Peralta Community College District

Overview of Purchasing Policies & Procedures

Updated

07-01-09
Introduction

- John Banisadr, Purchasing Compliance Manager
- Goal of this Presentation – To familiarize you with Peralta’s purchasing procedures to help you obtain goods and services in the most efficient manner.
Staff & Contact Information

- Purchasing Compliance Manager
  John Banisadr
  587-7895

- Buyer – District, Merritt, & COA
  Barbara Scott
  466-7256

- Buyer – Laney, & BCC
  David Bui
  466-7225

- Buyer – Measure A (only)
  Eva Chiu
  466-7217

- Staff Assistant – Vendor Applications & General Info
  Seraphine Nzomo
  466-7225

- Purchasing Department’s Fax
  587-7873

- District Warehouse – Supervisor
  Shawnee Martinez
  466-7334
The District follows purchasing polices, including the Public Contract Code, the Education Code, the District Board policies, as well as the laws of the State of California.

All bids must be awarded to the lowest responsive, responsible bidder.

The District's purchasing activities must pass State audits and other required reviews and therefore must be conducted in an efficient and professional businesslike manner at all times.
Purchasing Department’s Purpose

- To provide excellent customer service by assisting you throughout the purchasing process – from requisition to delivery of product
- Ensure goods and services are
  - Obtained at competitive prices
  - Guaranteed fairness in the selection of vendors
  - To minimize opportunities for corruptions
Types of Purchases

We need to classify all of our purchases into one of two categories because different rules and dollar thresholds apply to each.

- Goods and Services
  All types of materials, supplies, and non-construction services.

- Public Works Projects
  Construction and maintenance on facilities or campuses.
Who Is Authorized to Purchase for the District?

- Only employees authorized by Board policy are authorized to make purchases or enter into contracts for PCCD.

- Goods and Services - the Chancellor is authorized to approve purchases up to $76,700. Purchases over $76,700 require Board approval.

- Public Works Projects - the Chancellor is authorized to approve purchases up to $15,000. Purchases over $15,000 require Board approval.
# Purchasing Thresholds for Goods and Services

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<tr>
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<td>3 written quotes</td>
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<tr>
<td>&gt; $76,700</td>
<td>Formal bids done by Purchasing</td>
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* If the purchase is over $2,500 then the quote must be in writing.
Purchasing Thresholds for Public Works Projects

All Public Works projects must be approved by the Department of General Services prior to entering a requisition.

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<td>&gt; $15,000</td>
<td>Formal bids done by Dept. of General Services/Purchasing</td>
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* If the bid is over $2,500 then the bid must be in writing.
The Purchasing Process

Here are the 10 steps involved for typical purchases:

1. Plan Ahead: initiate the purchasing process 45 to 60 days prior to your desired delivery date.
2. Obtain 3 quotes from vendors.
3. Complete the Bid Recapitulation (Recap) Sheet, attach the 3 quotes to the Bid Recap sheet, and obtain signature from Business Manager.
The Purchasing Process (cont’d)

4. Enter a PeopleSoft Requisition for the lowest bidder in the system. You must enter taxable and non-taxable items as separate line items on the requisition.

PeopleSoft routes requisitions to the responsible Manager/Dean and then to the Business Service Manager for approval. Purchasing cannot view them until all approvals are complete in the system.

Note: If the lowest bidder is not already in PeopleSoft as a vendor, contact Purchasing to obtain a Vendor Application form.
5. Send the Bid Recap Sheet with the attached quotes to Purchasing via Inter-Office Mail.

6. Purchasing receives notification of a PeopleSoft requisition, verifies receipt of the Bid Recap Sheet and attached quotes, and budget-checks for sufficient funds in your account.

Note: If there are insufficient funds for the requisition, Purchasing sends a notification to the originator (and copies the Business/District Manager) that funds must be added before proceeding.
The Purchasing Process (cont’d)

7. Purchasing issues a Purchase Order (PO) to the vendor.

Note: A PO number in the system does **NOT** mean that a PO has been issued. PeopleSoft automatically generates PO numbers for tracking purposes, but Purchasing has **NOT** issued a PO to the vendor unless the status in PeopleSoft is displayed as “Dispatched.”

Within 10 days of generating a requisition, requestors should lookup their requisitions to check their status and to make sure they state “Dispatched”. (The District IT Department is working on developing an automatic notification to the requestor.)
8. Items are shipped to the District Warehouse.

9. District Warehouse team members enter items as received in PeopleSoft and forward paperwork to A/P for payment.

10. District Warehouse team members deliver goods to campuses daily. For capital assets over $500, warehouse team members affix Peralta asset tag numbers prior to delivery.
What to Do When You Receive Goods

- If you receive damaged or missing goods, report them to the District Warehouse Supervisor within 3 days of receipt.

- If you receive any goods or invoices directly from vendors, notify the District Warehouse Supervisor so they can be entered as received in PeopleSoft and the Supervisor can coordinate with A/P to process them for payment.
Independent Contractor Contract Requirements

- All services over $600 require an Independent Contractor Contract (ICC) signed by both the Vice Chancellor of Finance and the Chancellor prior to PO issuance, regardless of whether the vendor is a small sole proprietor or large corporation.

- ICC over $25,000 require Board approval.

