How to Create a Requisition for Goods & Services

In

Ellucian Colleague

How to Create a Requisition

- **1.** Go into OCCC's Portal
- 2. Click "Employee" as your role
- **3.** Click on Applications under the Menu at the top left of the screen

| OKLAHOMA CITY COMMUNITY COLLEGE | | | | | Newsfee | ed OneDri | ve Sites christopher.woodard - ? |
|---|---|-------------------------------|--------------|-------------------|---------|-------------|---|
| Menu | | | | | | | ☆ FOLLOW [1] |
| Search | OCCC Portal -> Employees | | | | | | Search |
| EMPLOYEES | Employee Portal | | | | | | |
| | | | | | | | |
| · · | Line d Marriero | | | | • | Annou | incements |
| AdvisorTrac | Unread Messages | | | | • | | Welcome to the Employee Portal |
| Axiom | You do not have any email connections that provid | le unread messages. | | | | | Drummond, Connie R. |
| BusinessObjects | | | | | | 11 | New to the Employee Portal? Check out the Por HELP button to find out more information about the |
| Colleague | My Week | • | Self-Service | My Moodle Classes | | 2:30 PM | |
| OnBase | 🛗 JUNE 2022 | ⊟ ≅ | | | • | | |
| DocuSign | June Wednesday 0 | 11 - Sunday 05 🕨 | > STUDENTS | | | My Bo | ookmarks |
| Ellucian Hub | There are no appointments for this time period. | | > FACULTY | | | CAMPU | IS LINKS |
| Events (Astra) | | | í. | | | 0000 | Website |
| | My To Do | | > EMPLOYEE | | | 0000 | Library |
| Graphic Request | | \Rightarrow \rightarrow - | | | _ | | map 2019-2023 |
| ISSM | TODAY | Wednesday, June 1st, 2022 0 | | | | | erning Behavior Reporting Form c and Parking Appeal |
| IT Helpdesk (KACE) | You have no tasks for today. | | | | | | uter Standards |
| Moodle(LMS) | There were no items found. | | | | | SafeC | colleges Training |
| Password Management | | | | | | Emple | oyee Homepage |
| PeopleAdmin (Online | | | | | | | utional Committees |
| PeopleAdmin (Online Position and Employment System) | | | | | | | utional Departments |
| Marketing: Project Request | | | | | | | h for Sections |
| | | | | | | | a 365 for Faculty and Staff |
| Recruit | | | | | | Stude | ent Technology Fee Project Submission |
| Navigate | | | | | | PAF R | Request Form |
| Target X | | | | | | | ion Request |
| Vehicle Reservations | | | | | | | oyment Grievance Form |
| WebEOC | | | | | | | ous Review |

 Click down arrow next to Applications, then click Colleague. The below window will pop up and just click on the "Click here to launch UI 5.19.1". Then after reading the "Important Notice" click OK.



- **5.** Click the **Navigate** button.
 - a. Select 'CF'
 - b. Click Purchasing drop down.

| 1 | | |
|---|--------|--|
| General Ledger - GL | | |
| Purchasing - PU | | |
| ✓ Vendor Maintenance - VEN | | |
| ✓ Approvals - APR | | |
| Requisitions - REQ | | |
| Requisition Maintenance - REC | λW | |
| • Requisition Inquiry - RINQ | | |
| Requisition Item Summary - R | QIS | |
| Requisition Ship To Inquiry - R | QSI | |
| Unauthorized/In Progress Rec | - UNRQ | |
| Requisition Register - RREG | | |
| | | |

7. Type "a" to (A)dd and click OK.

| JCIAN COLLEAGUE | ٢ | D R | EQM: Requisition Main | renance 🍳 🔻 | (1) Navigate | Log C |
|--|-------------|----------------|-----------------------|--------------------------|------------------|---------------|
| 3 > | No Active (| Context. S | earch for People of | open Favorite | s to get started | |
| REQM - Requisition Main | itenance 🏫 | | | | Save Save A | II Cancel Car |
| Requisition : | | Status : | - | 64 | atur Dato i | - |
| Requisition Date Initiator Desired Date | | Requisition Lo | | ookUp or (A)dd Finish | Help | |
| Vendor ID | (1) | | Тур | 5 1 | | |
| Name | 1 | | | | | |
| Address | 1 | | | | | |
| | | | 2.6.2.6 | | | |
| | | | | | | |

- **8.** Requisition Date will automatically default to current date.
 - DO NOT enter a **Desired Date.** <u>Requisitions take 1-2 business days to process</u> <u>into a Purchase Order after approval.</u> If you need a RUSH, please contact the Purchasing Department (via email) to put a RUSH on the request.
- **9.** Put in your name or ID# in the **Initiator** field. (You can type"...last name", hit enter, choose the correct option.)
- **10.**Put in the **Vendor Name** or ID#(You can type "...vendor's name, hit enter, choose the correct option.), and press enter.
 - **a.** Pressing enter will automatically fill out the vendor's information.
 - <u>PLEASE NOTE</u>: A W-9 will be needed if the vendor is not found in the system.

