



BUSINESS OFFICE CAMPUS PROCESS

- Requisition Submittals -

In an effort to streamline processes and provide efficiency to the campus, please confirm the following documents are attached to each requisition, where applicable, and budget is available prior to submittal in Financial 2000.

Requisitions will be returned to the department if an item is missing. A note of the missing item will be included with the requisition prior to being returned.

Department

1. Budget

If there is insufficient budget:

- a) complete a budget transfer prior to submitting **or**
- b) attach a fully signed request for Budget Transfer form to the requisition.
- c) If an incorrect object code is used, the department will be notified. Same budget rules apply if there is insufficient budget available in the corrected object code.

2. New Vendor

- a) A completed W-9 form must be attached to the requisition if this is a new vendor.
- b) Please include an email and contact information to expedite PO to vendor.

3. Contract / Agreement

- a) The fully signed and executed contract/agreement must be attached to the requisition. (See below Note)

4. Quotes

- a) A minimum of three (3) written quotes must be obtained for all purchases under the legal bid limit but in excess of \$7,500 for any combination of materials, equipment, and services, and must be attached to the requisition. (Ref. AP6330)

5. Other documents

Back up documentation must be attached to the requisition for all other types of purchases as required. Examples include, but not limited to, the following:

- a) Food purchases: event information must be attached to the requisition.
- b) Conferences/Meeting: conference information (agenda, dates, location, etc.) and approved travel request must be attached to the requisition.

Note: Only Vice President's and the Superintendent/President have authorization to sign contracts and agreements on behalf of the District. Check with your area VP for their signing authority limit.

Unauthorized Purchases: Purchases made by individuals and campus departments without prior authorization may be considered unauthorized and not binding on the District. In these cases, the employee may be obligated for the expense. (Ref. AP 6330)

- Requisition Submittals - (Cont.)

Business Office

1. Requisition Review

- a) Purchasing Tech reviews to confirm all backup/supporting documents are attached.
 - o If items are missing, Purchasing Tech will note items missing in requisition and route back to the department.
- b) Reviews use of appropriate budget code to the expense.
- c) Open Purchase Orders:
 - o Reviews that correct budget code is used for the “Types goods/services” category items to be purchased.
 - o Confirms authorized user(s) appear on requisition under “Description” category.
 - o Confirms requisition includes a “not to exceed” amount and “good through” date under “Description” category.

2. Requisition Approval

- a) Requisition is routed to Fiscal Director for approval. Approval is completed daily.
- b) Requisition is routed to VP of Administrative Services or President’s queue for approval depending on amount. Approval is completed daily.
- c) Requisition is routed back to Purchasing Tech’s queue automatically.

3. Purchase Order creation

- a) Purchasing Tech issues final approval, and a PO number is assigned by the system.
- b) Purchasing Tech saves the signed PO electronically.

4. Item Purchased and Notification to Department

- a) Purchasing Tech emails the Purchase Order to the vendor and copies the department.

Link to Forms:

- Budget Transfer Form
https://live-barstow.pantheonsite.io/sites/default/files/media/pdf_document/2019/1718_BudgetTransfer.pdf
- W-9
https://live-barstow.pantheonsite.io/sites/default/files/media/pdf_document/2019/18w9.pdf