- A new ICC contracts are required each fiscal year.
Common Problems that Delay Purchases

- The Dean/Business Manager has not yet approved the requisition in PeopleSoft, so Purchasing is unable to view the requisition.
- Purchasing has received a Requisition in PeopleSoft but has NOT received BOTH a Bid Recap Sheet and 3 attached quotes.
- Budget Error – Insufficient funds to cover the requisition—the requisition is returned to the originator, who must transfer sufficient funds (to cover the purchase and any taxes) and resubmit the requisition.
Common Problems that Delay Purchases (cont’d)

- Missing Independent Contractor Contract (ICC) – Purchasing has not received a copy of the ICC.

- Computer Glitch – The requisition was not automatically forwarded to Purchasing Department and is lost in cyberspace. (Check status of all requisitions within 10 days after generating them to alleviate this problem.)
Change Orders

- If any changes are required at any point in the purchasing process, notify Purchasing immediately.

- All changes require a Request for Change Order Form listing the original requisition and PO #, and providing details of the change(s).

- Purchasing will make every effort to contact vendors to minimize cancellation charges.
Formal Bids

Plan ahead – formal bids typically take 2 to 4 months because Purchasing must:

- Develop formal bid documents based on specifications that you provide
- Formally advertise bids and solicit vendors
- Schedule public bid openings
- Coordinate with the requestor to obtain Board approval
Blanket Purchase Orders

- If you plan to use a vendor repeatedly for goods or services in a fiscal year, contact Purchasing to discuss the possibility of setting up a "blanket" PO.

- A blanket PO is an open-account arrangement with a vendor up to a specified amount.

- Purchasing works with you to competitively bid blanket POs with vendors to streamline your repeated purchases.
Exceptions to Formal Bidding

- Emergency Purchases
- Sole Source Purchases
- Textbook and Specified Classroom Purchases
- Board Exceptions
- Manufacturer Maintenance or Repairs on Equipment
Emergency Purchases

- The normal procedure for bidding may be waived in emergency situations.

- A purchase is considered to be an emergency purchase when the delay that results from formal or informal bidding could cause damage either to life or to property.

- All emergency purchases require a Request for Emergency Purchase Form signed by the College President.
Sole Source Purchases

- If a particular item is available from only one source, a letter stating that the vendor is the sole source of such goods or services must be obtained and attached to the purchase order.

- The letter must be specific in describing the goods required, including the name of the product, model numbers, and any other relevant information justifying the sole source purchase.
Sole Source Purchases (cont’d)

- Further, the letter must specify all of the reasons justifying the circumstances and details regarding the basis and nature of why and how the product is sole source and why such product, or a similar product cannot be purchased elsewhere.
Textbook and Specified Classroom Purchases

The following may be purchased without estimates or bids:

- textbooks, workbooks, or library books
- educational films or audiovisual materials
- instructional computer software packages
- periodicals
Board Exceptions to Formal Bidding

The Board may approve exceptions to formal bidding in situations such as:

- Piggybacking on other public agencies’ established contracts
- If determined to be in the best interests of the District and the purchase is to be made from a public corporation or agency
Manufacturer Maintenance or Repairs on Equipment

Maintenance or repairs on equipment made by the manufacturer, or authorized service agent of that equipment, where the provisions of parts, maintenance, or servicing can best be performed by the manufacture, or authorized service agent, is exempt for formal bidding.
Environmental Sustainability Requirements

- Board Policy 2.40, Environmental Sustainability, requires the District to purchase environmentally sustainable products. The long-term goal of this policy is to purchase products with zero waste, high recycled content, produced and delivered in an environmentally sustainable manner.

- The Board Policy lists certain types of environmentally sustainable items (such as recycled copy paper) that everyone MUST purchase to help meet the District’s long-term goal.

- Even if an item is not specifically required by the Board Policy, you are encouraged to consider environmental sustainability in EVERY purchase.
Environmental Sustainability ‘Must Purchase’ Items

- Copy Paper – All white paper for printing and photocopying must be 100% post-consumer waste (recycled).

- Paper – All paper for use in the Peralta publications, promotional materials, and classroom materials shall be at least 30% recycled.

- Printing – Petroleum-based inks are disallowed in all contracted printing.

- Remanufactured Products – Items such as toner cartridges, tires, furniture, equipment, and automotive parts shall be purchased as remanufactured as long as they offer equivalent safety, quality, and effectiveness.
Environmental Sustainability
‘Must Purchase’ Items (cont’d)

- Food Service Supplies – Food vendors, departments, and programs must use compostable utensils and supplies. Polystyrene (styrofoam) is prohibited.

- Food - The District is committed to making available locally sourced, organic food. The District discourages the use of bottled water served in non-compostable containers and instead strives to provide alternative methods to provide fresh drinking water.

- Operations – The District must purchase items such as low-toxicity cleaning supplies and Green Seal approved chemicals, recycled paper towels, etc.