| Requisition : | | | Status : | | | Status Date | : | |
|---------------|----------|--------------------------------------|----------|------------|-------------------------------------|-------------|-----|--|
| | | 10/04/2021 💼 Mr. Christopher A. W | | | Maintenance Date Requisition Amt | | | |
| Vendor ID | 0005429 | | | Types 1 | | | | |
| Name | 1 | CDW Government LLC | | | | | | |
| Address | 1 | 230 N Milwaukee Ave | | D | | | | |
| Cty/St/Zp | Vernon H | Hills | | 60061-4304 | | | | |
| Country | | ** | | | | | | |
| Currency | | ** | | Terms | | *** | | |
| Ship To | 01 OKC (| Community College | | FOB | | *** | | |
| Ship Via | | ** | | Commodity | | | *** | |
| | | | | | | | | |
| Approvals | 1 | | ••• | | Printed Co | mments | 1 | |
| Buyer | | ** | | | Con | mments | 1 | |
| Expire Date | | | | | Refer | ence No | 1 | |
| AP Type | | | *** | | Prior | ity | ~ | |
| Invn Store | | | *** | | Requisition Do | ne No | | |
| Line Items | | 0 | | | | | | |
| | | | | | | | | |

11.Go to the '**Approvals**' field and click on the WHITE box to the right.

| REQM APRV - Approvals 😭 | | New Record Save Save All |
|---|---|--|
| | QUISITION MAINTENANCE authorizations | |
| Approvals | Dates | No Values |
| | | 1sisco |
| 2 | ••• | 2 *** |
| 3 | | 3 |
| 4 | | 4 |
| 5 | | 5 |
| | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| | | |
| 12 | | |
| | | \sim |
| | | (12a.) |
| 12. The cursor will always defa | ault to the left side, D (| ONOT enter budget officers name in this |
| section. a. Add budget office. | r's name on the right | |
| - To find l | - | type "last name" and type enter, select ng. |
| b. Save. | | - |
| - ADDITIC | ONAL APPROVALS are | required for: OCCC's Logo |

(504130/514130)Sarah Barrow, Computer Equipment (503110/513110 – e.g. CPU's and laptops)Brian Fugget, Downloadable Software and License Upgrades/Renewals (505145/515145)Edward Wilson.

| REQM RQIL | - Requisition Item List | ☆ | |
|-------------|---|----------------|----|
| | isition : endor : CDW Government LLC | Status : | |
| | | | |
| Description | No Values | K 🖌 1 of 1 🔪 👌 | x∄ |
| 1 | | | |
| 2 | | | |
| 3 | | | |

13. Next, go to the 'Line Items' field and click on the WHITE box to the right.

- **a.** Then go to field #1 and click on the WHITE box to the right.
- **b.** If adding more than one **Line Item**, click on the WHITE box to the right on field #2 after completing the first **Line Item**.

| REQM RQIL RQIM - Re | quisition Item Maintenance | 었 New Record Save Save All Canc |
|----------------------|----------------------------|--|
| Requisition : | 1019197290890 Status : | Status Date : |
| | | |
| Vendor Name | 1 CDW Government LLC | |
| Commodity | | |
| Inv Item | | |
| Description | 2 | |
| Est Price | | Desired Date |
| Quantity | = | Fixed Asset |
| Unit of Issue | | Vendor Part |
| Trade Disc Amt | | Form/Box/Loc = = |
| Trade Disc Pct | = | Comments 1 |
| Extended Price | | |
| Work Or/Type/Flg | •••• | |
| Tax Codes | 1 | |
| GL Account No | | Percent Quantity |
| 1 | 🕒 | |
| GL Amt | | |
| a. Click on to 999 o | | 14a. It (this will allow you to enter detailed information up elow enter detailed information. |

*Item part number only(no mfg part numbers)

15. Refer to <u>p.10</u> for **PO examples**: this is for **TANGIBLE ITEMS**.

Refer to <u>p.15</u> for **BPO examples**: this is for Registration, Memberships, Contract Services, etc...

Refer to <u>p.18</u> for **PO ("BLANKET" PURCHASE ORDER) PCARD examples**: This is a General PO for Materials and supplies to be used for the entire year.

PO (PURCHASE ORDER TYPE) EXAMPLE

Description Instructions: Example of correct information to include for **TANGIBLE** items (*below*). Enter the item part number at the end of the description and in the **Vendor Part** field as shown below.

| REQUISITION ITEM MAINTENANCE | 0 X | |
|--|-----------|---|
| Save Cancel Timestamp Download Find | Find Next | Desired Date |
| File Folders 8.5 x 11 Letter 25/pk Item number 1234 | | Fixed Asset Vendor Part 1234 Form/Box/Loc = = = Comments 1 |
| | | Quantity |
| | _ | |

Price & Unit of Issue: If the abbreviation for the **Unit of Issue** is not known, enter an ellipses (...) and type Enter. In the instance below we will use #33 (*PK*). All lines for shipping charges use #27 LT(LOT).

| REQM RQIL RQIM - Requisition Item Maintenance 😭 | | | | | |
|---|------------------------|--------|--|--|--|
| Requisition : | 1019197299476 Status : | Status | | | |
| _ | | | | | |
| Vendor Name | 1 CDW Government LLC | | | | |
| Commodity | | | | | |
| Inv Item | | | | | |
| Description | 1 Item # 1234 | | | | |
| | 2 File Folders | | | | |
| Est Price | 7.9500 = | | | | |
| Quantity | 1.000 = | | | | |
| Unit of Issue | | | | | |

