote

Req No: 3 # Req Date: 06/02/2006 Status: Open

Vendor: 0000016150 "PRO" PLUMBING & HEATING Req Amount: 4,000.00

Address: 1 3465 OLD FLUVANNA ROAD Original Amount: 4,000.00

JAMESTOWN NY 14701 Rel Amount: .00

PO No.: Voucher No.: Amt Cancelled: .00

Required: 06/30/2006 GL Date: 06/02/2006 Rem. Amount: 4,000.00

Description: AIR CONDITIONING HOSES

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code: Non Disc Amt: 0.00

Dept Code: Discount %: 0

Ship To: ZZZZ CITY OF JAMESTOWN Discount Amount: 0.00

Bill To: ZZZZ CITY OF JAMESTOWN

Handle Cost: Ship Terms: Year/Period: 2005 11

Ordered By: KVS Entered By: KVS Cash Acct: 0200.0000

Approved By: EMW Approved: Batch No:

Blanket Order Print PO Rejected

ONLINE ENTRY INCLUDES VERIFICATION OF VENDORS, BUDGET AVAILABILITY AND AUTOMATIC NOTIFICATION OF WORKFLOW APPROVAL

KVS REQUISITION SYSTEM PROVIDES AN ONLINE LISTING OF REQUISITIONS TO BE RELEASED WITH INDICATORS OF OVERBUDGET, VENDOR MAXIMUM, MISSING QUOTES OR FILE ATTACHMENTS

SEARCH MODE

Enter Search Criteria

Req No: Date: Amount: Mode: Search

Vendor: Name: Name 2: Status: Outstanding

Approved by: Description: Fund: Dept:

PO No: Voucher No: Entered By:

Shgw

| Req No | Req Date | Description | Vendor Name | Rem. Amt | Stat | Appr By | A | OB | VM | Q | S |
|--------|------------|-------------|---------------|----------|------|---------|---|----|----|---|---|
| 1 | 07/28/2006 | OFFICE SUP | 3-M COMPANY | 150.00 | A | KVS | | | | | |
| 2 | 07/28/2006 | TRAIN | LIDO RAIL SYS | 5,000.00 | A | KVS | | | | | |
| 3 | 07/28/2006 | | SHOWCASE | 3,000.00 | O | | | | | | |
| 5 | 07/28/2006 | OFFICE SUP | WAL-MART | 5,500.00 | PA | JNO | | | | | |
| 6 | 07/28/2006 | AUTO REPAI | ZIEBART / TIC | 7,000.00 | O | | | | | | |

Action: Select Release Fiscal Year: 2007

Record: 3/5 (OSC) (DB6)

SYSTEM PROVIDES VERIFICATION REPORT OF REQUISITIONS RELEASED

Date Prepared: 05/19/2006 10:43 AM

NYDEMO

PUR4260 1.0
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Requisition Release Summary Report

| PO No | PO Date | PO Amount | Vendor Code | Vendor Name | Description | Req No | Req Date | Req Amount |
|---------------------|------------|-----------|-------------|-------------|-------------|--------|------------|------------|
| 5 | 05/19/2006 | 300.00 | 0000019965 | ZXL | | 2 | 05/19/2006 | 300.00 |
| GRAND TOTAL: | | 300.00 | | | | | | |