- Construction– Both new building and renovation projects must meet common industry certification requirements known as LEED (Leadership in Energy and Environmental Design) or LEED silver for new building.
Peralta’s SLBE Program

- The District has established an annual overall program goal of 25% participation for Small Local Business Enterprises (SLBE).
- The District grants a bidding preference of up to 5% for SLBE firms per the SLBE Program rules.
- We encourage you to help us achieve this goal by soliciting and utilizing SLBE vendors.
SLBE Definitions

- An SLBE must be located in the District’s market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont and have gross annual revenue of less than:
  - $8.5 million for construction firms
  - $6 million for goods and non-professional services firms
  - $3 million for professional services firms
SLBE Certification

- Purchasing provides SLBE Certification Affidavits to vendors who meet our definition.
- Purchasing verifies SLBE forms received and codes vendors with SLBE status in the vendor database.
- Contact Purchasing for the SLBE Program guidelines or for more information.
Tips for Obtaining Quotes

- Contact multiple vendors because not all vendors will return quotes
- Allow vendors reasonable time to return quotes
- Give the same information to all vendors
- Look at the total cost of ownership (including warranties, maintenance, etc.)
- Ask for product demonstrations
- Utilize the skills of your vendors to develop your specifications
Purchasing Don’ts

- Don’t split or separate orders or projects into smaller orders or projects to evade competitive bidding.
- Don’t give PO numbers to vendors; Purchasing is responsible for “Dispatching” POs.
- Don’t buy items and expect to be reimbursed
- Don’t instruct vendors to ship items directly to campuses.
For More Information

- The Purchasing Department’s Policies and Procedures, which include commonly used forms, are available from the Purchasing page of the District website.

- Contact Purchasing for large projects that require formal bids; Purchasing must conduct the bid process.

- We can help you with purchasing planning and purchasing orientations for new personnel.

- We’re here to help you - contact us for help and guidance.
Attachments

- Vendor Application Form and W9 Form
- Bid Recap Form
- Request for Change Order Form
- Independent Contractor Contract (ICC) Form and Instructions
- Request for Emergency Purchase Form
- SLBE Program and Form
To order items from the Warehouse, locate the desired items on one of the two order forms. These forms are available online via the District's Purchasing website. (The Warehouse Order Forms are available online on the District's Purchasing website. Specific purchase order forms are attached to this procedure.)

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HOW TO ORDER SUPPLIES FROM THE WAREHOUSE

1. Purpose
To provide procedures for ordering supplies from the District Warehouse.

2. Scope
This procedure applies to all personnel who need to order supplies from the District Warehouse.

3. Overview
The District Warehouse maintains a limited inventory of items that the Colleges and the District are
Manager's, Finance Staff, and to the District Warehouse Staff.

4. References
See SOP 090 - Requesting a Purchase Order for Goods.

5. Definitions and Abbreviations

6. Terms
- Order Form
- Purchase Order
- SOP - Standard Operating Procedure
- PO - Purchase Order
- PO - Purchase Order
- PO - Purchase Order
ATTACHMENTS

The items that were ordered via the Bulk Order Form and on the Sell-Down Order Form will be shipped in the following manner:

1. **Finance's Role**
   - Updating the Finance sheet of the total cost of the order via a Financial Services Report
   - Reviewing the items ordered in the Finance sheet of the order
   - Reviewing any shortages of inventory in the Finance sheet of the order
   - Reviewing the item's cost via the Finance sheet of the order
   - Reviewing the item's cost via the Finance sheet of the order

2. **Warehouse's Role**
   - Once a week, the Warehouse Staff will update the Finance Department on the total cost of the items ordered for each college.
   - After receiving the Finance sheet of the order, the Warehouse Staff will deliver the items to the respective colleges.
   - The Warehouse Staff will fill your order once the Finance sheet of the order has been received.
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3. **Purchasing Department's Role**
   - The Purchasing Department will provide the list of items that are approved for purchase.
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4. **Business Manager's Role**
   - The Business Manager will review the list of approved items and determine the appropriate budget for each item.
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5. **Colleges' Role**
   - The Colleges will receive the list of approved items and determine the appropriate budget for each item.
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DEFINITIONS AND ABBREVIATIONS

Account Payable - Accounts Payable is the department responsible for paying vendors and maintaining corporate records. It is the division of the college that is responsible for processing invoices and preparing checks for payment. The Accounting Payable Division will review invoices for accuracy and completeness and authorize payment.

Just-In-Time (JIT) - Just-In-Time (JIT) is a purchasing and inventory management strategy that aims to reduce waste by delivering goods just in time for their use. This reduces the amount of inventory needed to be stored and minimizes the time and resources spent on handling and storing excess inventory.

Procurement Express - Procurement Express is a tool designed to streamline the procurement process by automating the request for proposals and purchase order processes. It enables users to create, review, and approve purchase orders quickly and efficiently.

Purchasing Express - Purchasing Express is a platform used by all departments to manage and track their purchases. It allows users to create purchase orders, manage inventory, and monitor the status of their orders in real-time.

Purchasing Department - The Purchasing Department is responsible for ensuring that the college complies with all relevant laws and regulations regarding purchasing. They also ensure that all purchases are made in a cost-effective manner and that the quality of the goods and services purchased is consistent with the college's mission and goals.

REFERENCES

OVERVIEW

Just-In-Time Program - The Just-In-Time Program is designed to improve the efficiency and effectiveness of the college's procurement process. It aims to reduce waste and improve the quality of goods and services purchased. The program focuses on minimizing inventory levels, reducing lead times, and improving supplier performance.

PURPOSE

To provide an overview of the Just-In-Time Office Supply Program for the colleges and the District Administration Center (DAC).