| | RCH RESULTS FOR : CISSUES | UNIT.ISSUES | | • Input | Examples of Unit of Issues that can be |
|---|--|-------------------------------------|--------|--|---|
| # | | Key | | Description | entered. Double clic the correct line and |
| 1 | \$ | | | DOLLARS | will automatically |
| 2 | BD | | | BUNDLE | enter the correct |
| 3 | BF | | | BOARD FOOT | information to Unit |
| 4 | BG | | | BAG | |
| 5 | BL | | | BARREL | Issue. |
| 6 | BO | | | BOTTLE | |
| 7 | BX | | | BOX | |
| 8 | CG | | | CARTRIDGE | |
| 9 | CS | | | CASE | |
| 10 | CT | | | CARTON | |
| 11 | CY | | | CUBIC YARD | |
| 12 | DR | | | DRUM | |
| 13 | DZ | | | DOZEN | |
| 14 | EA | | | EACH | |
| 15 | FT | | | FOOT | |
| 16 | GL | | | GALLON | |
| 17 | GM | | | GRAM | |
| 18 | GR | | | GROSS | |
| | | | | | |
| 19 | HF | | | HUNDRED FEET | |
| 19 20 + Ac | HF HR dd M < 1-2 | 20 of 51 > N X | | Hour | If the abbreviation |
| 19 20 + Ac | HF HR | 20 of 51 > N XII III UNIT.ISSUES | Ţ | | for Unit of Issue is |
| 19 20 + Ac | HF HR dd K < 1 - : | | ▼ ~ | Hour | for Unit of Issue is already known, it ca |
| 19 20 + Ac SEARC UNIT. | HF HR dd K < 1 - : | | | Hour Input | for Unit of Issue is already known, it ca simply be entered |
| 19 20 ► Ac SEAR(JNIT. # | HF HR dd K < 1 - 2 CH RESULTS FOR : ISSUES | | | Hour Input Description | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu |
| 19 20 | HF HR dd K < 1 - 2 CH RESULTS FOR : ISSUES | | | Hour Input Description INCH JAR KILOGRAM | for Unit of Issue is already known, it ca simply be entered |
| 19 20 • Acc searc UNIT. # 21 22 23 24 | HF HR dd K < 1 - 2 CH RESULTS FOR : ISSUES | | | Hour Input Description INCH JAR KILOGRAM POUND | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter |
| 19 20 ► Acc SEARC UNIT. # 21 22 23 24 25 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 | HF HR dd K < 1 - 2 CH RESULTS FOR : ISSUES | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter |
| 19 20 ► Acc SEAR(UNIT. # 21 22 23 24 25 26 27 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 ► Acc SEAR(UNIT. # 21 22 23 24 25 26 27 28 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 ➡ Acc SEAR UNIT. # 22 23 24 25 26 27 28 29 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M MO | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 ► Acc SEARC UNIT. # 21 22 23 24 25 26 27 28 29 30 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M MO OZ | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY OUNCE | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 → Acc SEAR(UNIT. # 21 22 23 24 25 26 27 28 29 30 31 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M MO OZ PC | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY OUNCE PIECE | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 → Acc SEARC UNIT. # 21 22 23 24 25 26 27 28 29 30 31 32 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M MO OZ PC PD | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY OUNCE PIECE PAD | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 SEAR # 21 22 23 24 25 26 27 28 29 30 31 32 33 | HF HR dd M < 1 - : CH RESULTS FOR : ISSUES IN JR KG LB LF LG LT M MO OZ PC | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY OUNCE PIECE | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 ► Acc SEAR(UNIT. # 21 22 23 24 25 26 27 28 29 30 31 32 33 34 | HF HR d d (M) < 1-: CH RESULTS FOR : ISSUES IN IN JR KG LB LF LG LT M MO OZ PC PD PK | | | Hour | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 ► Acc SEAR(UNIT. # 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 | HF HR HR HR HR I I I I I I I I I I I I I I | | | Hour Input Description INCH JAR KILOGRAM POUND LINEAR FOOT LENGTH LOT thousand MONTHLY OUNCE PIECE PAD PACKAGE PAIL | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 20 SEAR(UNIT. # 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 | HF HR HR HR HR HR HR HR HR H H H H H H H | | | Hour | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 20 SEAR(UNIT. # 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 | HF HR HR HR HR HR HR HR HR HR H H H H H | | | Hour | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |
| 19 20 + Ac | HF HR HR HR HR HR HR HR HR H H H H H H H | | | Hour | for Unit of Issue is already known, it ca simply be entered into the Unit of Issu field and type Enter Type: ' <i>PK</i> ' (then pre |

| Unit of Issue | PK PACKAGE |
|------------------|----------------------------|
| Trade Disc Amt | |
| Trade Disc Pct | |
| Extended Price | 7.95 |
| Work Or/Type/Flg | |
| Tax Codes | 1 |
| GL Accounts | No Values K (1 of 1)) . |
| 62150 | |
| GL Amt | |
| Proj ID | |
| | |

GL Accounts: To see all of the department object codes, enter "...5-digit department #..." This will create a list of all OCCC Object Codes (*image shown below is a sample*). In this instance, we would pick #27: Materials and Supplies. To select, simply double click on the correct option.

