

Requisition Flow Chart for the Purchase of Goods

The Purchasing process is divided into different sections. Depending on what you are trying to process, a different approach must be taken.

- A. Regular Purchase Order (PO) One-time Goods or Services
- B. Blanket Purchase Order (BPO) – Multiple purchases of Goods or Services

The following process flow is for **one-time purchase of goods**.

1

INITIATOR (DEPARTMENT)

1. Obtains or receives a quote from the prospective vendor. Stable-price internet quotes are acceptable. Hand write tax if necessary.
2. Confirm budget availability and submits budget transfer if necessary to Business Services.
3. Verify that the vendor has a Vendor ID number in the system. If not, request via email from Purchasing Department by summiting the following vendor information:
 - o W9
 - o Business Enterprise Certification (BEC) form
 - o Vendor's contact information (Contact name, Phone number and e-mail)
 - i. If the vendor's contact information has changed, please note this change in the "Requisition Notes" of the new requisition.
4. Initiate Requisition in REQM using the vendor ID number. (*Reference Ellucian Purchasing System End-Users Manual*)
5. Email quote and other supporting document to Manager and Business Services Supervisor for approval. Reference vendor name and requisition number in subject line of the email.

Note: (1) Requisition must mirror the quote. (2) Reference Purchasing Matrix. (3) A Requisition is NOT a Purchase Order.

2

Business Services

1. The Business Services Supervisor validates Requisition. Checks for;
 - o Account number
 - o Funding,
 - o Appropriate use of funds
2. For Computer Equipment, forward REQ to CTSS/ITSS to approve for District standards
3. IF APPROVED, Business Services will forward REQ and documentation to Purchasing.
4. IF REJECTED, Business Services will forward REQ and documentation back to Initiator with feedback.

3

PURCHASING

- Reviews document package received from the Business Service Supervisor
- Establishes a Purchase Order (PO)
- Sends copies of PO via E-mail to:
 - Vendor
 - Initiator
 - Campus Business Services
 - Warehouse (if applicable)

4

RECEIVING OF GOODS

If the goods are delivered to the warehouse (best practice)

- Obtains packing slip (s)
- Checks it against PO
- If discrepancy/ damage, then resolves with vendor
- Sends Packing Slip (s) to Purchasing
- Tags it (if needed)
- Delivers to Department

If the goods are delivered to the site (Department),

- Receives order
- Obtains packing slip(s)
- Checks it against PO or Scope of Work
- If discrepancy/ damage, then resolves with vendor
- Forward Packing Slip(s) to Purchasing **via e-mail** (PO# and Vendor must be on the e-mails subject line)
- Coordinates with CTSS for tagging of **computer equipment only**

Purchasing:

- Upon receipt of the packing slip (s), the receipt of goods must enter into the system before **Account Payable** can pay the invoice.

5

ACCOUNTS PAYABLE

- Receives invoice from vendor. Forwards invoice to initiator to obtain **written approval** from the manager overseeing the program
- Approved invoice is emailed to DO.AP@sjeccd.edu
- Accounts Payable creates voucher.
- Payment date is set for 30 days from INVOICE date
- **Check is issued and sent to vendor**