STANDARD OPERATING PROCEDURE

Purchasing Department

Document #: SOP03

Rev. Date: 2/19/09

Supersedes Revised Date: 2/6/09

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<tr>
<td>Lisa Worthington</td>
<td>President's Office</td>
<td>860-464-3238</td>
<td>796-625-9787</td>
<td>796-455-3337</td>
<td><a href="mailto:LisaW@alamo.edu">LisaW@alamo.edu</a></td>
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<tr>
<td>Kynthia Porter</td>
<td>Business Office</td>
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<td><a href="mailto:KynthiaP@alamo.edu">KynthiaP@alamo.edu</a></td>
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<tr>
<td>Jasmine Martinez</td>
<td>Student Services</td>
<td>860-464-3238</td>
<td>181-283-3333</td>
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<tr>
<td>Dave Garcia</td>
<td>Office of Assistant to the President</td>
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<tr>
<td>Assistant to the President</td>
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<td>181-433-3333</td>
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**STANDARD OPERATING PROCEDURE**: SOP03

**DATE** 2/6/09

**REVISED DATE** 2/19/09

**DEPARTMENT** Purchasing

**PROCEDURES DEPARTMENT** Pertalia CoD
OFFICE will be the Project Coordinator for Colleges.

3.1 College's and Disco's Role

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Accounting Payable

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Purchasing Department Personnel:

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STANDARD OPERATING PROCEDURE

PERITALLA CCD

Supersedes Revised Date: 2/6/09

Rev 1.0

Document #: SOP03

Page 5 of 7
The Open Account PO will be sent to CE (or the Shift Assessor) and a copy to Accounting. 21.2

The Open Account PO will be sent to CE (or the Shift Assessor) and will process all Open Account POs.

Purchasing Role

For Open Account POs, the Accountant must notify the Purchasing Manager of the necessity to purchase the Open Account PO is for just-in-time purposes made by the Accountant (and only if only one Open Account PO is sent to CE). The PO will be opened if the Accountant notifies the Purchasing Manager of the necessity to purchase.

7.1

Any order placed through C-way by 3:00 PM of a given business day will be

7.11

for additional funds (see above procedure), to add additional funds (see above procedure), and to increase the Open Account PO to the order to purchase the Open Account PO

7.13

Please consult the documents for the exact amounts. The PO will be closed after the PO is closed.

7.12

To be closed, the PO must be issued to the Purchasing Department and the PO must be issued to the Purchasing Department when the PO is closed. Once the PO is closed, the PO will be issued to the Purchasing Department and the PO will be issued to the Purchasing Department when the PO is closed.

Please consult the documents for the exact amounts.

7.14

Date: 9/9/99

Document #: S003
8. ATTACHMENTS

PERSONAL

Choose a copy account, upon notification by the Requestor of Purchasing.

Only pay for supplies that have substantiated signatures. Provide proof of delivery receipt will delay the payment. The District will not accept PO numbers that do not have properly authorized payment to the correct PO number. Receipts should be maintained in the District. The invoice should be submitted by each PO. Provide an email receipt with the authorized Requestor's signature. Once a month, invoices due to District A/P Department. Only one invoice shall be sent to each District.

The problem after the receipt.

7.4.7

Have a NO-Fault Claims with the District to ship any missing items and receive.

CE Account Manager is responsible for short supply and other problems. CE to

No test with sufficient funds.

Once the Requestor via e-way when insufficient funds exist, DO NOT PROCESS.

Next, send the order back to the CE Warehouse. Leave a note at each delivery.

Schedule time to recheck the Requestor before the next delivery. Prepare for new Requestor.

Deliver orders within 2-4 hours of receipt on a 2-4 order to the building.

Department

Supply accounts for each Open Account to be issued by the Requestor.

Issue an expression role.

ACCOUNTants

Any payment discrepancy will be handled by A/P, the Requestor, and the CE.

Upon notification by the Requestor, A/P will close the open account.

Personal

FILE

Verify the invoices are supplies only and any appropriate or excess invoices.

Send the invoice to the district with the Requestors and pay the invoice. There will be no

Submit proof of invoice and all backup documentation from CE, A/P, and

ACCOUNTant's Role

Accountant Manager

and will notify the Requestor/Supervisor to issue the unsubmitted items.

Other closed to the Requestors ability to order under the II Program.

sheet assets. The Buyer will coordinate with the Material Program Coordinator to

Upon notification from A/P regarding unsubmitted purchases of equipment or

SOP09

Support Document

Revised Date: 2/6/19

60

Revision Date:

Perlawna Department

Revised Date

Standard Operating Procedure

Procurement Department
Definitions and Abbreviations

Requisition

Request for Requisition – District College Personnel authorized to initiate a purchase

PRO9NT

Preliminary Requisition – Online Management Technologies (PeopleSoft computer)

PO – Purchase Order

Requisition

Bid Recept

A bid requisition is a sheet used to summarize the goods received by a

"Buyer," or "Assistant Buyer" (Personnel Working at the Campus are not Buyers)

Buyer – District Personnel Working in the Purchasing Department whose formal job title is

Power – District Personnel Working in the Purchasing Department whose formal job title is

Business Process Document – Creating Requisitions in the PRO9NT System

References

Requisition sheet is required

Sufficient quantity of goods over $10,000 and up to $76,700 (or the current bid threshold)

it over the amount is $12,000 or more, the goods must be in writing form

PRO9NT System for Requisitions for Purchasing

For goods over $10,000, only one order from a

Requisition is sufficient to purchase, if necessary for purchase

Power – District Personnel Working in the Purchasing Department whose formal job title is

Scope

This procedure applies to personnel at all Petrela Colleges and District Administrative