| | CH RESULTS FOR : | GL.ACCTS | S.ROLES • Input 0 |
|------|--------------------|----------|---|
| # | GL Account Number | \$ | Description |
| 21 | 10-16-62150-502750 | | 403B contribution : Purchasing |
| 22 | 10-16-62150-503000 | | Budget Pool : Purchasing |
| 23 | 10-16-62150-503100 | | equipment : Purchasing |
| 24 | 10-16-62150-503110 | | computers & equipment \$500+ : Purchasing |
| 25 | 10-16-62150-503120 | | furniture : Purchasing |
| 26 | 10-16-62150-504000 | | Budget Pool : Purchasing |
| > 27 | 10-16-62150-504100 | | Materials & Supplies : Purchasing |
| 28 | 10-16-62150-504101 | | Software : Purchasing |
| 29 | 10-16-62150-504120 | | Copying/Printing/Binding : Purchasing |
| 30 | 10-16-62150-504130 | | Logo printing (needs PR aprv) : Purchasing |
| 31 | 10-16-62150-504300 | | computer supplies under \$500 : Purchasing |
| 32 | 10-16-62150-505000 | | Budget Pool : Purchasing |
| 33 | 10-16-62150-505100 | | Communications : Purchasing |
| 34 | 10-16-62150-505110 | | Contract Services : Purchasing |
| 35 | 10-16-62150-505111 | | Advertising : Purchasing |
| 36 | 10-16-62150-505120 | | Maintenance contracts : Purchasing |
| 37 | 10-16-62150-505130 | | Repairs : Purchasing |
| 38 | 10-16-62150-505145 | | software licenses,maint & supp : Purchasing |
| 39 | 10-16-62150-505150 | | Legal/Acctg Professional Svcs : Purchasing |
| 40 | 10-16-62150-506000 | | Budget Pool : Purchasing |

| · · · · · · · · · · · · · · · | | | | |
|-------------------------------|--------------|----------------|----------|-----------------------|
| Work Or/Type/Flg | | ~ | | GL Funds Availability |
| Tax Codes | 1 | | | Purchasing : Material |
| GL Accounts | Value 1/1 | of 2 🔪 🔪 🕅 | Quantity | Bgt: 621.02 |
| 1 10-16-62150-504100 | | 100.000 = | 1.000 = | Exp: 0.00 |
| GL Amt | 7.95 = | | | Enc: 150.00 |
| Proj ID | | | | Req: 7.95 |
| | | | | Bal: 463.07 |
| | | | | |
| | Desired Date | | | |
| | | | | |
| | Fixed Asset | ~ | | |
| | Vendor Part | | | |
| | Form/Box/Loc | ~ | | |
| C | Comments 1 | | > | |
| | | GL Funds Avai | lability | |
| | | Purchasing : N | Naterial | |
| | Quantity | Bgt: 621. | 02 | |
| | 1.000 = | Exp: 0.0 | 0 | |
| | | Enc: 150. | 00 | |
| | | Req: 7.9 | 5 | |
| | | Bal: 463. | 07 | |

GL Funds Availability: Entering the GL Account number will also show the Budget, Encumbrances, and Balance for the Department. **Shipping Comments:** Click on the WHITE button next to the 'Comments'

field. This section is for <u>Shipping & Receiving</u> comments ONLY (e.g. what department, Attn: individual from specific department, and location: building/room).

SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click '*Cancel*.' After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This will revert back to **REQM** - the first page of the requisition.

NEXT STEP: Once all Line Items have been entered, continue to <u>p.21</u>.

BPO (BLANKET PURCHASE ORDER TYPE) EXAMPLE

Description Instructions:

| ✓ REQM RQIL RQIM | REQUISITION ITEM MAINTENAM | ICE |
|----------------------|---|------------------|
| Requisition : | Save Cancel Timestamp | Download Find |
| Vendor Nai | | Item Description |
| Comme | | |
| Inv | Registration for the following people to | |
| Descripti | attend the <u>OACC</u> conference. Located @ Rose State in <u>MWC</u> , OK. | |
| Est | October 15th, 2019. Attendees: | |
| Qua | Craig <u>Sisco</u> Sheri <u>Kingbury</u> | |
| Unit of I | Rachel Potter @ \$75 each | |
| Trade Disc | for a total of \$225 V | |
| Trade Dis | | |
| Extended Price | | |
| Work Or/Type/Flg | | |

Price & Unit of Issue: In a BPO the 'Est Price' is the TOTAL amount. The Unit of Issue is \$(DOLLARS).

| Commodity | | |
|----------------|------------------------|----------|
| Inv Item | | |
| Description | 1 Registration for the | |
| | 2 following people to | |
| Est Price | 225.0000 = | Desired |
| Quantity | 1.000 = | Fixed |
| Unit of Issue | \$ DOLLARS | Vendo |
| Trade Disc Amt | | Form/Bo |
| Trade Disc Pct | | Comments |
| Extended Price | 225.00 | |

| Tax Codes | 1 | | ••• |
|-------------|-----------|-------|------------|
| GL Accounts | No Values | K 🖌 🛽 | of 1 🔪 🔪 🕅 |
| | | | |
| GL Amt | | = | |
| Proj ID | | | |
| | | | |
| | | | |

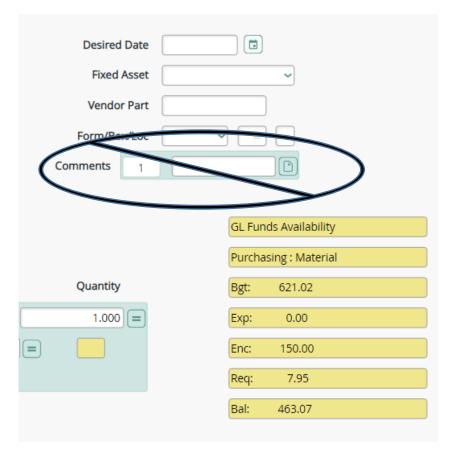
GL Accounts: To see all of the department object codes, enter "...5-digit department #..." This will create a list of all OCCC Object Codes (*image shown below is a sample*). In this instance, we would pick #47: Registration & Fees (*Below*).

