



Official Procedure of Ogden Preparatory Academy

9. Information Technology

9.06.PRC.1 Requisitions, Reimbursements and Supply Request Procedures

Effective/Revision Date: 09/05/2017

Page 1 of 5

[Requisitions and Reimbursement Request Procedure](#)

[Supply Request Procedure](#)

Requisitions and Reimbursement Request Procedure

This procedure is used for submitting Requisitions and Reimbursement Requests for product. Original receipts are required when submitting a Reimbursement Request.

1. Visit opa.gofmx.com and login with your Ogden Prep Google Account
2. Click the “Requisitions Requests” link on the left toolbar




3. Click on the red “New Request” button at the top right of the page.

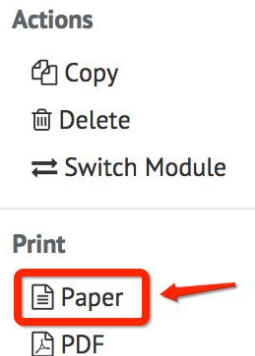


4. Fill out the Requisition Request Form in its entirety.
 - a. Be sure to include any attachments (receipts, sales invoices, etc.)

5. In the section labeled “Request Type”, select either “Requisitions” or “Reimbursement”.
6. Click the Green “Submit” button at the end of the form.



7. IMPORTANT: You must print a copy of the created Reimbursement Request and attach the original receipts to the Reimbursement Form. Below is the procedure for printing the Reimbursement Form:
 - a. Click on the “Requisitions Requests” link on the left toolbar.
 - b. Click on the  Icon at the far right of the Reimbursement you need to print.
 - c. Scroll to the Section labeled “Print”, and select “Paper”.

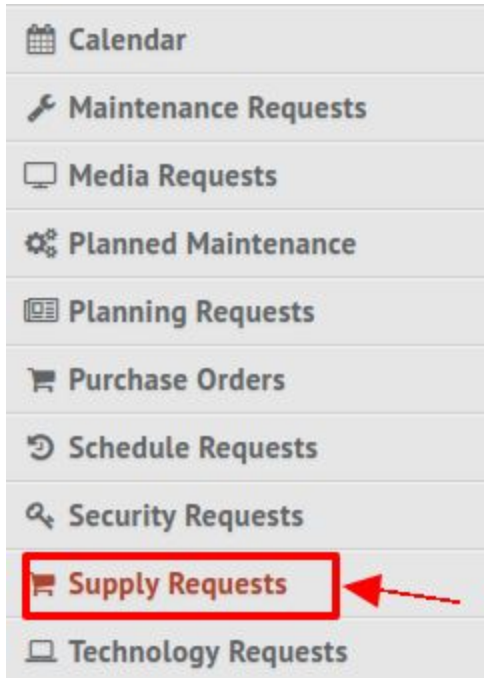


8. Attach the Printed Reimbursement Form to the original receipt(s) and place the form in Rebecca Kiernan's box.
9. You can track your reimbursement request at any time by visiting FMX. You will also receive notifications when your request has been approved or declined, and the reimbursement has been issued.

Supply Request Procedure

This procedure is used for submitting requests for Supplies that Ogden Prep keeps in inventory.

1. Visit opa.gofmx.com and login with your Ogden Prep Google Account
2. Click the “Supply Request” link on the left toolbar



3. Click the red “New Request” button at the top right of the page.



4. Fill out the Supply Request form in its entirety.
 - a. In the “Description” section, be as detailed as possible. Be sure to include quantities of supplies (i.e. 6 boxes of kleenex, 3 boxes of pencils, etc.)
 - b. You can select multiple supply types from the “Supplies Requesting” drop down list.
5. Click the green “Save” button at the end of the form.



6. You can track your supply request at any time by visiting FMX. You will also receive notifications when your request has been approved or declined, and when the supplies you requested are available for pickup.

Document History

Approved: 09/05/2017

Legal References

9.06.PRC.1 Requisitions, Reimbursements and Supply Request Procedures

Effective/Revision Date: 09/05/2017

Page 5 of 5