Purpose

To provide procedures for requesting a Purchase Order for Goods

STANDARD OPERATING PROCEDURE

Purchasing Department

PERELA COLLEGE

60/22/10

Rev. Date:

9/20/10

Document #:

0900

60/22/10

Rev. Date:

9/20/10

Document #:
Steps Required for Requesting Purchase Orders

1. Request

2. Research

3. Entry in PROMT

4. Submit Paperwork

5. Purchase Order

6. Confirmation

- Obtain the budget code for the purchase.
- $76,700.00 or less, written quotes are required.
- For purchases between $76,700.00 and $100,000.00, only one written quote is required.
- $100,000.00 or more, written quotes are required.
- For purchases greater than $250,000 and under $1,000,000, obtain three additional quotes.
- Obtain pricing and delivery dates from vendor.
- Deliver purchase order to purchasing assistant.
- Vendor Application and Vendor Information form to be completed.
- For new vendors, have the vendor complete a
- Identity vendor.

- Purchase Order to confirm that it shows as a requisition. Look up within 10 days of entering a requisition.
- Notify requisition if there is a problem.
- Forward quote(s) bid request form, and all back up documentation to the buyer.

- End users: request Item(s) for purchase.
New Vendors

- Purchasing has issued a PO and placed the order to the vendor
- Do not make a commitment to a vendor: verbal agreement is only done when a written contract is signed
- Ask whether they will waive shipping fees, especially if the Discount exceeds
- Some shipping charges are not taxable
- Shipping charges are also negotiable depending on mode of transportation
- Remember to add taxes and shipping to the price. Shipping charges (if any)
- Let them know that we are an educational organization, they often offer
good in writing
- Work with the vendor representative to negotiate a better price. Get the
- Use the vendor's website to get the most up-to-date pricing and information
- Utilize local vendors to the greatest extent possible

Identity Vendors:
- Find vendors that can provide what you need in the timeframe you require:
- When you receive back the item(s) that you want and select the lowest price vendor who

Step 2: Research

Following Fiscal Year:
- Delivery in the proper fiscal year or they must be resubmitted and reprocessed the
- 60 days: Purchases prior to the fiscal year must be made within six months to ensure
- When requesting purchases, be sure to allow adequate time for delivery. Typically 45 to

Plan Ahead:
- You require:
- Make and model number, size, quantity, and any additional equipment or accessories that
- Purchasing has the vendor see only the description entered in PROMPT. So be sure to
- When requesting items to be purchased, always provide specific information about each of
- When requesting items for purchase, always provide specific information about each of

Specific Items:

Step 1: Request

STANDARD OPERATING PROCEDURE
PURCHASING DEPARTMENT
PERALTA CCD
Obtain the Budget Code for the Purchase

<table>
<thead>
<tr>
<th>Amount</th>
<th>Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over $56,700</td>
<td>You must obtain a written quote from the lowest vendor.</td>
</tr>
<tr>
<td>Between $1,000 up to $56,700 (or the current bid threshold)</td>
<td>You must obtain a written quote from vendors who can provide a formal bid with specifications you select.</td>
</tr>
<tr>
<td>Under $2,500 and under $1,000 (or the current bid threshold)</td>
<td>If you choose to obtain more than one written quote, you must select the vendor with the lowest price.</td>
</tr>
<tr>
<td>Under $2,500</td>
<td>Only a verbal quote is required (written quote is preferred).</td>
</tr>
</tbody>
</table>

For Purchases:
- The below table outlines the documentation requirements for various purchase amounts. Please ensure to obtain a written quote from the vendor for all purchase amounts.

**STANDARD OPERATING PROCEDURE**

**PURCHASING DEPARTMENT**

**PERATIVA CCD**

*Revised Date: 10/12/09*
*Document #: SOP09*
*Revised Date: 09/20/09*
DELIVERY—SHIPPING

The shipping address is either the customer's address or the warehouse address for the product you are shipping. This address is indicated in the description field for the product you are shipping. If shipping is free, indicate this in the description field for the product you are shipping.

**IMPORTANT:** Your product may not arrive exactly as described or the same item as in the product. Make sure you code each line item (your regulation) as different. If the item is not exactly the same, the vendor charges for shipping. When the vendor is shipping, please include all the necessary shipping codes.

**NOTE:** If the product is a package, please select the appropriate code.

Your college and/or the District Administration Center may have additional codes for the product, so please include the end-user's name in the description field for the product you are shipping. Make sure the end-user's name is included in the description field for the product you are shipping. If you cannot provide the exact specifications of the product you want, select the appropriate item in the product. When possible, provide the product number and/or name as a separate line item in PROMT. When possible, please select the correct line item for the product you are shipping.

**REFERENCE SECTION (available from Purchasing):**

Business Process Documentation—Creating requisitions in the PROMT System, used in the for step-by-step procedures on how to generate a requisition in the PROMT system, refer to the

**Step 3: Entry in PROMT**

<table>
<thead>
<tr>
<th>Standard Operating Procedure</th>
<th>Purchasing Department</th>
<th>Peralta CC</th>
<th>60/07/10 Document #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Date:</td>
<td>60/07/10</td>
<td>60/07/10</td>
<td>60/07/10</td>
</tr>
<tr>
<td>Code</td>
<td>SOP</td>
<td>SOP</td>
<td>SOP</td>
</tr>
</tbody>
</table>
Purchase 51000  up to 576700 (for the current bid threshold)

Without receiving the approval of the budget account, the Bid Request Sheet (for the proposed purchase) must be forwarded to the Accounting Department. The requisition number and any other required documentation to support the requisition must be submitted with the purchase order.