| # | GL Account Number | \$ Description |
|----|--------------------|--|
| 41 | 10-16-62150-506100 | Air Transportation : Purchasing |
| 42 | 10-16-62150-506110 | Auto mileage (travel only) : Purchasing |
| 43 | 10-16-62150-506120 | Meals Reimbursement : Purchasing |
| 44 | 10-16-62150-506130 | Hotel Reimbursement : Purchasing |
| 45 | 10-16-62150-506150 | Other Travel Reimbursement : Purchasing |
| 46 | 10-16-62150-508000 | Budget Pool : Purchasing |
| 47 | 10-16-62150-508100 | Registration & fees (BPO) : Purchasing |
| 48 | 10-16-62150-508120 | memberships : Purchasing |
| 49 | 10-16-62150-508130 | subscriptions : Purchasing |
| 50 | 22-11-18621-503000 | Budget Pool : Dollar General Liter. Found #2 |

GL Funds Availability: Entering the GL Account number will also show the Budget, Encumbrances, and Balance for the Departments.

| Work Or/Type/Flg | | | ~ ~ | | | | GL Fur | ds Availability | |
|----------------------|-----------|--------|--------------|---|----------|---|--------|------------------|--|
| Tax Codes | 1 | | | | | | Purcha | ising : Material | |
| GL Accounts | Value 1/1 | КΚ | 1 of 2 🔪 🔪 🕅 | | Quantity | / | Bgt: | 621.02 | |
| 1 10-16-62150-504100 | | | 100.000 = | | 1.000 = | | Exp: | 0.00 | |
| GL Amt | | 7.95 = | | = | | | Enc: | 150.00 | |
| Proj ID | | | | | | | Req: | 7.95 | |
| | | | | | | | Bal: | 463.07 | |

Shipping Comments: ***<u>Not relevant when creating a requisition for services</u>. *** It will not need to be accepted in the system. ***<u>Send ALL SIGNED invoices to Accounts Payable</u>. ***



SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click '*Cancel*.' After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This will revert back to **REQM** - the first page of the requisition.

LINE ITEMS: On a BPO only the **FIRST Line Item on a** <u>BPO</u> will be visible on the physical purchase order. Because of this, please enter **ALL INFORMATION** on the **FIRST Line Item** (even if there are multiple items).

NEXT STEP: Once ALL information has been entered into the Line Item, continue to <u>p.21</u>.

PO ("BLANKET" PURCHASE ORDER TYPE) PCARD EXAMPLE

Description Instructions:

| Vendor Name | 1 Grainger Inc | REQUISITION ITE | M MAINTENANCE | | | ? × |
|------------------|--------------------------|--|---------------|------------|--------|-----------|
| Commodity | | _ | | | | |
| Inv Item | | Save Cancel | Timestamp | Download | Find | Find Next |
| Description | 1 BPO FY23 for Materials | | | | | |
| | 2 and Supplies. | | | Item Descr | iption | |
| Est Price | 1.0000 | | | | | |
| Quantity | 500.000 | BPO FY23 for Materials | A | | | |
| Unit of Issue | \$ DOLLARS | and Supplies. | | | | |
| Trade Disc Amt | | Examples of parts you will order from this | | | | |
| Trade Disc Pct | | supplier on this BPO. | | | | |
| Extended Price | 500.00 | | | | | |
| Work Or/Type/Flg | | | | | | |
| Tax Codes | 1 | | | | | |
| SL Account No | | | | | | |
| | ••• | | | | | |
| GL Amt | | | | | | |
| Proj ID | | | | | | |
| | | | Ŧ | | | |
| | | | | | | |

Price and Unit of Measure: ***This is where the qty and the est price is swapped. Est Price will ALWAYS be 1. The Quantity will be the number of dollars you intend to spend. The Unit of Issue will ALWAYS be (\$) Dollars. ***

| Tax Codes | 1 | | |
|-------------|-----------|---|--|
| GL Accounts | No Values | | |
| 162150 | | | |
| GL Amt | | = | |
| Proj ID | | | |

GL Accounts: To see all of the department object codes, enter "...5-digit department #..." This will create a list of all OCCC Object Codes (image shown below is a sample). In this instance, we would pick #27: Materials & Supplies.

GL Funds Availability: Entering the GL Account number will also show the Budget, Encumbrances, and Balance for the Departments.

| | v | Work Or/Ty Tax C | | · · | GL Funds Availability Purchasing : Material |
|------|----------|---------------------|-------------------------|-----------------------|---|
| GL A | Accounts | | Value 1/1 K < 1 of 2 >> | | Bgt: 621.02 |
| 1 | 10-16- | 62150-5 | | | 0 |
| | | CH RE | Desired Date | | |
| | AP.GL | .ACCI | Fixed Asset | ~ | |
| | # | | Vendor Part | | |
| | 21 | 10- | | | |
| | 22 | 10- | Form/Box/Loc | | |
| | 23 | 10- | Comments 1 | | |
| | 24 | 10- | Comments 1 | | Purchasing |
| | 25 | 10- | | | |
| | 26 | 10- | | | |
| | 27 | 10- | | GL Funds Availability | |
| | 28 | 10- | | | |
| | 29 | 10- | | Purchasing : Material | ising |
| | 30 | 10- | | | irchasing |
| | 31 | 10- | Quantity | Bgt: 621.02 | vurchasing |
| | 32 | 10- | | | |
| | 33 | 10- | 1.000 = | Exp: 0.00 | |
| | 34 35 | 10- | | Fran 450.00 | |
| | 36 | 10- 10- | | Enc: 150.00 | Da |
| | 37 | 10- | | Req: 7.95 | ng |
| | 38 | 10- | | neq. 7.55 | Purchasing |
| | 39 | 10- | | Bal: 463.07 | rchasing |
| | 40 | 10- | | | i criasing |

Shipping Comments: Click on the WHITE button next to the '**Comments**' field. This section is for information for Shipping & Receiving (e.g. what department, Attn: individual from specific department, and location: building/room).

SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click '*Cancel*.' After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This will revert back to **REQM** - the first page of the requisition.

*****IMPORTANT***** All TANGIBLE items ordered with OCCC's PCard **MUST** be received into Colleague by **the Shipping & Receiving department. It is the PCard holder's responsibility to report ALL PURCHASES for tangible items to Shipping & Receiving via email.**

NEXT STEP: Once all Line Items have been entered, continue.

How to Create a Requisition Cont'd

16.After completing ALL Line Items and saving them, the cursor will default to '**Printed Comments**.' Click on the WHITE button to the right of the '**Printed Comments**' field. **Information entered in this field is** <u>**PRINTED ON THE PURCHASE ORDER**</u>.

| ОК 73110-2704 | | | |
|---|------------------|----------------------------|-----|
| Terms | [| | |
| FOB | | | |
| | | | |
| Commodity | | | |
| - | | | |
| Printed Comments | No Values | | |
| | Printed Comments | | |
| | Comments | | |
| | Priority | ~ | |
| ••• | Requisition Done | No | |
| | | | |
| | | | 16. |
| = · · · · · · · · · · · · · · · · · · · | | " <mark>~ / /</mark> / ~ / | |

- a. Enter either "Net 30 days payment terms" or "P-card purchase". Quote #, State Contract #, Invoice #, and special instructions to the vendor can also be added.
- b. DO NOT timestamp in this field. Once information is entered click "SAVE".

17. The '**Comments**' field is next. This section is for important and relevant information so that Purchasing will know how to proceed after the PO has been processed. Click on the WHITE

| Approvals | 1 | | Line Items | |
|-------------|---|----------|------------------|----|
| Buyer | | Comments | No Values | |
| Expire Date | | | Comments | |
| АР Туре | | | Priority | ~ |
| Invn Store | | •••• | Requisition Done | No |
| | | | | 20 |
| | | | | 20 |

button to the right of this field to enter sufficient information. Do not duplicate comments that are already in the parts description field. Please note in this field if you would like Purchasing to send the PO to the vendor and the vendor contact information.

- 18. To complete the requisition change the 'Requisition Done' from N to Y for Yes then click SAVE ALL. A requisition number will automatically be generated. You can print your requisition at this point by using RQSP-Requisition Single Print under the navigate button described on page 3. Click "Navigate"<" Purchasing-PU"<" Requisitions-REQ"<Requisition Single Print-RQSP. Enter requisition number<click save<click save<click Export PFD<click Create PDF<click download<click open file and print to the printer you want to use.</p>
- **19.** Email your approver/approvers with the requisition number and let them know there is a req awaiting their approval. Remember, if it is an ITTS or Marketing item, you will need to email the additional approvers to approve the requisition as well.

Due to p-card reconciliation Amazon requisitions can be entered in the last 3 days of the month, but the Purchasing Dept will not create a PO number for that req until the 1st day of the month.

Please enter Amazon "Item model number" at the end of your part description and in the "Vendor part" as described on page 10.

All items will be asset tagged according to current fixed asset dollar thresholds. There will no exceptions for low dollar high theft items that fall under the \$500 thresholds.

Please enter all BPO's in the month needed. Do not enter all BPO's needed for the entire year on July 1st.

OBJECT CODES E&G

| | Education and | |
|-----------------|----------------------------------|---|
| | General (E&G) | |
| Category 503 | Fixed Assets | |
| 503100 | General Equipment | Equipment that is \$500 or more |
| 503110 | Computers/Computer | Computer equipment and systems that are \$500 or more |
| | Systems | (CPU's, printers, scanners, & all PDA's and monitors regardless of costs) |
| | | Approval – Tim Whisenhunt |
| 503120 | Furniture | Furniture that is \$500 or more |
| 503130 | Automobiles | |
| 503200 | Library Books | Books that are purchased for the Library |
| 503210 | Library Periodicals | Periodicals that are purchased for the Library |
| 503220 | Library Videos | Videos that are purchased for the Library |
| 503230 | Library Electronic Media | Electronic media that is purchased for the Library |
| Category 504 | Materials & Supplies | |
| 504100 | Materials & Supplies | General materials and supplies |
| 504101 | Software (Do Not Use) | Do Not Use |
| 504110 | Books & Periodicals | Books and periodicals that are not for the Library |
| 504120 | Copying & Binding | Does not need Public Relations Approval |
| 504130 | Printing | Public Relations Approval – Robert Ruiz |
| 504300 | Computer Supplies under \$500 | Computer supplies less than \$500 (cables, keyboards, mice, printers, etc) |
| Category 505 | Services | |
| 505100 | Communications | Communication expenses such as: phones, long distance calls, postage, etc |
| 505110 | Contract Services | Services that are contracted by OCCC |
| 505111 | Advertising | , |
| 505120 | Maintenance Contracts | |
| 505130 | Repair Services | |
| 505140 | Data Processing Services | |
| 505145 | Software Maintenance & | Software maintenance renewals, software licenses, & |
| | Support | upgrades that are downloadable |
| | | Approval – Tim Whisenhunt |
| 505150 | Professional Services | Non-Payroll expenditures made for professional services such as: auditing, consulting, legal, architectural, and |
| Category 506 | Travel | other professional/technical fees |
| | Travel | Employees Only – All travel related expenses |
| 506000 | Have | |