Ensure the requisition is received immediately. Upon receipt of the requisition, the Purchasing Department will prepare a purchase order for the requested items. The purchase order number will be included on the requisition.

10.2 Additional Purchase

Vendor's quote or any other required documentation can be forwarded to the Purchasing Department. The requisition must be submitted with the purchase order.

10.1 Required Paperwork

Signature on the requisition will be displayed as "Disapproved." Disapproved requisitions will be issued to the Purchasing Department. The requisition number must be included on the purchase order. The purchase order number will be included on the requisition.

After the second level manager approves a requisition in PROMT, PROMT automatically forwards the requisition to the responsible manager/dean in the business/department.

NOTES:

- Budget account code - Enter the correct budget account code for each item in the requisition.
- The Requisitions and Purchasing Department are responsible for the purchase of items.

Superintendent's Requisition Date: 6/11/09
Issued to: 6/11/09
Document #: SOP009

STANDARD OPERATING PROCEDURE
Purchasing Department
Permitting Authority
13. ATTACHMENTS

12. STEP 6: CONFIRMATION

If there are any problems with the PO, purchasing sends a notification (usually via email) to the requestor and the business manager and does NOT issue a PO until the issue is resolved.

When purchasing issues a PO, it states shows as “Disapproved” in PROWNT and

When purchasing issues a PO, it states shows as “Disapproved” in PROWNT and

11. II. PURCHASING ISSUES A PO TO THE VENDOR

Once purchasing can see a requisition, purchasing verifies the following items:

10. (10) day period

The goal of the purchasing department is to process all POS within 10 business days of receipt.

Purchasing’s Goal: Process POS within 10 business days of receipt.
DEFINITIONS AND ABBREVIATIONS

- Payroll
- Accounts Receivable
- A/P

REFERENCES

1. Peralta Community College District - Purchasing Procedures
2. Board Policy Section 6.21 - Procurement of Supplies, Equipment, Furnishings,
   and Services of Under $500
3. SFO609 - Request a Purchase Order for Goods
4. Purchasing, Procurement Process - Overview of Purchasing Policies & Procedures
5. Procurement, Contracts, & Finance Office
6. Share of California Education Code - Part 49, Commencing with Section 81000

OVERVIEW

This procedure applies to all District personnel who generate invoice requisitions for the
purpose of placing purchase orders with outside vendors. The purpose of this procedure
is to provide a systematic manner of properly processing invoices and requisitions so as
to make the purchasing and receiving process more efficient and to ensure the
proper flow of invoices. This procedure is intended to be used by all District personnel
who deal with purchasing activities.

1. Purpose
2. Scope
3. Procedure for Purchasing

STANDARD OPERATING PROCEDURE

PURCHASING DEPARTMENT

PERALTA COLLEGE

N/A
7/10/09
SOP10

Supersedes Revisions Date: Revised Date: Document #:
Types of Invoice Requisitions and Processing Procedures

6.5.1 - Request a Purchase Order for Goods

sop.09 - Request a Purchase Order for Goods

The District's procedures for requisitioning and processing invoice requisitions (referred to as the Purchasing Website) are outlined in this procedure. This procedure is designed to provide a clear and concise guide for requisitioning and processing invoices for goods and services.

6.5.2 - Processing of Invoice Requisitions

Process of Invoice Requisitions

For service:
- Requisition - District defines personal authorization to initiate a purchase requisition for a good.
- Computer system issues the requisition, purchases order, and prepares vouchers.
- Pay to the District's official payee, or the District's official payee.
- Pay to the vendor identified for the requisition.
- Provide to the District.
- Invoice - An official document from a vendor requesting payment for a good or service.
- ICC - Independent Contract/Consultant Service Contract, a contract used in lieu of a
- End User - A District employee who receives a product of service.

<table>
<thead>
<tr>
<th>Document #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOP01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Required Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
Payment

College Business Manager or District Manager to accounts payable for

Step 3: Forward the approved invoice signed by the budget responsible

Approved IC (Regulations/procedures)

Receive a copy of the IC (from Finance) and review the IC log and process all

Steps 2 - Review the approved IC and

IC in the IC log

The District Finance Department will issue the approved

Step 1 - Obtain the appropriate signatures on the IC and forward the original

IC Invoice Requirements - Standard Operating Procedure

(Procurement Department)

Board approval and only ICs approved in the IC log.

receive Board approval. The District Finance Department tracks all ICs for proper

This department is responsible for the services to be purchased. It is the

request to be purchased. If the IC is not in the District's approved list, the

Board is responsible for the purchase. For Board purchased, the IC will need Board

Procurement (IC) forms, for Board funds purchases, and over $25,000 for general

Funds purchases and over $75,000 for all purposes. The District Finance

Department is required to keep each IC for services over $500. If the IC is

Note: A new IC is required for each fiscal year. For services over $500, the

District Finance Department is responsible for the IC number. The IC

number must be set up under the District's approved list. All purchases

made with these funds must be kept on file for future reference. The

District Finance Department is responsible for the IC number. The IC

number must be set up under the District's approved list. All purchases

made with these funds must be kept on file for future reference.

IC Invoice Requirement

This type of requisition is used to purchase professional

equipment and services.
ATTACHMENTS

8.

If you are interested in setting up a specific Open Account Purchase Order, please contact the Purchasing Department.

The District understands that in some instances there is a need for last minute purchases, and can
issue a Purchase Order to the Vendor (see SOP 09 — Requesting a Purchase Order for Goods).

Goods purchased under these circumstances may be charged to the Permanent Fund. The
Department Manager must approve any requests for goods purchased under these circumstances.

PURCHASING OF GOODS

The District's accounts payable department requires all sales and use taxes to be
reflected on the invoice. In the procurement of services, some invoices may have some incidental goods as part
of the purchase. The Goods are only included, but must be reflected on the invoice.

Sales Tax on Service Invoice Rejections

<table>
<thead>
<tr>
<th>N/A</th>
<th>Revised Date</th>
<th>Rejected Date</th>
<th>Document #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6901</td>
<td>7/01/09</td>
<td></td>
<td>SOP 09</td>
</tr>
</tbody>
</table>
Peralta Community College District

Overview of Measure A Procurement Procedures

10-30-07
Background - Measure A

- On 1-16-07, the Board of Trustees approved spreadsheets listing specific Measure A Instructional Equipment and Furniture for each campus and the District.

- Only items listed on the spreadsheets may be purchased with Measure A funds.

- All Measure A purchases are subject to Bond Oversight Committee audits.

- Special forms are required for all Measure A purchases.
Measure A Required Forms

There are 3 required forms for Measure A purchases:

- Instructional Furniture & Equipment Procurement Request Form – Campuses
- Furniture & Equipment Needs Procurement Request Form – District
- Construction Project Request Form – All Sites
Where to Find Measure A Forms and Spreadsheets

Measure A procurement forms and spreadsheets are available on the Dept. of General Services website.

The URL is:
- http://www.peralta.edu/apps/docs.asp?Q=Projects/486

Or navigate to this area:
- Go to www.Peralta.edu
- Click "District Service Centers"
- Click "General Services"
- Click "Measure A" under DGS Documents
- Click "Measure A Documents and Forms"
Measure A Spreadsheets Available on the Website

The following Measure A spreadsheets are posted on the website. They list the specific items already approved by the Board for each campus and the District.

- Short-Term Construction Project Matrix
- Short-Term Phase II Construction Project Matrix (coming soon)
Instructional Furniture & Equipment Procurement Request Form

This form is to be used by campuses only.

1. To purchase any item(s) listed on a campus Measure A spreadsheet, each campus must complete Section I and Section II of this form.

2. Instructions for completing this form are on the cover sheet for the form.

3. Follow all normal purchasing procedures in obtaining 3 quotes, providing backup documentation, completing the Bid Recap sheet, and generating a requisition.
4. After completing Section I and Section II, route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.

5. General Services returns approved forms to the Campus Business Office.

6. Campuses forward a copy of the approved form and backup documentation to Purchasing.

7. Purchasing cannot issue a Purchase Order without BOTH the approved Instructional Furniture & Equipment Procurement Request Form AND the required backup documentation.
Furniture & Equipment Needs Procurement Request Form

This form is to be used by the District only.

1. To purchase any item(s) listed on the District Measure A spreadsheet, the requestor must complete Section I and Section II of this form.

2. Instructions for completing this form are on the cover sheet for the form.

3. Follow all normal purchasing procedures in obtaining 3 quotes, providing backup documentation, completing the bid recap sheet, and generating a requisition.
Furniture & Equipment Needs Procurement Request Form (cont’d)

4. After completing Section I and Section II, route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.

5. General Services returns approved forms to the requestor.

6. The requestor forwards a copy of the approved form and backup documentation to Purchasing.

7. Purchasing cannot issue a Purchase Order without BOTH the approved Furniture & Equipment Needs Procurement Request Form AND the required backup documentation.
Construction Project Request Form – All Sites

Use this form to request new construction projects NOT listed on either the Short-Term Construction Projects spreadsheet or the Short-Term Construction Projects Phase II spreadsheet.

- The requestor must complete Section I and Section II of this form.

- Route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.
How to Purchase Items Not Listed on the Spreadsheets

- To purchase items not listed on a spreadsheet or to substitute an item listed on the spreadsheet, contact the Department of General Services.

- General Services will evaluate requests on a case-by-case basis and determine the next steps.
Measure A Contact Information

- For General Oversight and Procedures:
  Dr. Sadiq Ikharo, Vice Chancellor of General Services
  466-7336

- For Purchasing Oversight:
  John Banisadr, Purchasing Compliance Manager
  587-7895

- For Tracking of Forms:
  Kawanna Muldrow, Senior Secretary
  466-7342

- For Requisitions and POs:
  Eva Chiu, Measure A Buyer
  466-7217
PROMT System
In the Creating Requirements
PerAlta REALtime Online Management Technologies
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Begin by navigating to the Requisition page. Click the Associate Service Center Finance Purchasing Requisitions link.</td>
</tr>
</tbody>
</table>

Procedure<br><br>Entreprise Purchasing 2.0: Creating a Requisition
4. Use the 'Regulation Page to Create Registations Online' button to create the regulations online. This page enables you to enter item information, modify item lists, record established schedules and determine the details to use for creating regulations. Using this page, you can also:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Click the add button</td>
<td></td>
</tr>
</tbody>
</table>