| Category | Utilities | |
|----------|---------------------|--|
| 507 | | |
| 507100 | Utilities | |
| Category | Other Expenses | |
| 508 | | |
| 508100 | Registration & Fees | Registration & Fees that are paid on a PO/PCard(separate |
| | | from travel reimbursement) |
| 508120 | Memberships | |
| 508130 | Subscriptions | |
| 508200 | Lease Payments | |

OBJECT CODES AUXILLIARY

| | Auxiliary | |
|----------------------|--|---|
| | | |
| Category 510 | Cost of Resale | |
| 510100 | Supplies for Resale | |
| 510110 | Textbooks for Resale | |
| 510120 | Paperbacks/Magazines Resale | |
| 510130 | Novelty Items for Resale | |
| 510140 | Book Buyback | (used books) |
| Category 513 | Fixed Assets | |
| 513100 | General Equipment | Equipment that is \$500 or more |
| 513110 | Computers/Computer Equipment | Computer Equipment and systems that are \$500 or more (CPU's, printers, scanners, & all PDA's and monitors regardless of costs) Approval – Tim Whisenhunt |
| 513120 | Furniture | |
| Category | Materials & Supplies | |
| 514 514100 | Matarials 8 Supplies | |
| | Materials & Supplies Software | Deved version of coffware and ungrades with disc |
| 514101 | | Boxed version of software and upgrades with disc (very seldom used) |
| 514110 | Books & Periodicals Not for the Library | |
| 514120 | Copying & Binding | Does not need Public Relations Approval |
| 514130 | Printing | Public Relations Approval – Robert Ruiz |
| 514300 | Computer Supplies under \$500 | Computer supplies less than \$500 (cables, keyboards, mice, printers, etc) |
| Category 515 | Services | |
| 515100 | Communications | Communication expenses such as: phones, long distance calls, postage, etc |
| 515110 | Contract Services | Services that are contracted by OCCC |
| 515111 | Advertising | |
| 515120 | Maintenance Contracts | |
| 515130 | Repair Services | |
| 515145 | Software Maintenance & Support | Software maintenance renewals, software licenses, & upgrades that are downloadable |
| | | Approval – Tim Whisenhunt |
| Category 516 | Travel | |

| 516000 | Travel | |
|----------|---------------------|--|
| Category | Utilities | |
| 507 | | |
| 517100 | Utilities | |
| Category | Other Expenses | |
| 518 | | |
| 518100 | Registration & Fees | Registration & Fees that are paid on a |
| | | PO/PCard(separate from travel reimbursement) |
| 518120 | Memberships | |
| 518130 | Subscriptions | |

Important Forms

Tax Exempt Permit – To provide to vendors who need documentation of OCCC's Tax Exempt status. Our Tax Exemption status never expires.

W-9 Form (Blank) – This can be given to vendors in the event that they do not already have a W-9 available. Purchasing needs this form to enter a new vendor into the system or to update old information on an inactive vendor.

Sole Source Affidavit (Blank) – The requisition initiator completes and signs this form in the event that no other vendor in the world can provide the necessary goods and/or services.

MRO Form (Merchandise Return Order) – Completed by the initiator in the event that an item needs to be sent back to the vendor.

Conference/Class Registration payment information Form.-Completed by the vendor and emailed to the department travel coordinator for prepayment/p-card.



Oklahoma Tax Commission

www.tax.ok.gov

NICHTER COMMUNITY COLLEGE 7777 S MAY AVE OKLAHOMA CITY OK 73159-4419 Date Issued: December 7, 2015 Letter ID: L1141196544 Taxpayer ID: **-***6390

TMG

Oklahoma Sales Tax Exemption Permit Public Schools-Higher Education

County OKLAHOMA

| | | | | Non-Transferable |
|---|---|-------------------------|------------------------------------|------------------|
| 68 Oklahoma Statutes Section 1356(11)(2001): Whi institutions of higher education and private elementa | ch we quote in part: "Sales o ry and secondary institution | of tangible personal pr | operty or services to private | Permit Number |
| Education or registered by the State Board of Educat Oklahoma State Regents for Higher Education" | ion for purposes of participa | ting in federal progra | ms or accredited as defined by the | EXM-14371559-02 |
| Business Location | Industry Code | City Code | Permit Effective | Permit Expires |
| OKLAHOMA CITY COMMUNITY COLLEGE | 611110 | 5521 | January 01, 2016 | NON-EXPIRING |
| 7777 S MAY AVE OKLAHOMA CITY OK 73159-4419 | | | | |

Steve Burrage, Chairman Dawn Cash, Vice-Chairman Thomas Kemp Jr., Secretary-Member



CONFERENCE/CLASS REGISTRATION PAYMENT INFORMATION FORM

| _ | |
|----|---|
| D۵ | • |
| nc | • |

Conference/ Class Name

Dear Sir or Madam:

In order for Oklahoma City Community College to pay conference and/or class registration before the conference and/or class date, the State of Oklahoma requires that the following conditions be met. Please check all that apply below to indicate if this conference and/or class meets the requirements.

| You DO NOT accept Purchase Orders with payment via check after the conference/class. |
|--|
| |

- _____ A discount is given for early registration.
- _____ If registered participant cannot attend, someone else may attend in his/her place.
- _____ If the conference is cancelled, Oklahoma City Community College will receive a 100% refund.
- _____ The registrant will not be admitted into the conference WITHOUT prepayment.