Enterprise Purchasing 9.0: Creating a Regulation

Business Process Document
**Creating a Requisition**

**Step 1:**
- **Press [Tab].**

**Step 2:**
- **Press [Tab].**
- **The Requisition Date field displays the date when the requisition is created.**

**Step 3:**
- **The Requisition field displays the name of the requisition for the requisition.**

**Step 4:**
- **Click on the Origin that you want to enter.**

**Step 5:**
- **Click the Look up Origin button to view the Search Results table.**

**Step 6:**
- **Press [Tab].**

**Step 7:**
- **Press [Tab].**

**Step 8:**
- **Enter the Origin.**

**Notes:**
- If you select DAP as the Origin, PONT will automatically route the requisition directly to Accounting for processing. DAP is to be used only for requisitions directly to Accounting. Requisitions that are not processed in DAP will be routed to the DAP (Purchasing Orders) for processing. If you select DAP as the Origin, PONT will automatically route the requisition directly to Accounting for processing. DAP is to be used only for requisitions directly to Accounting. Requisitions that are not processed in DAP will be routed to the DAP (Purchasing Orders) for processing.

**Parameters:**
- All other requisition should be routed through the Purchasing Office for processing. Requisitions not processed in DAP will be routed to the DAP (Purchasing Orders) for processing.

**Notes:**
- If you select DAP as the Origin, PONT will automatically route the requisition directly to Accounting for processing. DAP is to be used only for requisitions directly to Accounting. Requisitions that are not processed in DAP will be routed to the DAP (Purchasing Orders) for processing.
### Step 10: Action

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Use the Requisition Details page</strong> to enter details that apply to the entire requisition.</td>
</tr>
<tr>
<td>2. <strong>Check the Requisition Details link</strong>. Next, you want to specify the details applicable to the requisition.</td>
</tr>
</tbody>
</table>

---

### Enterprise Purchasing 4.0: Creating a Requisition

**Business Process Document**
Select a buyer for your campus.

Click the Look up Buyer (Alt+5) button and view the search results table.

Business Process Document

Enterprise Purchasing 9.0: Creating a Requisition
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4</td>
<td>Select a vendor</td>
</tr>
<tr>
<td>13</td>
<td>Check the Look up Vendor (ALT+5) button to view the Vendor Search Results</td>
</tr>
</tbody>
</table>

Enterprise Purchasing 9.0: Creating a Requisition Business Process Document
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Lookup Category button</td>
</tr>
</tbody>
</table>

Enterprise Purchasing 9.0: Creating a Requisition

Business Process Document
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ship down to the distribution section available on the bottom of the page.**

**Note:** Yes is the default taxable value. However, the user can always override.

**Yes** -- Taxes are applied to all the line items.

**No** -- Taxes are not applied to all the line items.

**No**: TAXABLE is the default. Ship To address for all the goods except in Warehouse. Warehouse is the default to Ship To address determine only the price where the Vendor would send the goods.

**Click the Ship To Location button to select the SHIP TO Location.**

**Special case:** Check with Purchasing department for more details.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Input the Category field. This is the same as the Category field in the Request.</td>
</tr>
<tr>
<td>22.</td>
<td>Enter the desired information into the Item field.</td>
</tr>
<tr>
<td>23.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>24.</td>
<td>Enter the desired information into the Quantity field.</td>
</tr>
<tr>
<td>25.</td>
<td>Press [Tab].</td>
</tr>
</tbody>
</table>

*We do not use Item field. Only use description. Enter the text in Description.*

Next, you need to specify the Item for which the Request is being created.
Below are three steps associated with adding a new line(s) to a requisition.

Now you can enter your information in the new line(s) of the requisition.

1. Click the OK button.

2. Click the OK button to close the message window.

3. Click the OK button to proceed further.

Note: If you want to add two line items in 1.

Enter the desired number of lines you wish to add into the field.

Then click the Add Row button to proceed further.

The pop-up windows to be displayed.

Select the appropriate item to show.

And click on the appropriate row.

The message window may give a warning message on the top of the screen.

Sometimes, due to the pop-up blockers settings of the browser, clicking

maximum of 15 times each.

(Note: It is always recommended to keep all the requisitions to

Complete the screen size.)

Click the OK button, to scroll, to find the Add a new line button.

To add a new line to the requisition, follow the below instructions. If you don't

need to add any items shipped to the requisition, continue processing your requisition.

You wish to make Non-Taxable.

Choose the Non-Taxable column for the Non-Taxable Item.

You wish to make Taxable.

Choose the Taxable column for the Taxable Item.

The Taxable column designates that an item is taxable or non-taxable.

Click on the ship to location lookup button. If you desire to change the

location value, you must first select the vendor. The ship to location

delivered by the vendor. The location where the goods are to be

Shipped to Location determines the location where the goods are to be

shipped to. Enter the desired information into the Price field.
**Revenue and Expense Tracking**

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item A</td>
<td>$1000</td>
</tr>
<tr>
<td>Item B</td>
<td>$2000</td>
</tr>
<tr>
<td>Item C</td>
<td>$3000</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item D</td>
<td>$1500</td>
</tr>
<tr>
<td>Item E</td>
<td>$2500</td>
</tr>
<tr>
<td>Item F</td>
<td>$3500</td>
</tr>
</tbody>
</table>

**Total Revenue:** $8000

**Total Expenses:** $7500

**Net Profit:** $500

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**Notes:**
- All amounts are in USD.
- Revenue and expenses are subject to change.
- Adjustments may be made for taxes and fees.