Please return the completed and signed form to: (Your OCCC information here)

Thank you taking the time to complete this form.

Signature

Printed Name

Title/Position

Date

Credit Information & Trade References



OKLAHOMA CITY COMMUNITY COLLEGE 7777 South May Avenue Oklahoma City, OK 73159

CREDIT INFORMATION

Number of Employees: 1100 Oklahoma Tax Commission Exemption Permit Number: EXM-14371559-02 EIN #73-1556390 Duns #07-428-8952

Officers:

Dr. Mautra Staley Jones, President Ms. Cynthia Gary, Chief Financial Officer

Bank Reference:

Oklahoma State Treasurers Office State Agency #633 2300 N. Lincoln Blvd, #217 Oklahoma City, OK 73105 Phone: (405) 521-3191

TRADE REFERENCES

Chickasaw Telecom

622 S.W. 7th Street Oklahoma City, OK 73109 Phone: (405) 946-1200 Fax: (405) 943-2341

Centennial Contractors Enterprises, Inc.

11111 Sunset Hills Road Reston, VA 20190 Phone: (703) 885-4600 Fax: (703-885-4601

Oklahoma Roofing & Sheet Metal

P.O. Box 96528 Oklahoma City, OK 73143 Phone: (405) 670-1429 Fax: (405) 670-6053

R&R General Contracting, Inc.

5000 120th Avenue, N.E. Norman, OK 73026-8410 Phone: (405) 623-0974

Purchasing Department

Phone 405-682-7593 – Fax 405-682-7568 – 7777 South May Avenue, Oklahoma City, OK 73159

W-9 Form (Blank)

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| Departr | W-9 August 2013) ment of the Treasury Revenue Service | Request for Taxpayer Identification Number and Certification | Give Form to the requester. Do not send to the IRS. |
|--|---|--|---|
| page 2. | | your income tax return) egarded entity name, if different from above | |
| Print or type See Specific Instructions on pa | Individual/sole Limited liabilit Other (see ins | proprietor C Corporation S Corporation Partnership Trust/estate y company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) | Exemptions (see instructions): Exempt payee code (if any) Exemption from FATCA reporting code (if any) d address (optional) |
| Par | tl Taxpay | er Identification Number (TIN) | |
| to avo reside entitie TIN or Note. | id backup withhol nt alien, sole prop s, it is your employ n page 3. | ling. For individuals, this is your social security number (SSN). However, for a ietor, or disregarded entity, see the Part I instructions on page 3. For other er identification number (EIN). If you do not have a number, see <i>How to get a</i> | urity number |
| Par | Certific | cation | |

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3. I am a U.S. citizen or other U.S. person (defined below), and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | is on page o. | |
|--------------|------------------------------|--------|
| Sign Here | Signature of U.S. person► | Date ► |

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on IRS gov for information about Form WAB at www.isr.com/waB. Information about a ray failure development

about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

 Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

An individual who is a U.S. citizen or U.S. resident alien,

 A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

· An estate (other than a foreign estate), or

A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X

Form W-9 (Rev. 8-2013)

Sole Source Affidavit (Blank)

SOLE SOURCE AFFIDAVIT

Purpose: This form must accompany purchase requisitions for sole source purchases exceeding \$5,000.00. The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. The following are situations that may require a sole source affidavit:

- 1. Replacement or repair parts which require same brand.
- 2. Compatibility of equipment is an essential factor for effective utilization of the product.
- Only product of the kind that will fulfill the need of the agency.
- Situation requiring single source if unique and justifiable.

Date:

| Department: | Telephone extension: | |
|-------------|----------------------|--|
| Vendor: | | |
| Address: | | |

| relephone. venuor contact. | elephone: | | Vendor Contact: | |
|----------------------------|-----------|--|-----------------|--|
|----------------------------|-----------|--|-----------------|--|

I hereby affirm that the service or products to be purchased pursuant to the provisions of the attached contract are very specialized or for which great acquired expertise is needed and to the best of my knowledge is the only person or business entity which is singularly and peculiarly qualified to provide such services or products, and if a product is the only brand name which is singularly and peculiarly unique, for the following reasons:

The following is a brief description of all efforts, which were made to solicit bids/prices for the services or products to be purchased pursuant to the provisions of the attached contract:

I understand that the signing of this affidavit knowing such information to be false may subject me to punishment for perjury.

Signature of Department Head

74 O.S. Supp. 1995 §89 Revised: July 1, 1996

MRO Form (Merchandise Return Order)

| Account # | | OCCC Inventory N | lo. | Material Located | | Shipping Value |
|--------------------|------------|---|--------------|------------------------|--------------------------|--|
| MERCH | ANDISE | RETURN | N/SHIPPI | NG ORDER | Insure Dono MRO No | |
| Vendor | | | | | Purchas | e Order No. |
| Street | | | | | College of | or Authorization to Return or other Vendor/ correspondence is attached. |
| | | 4.5 | | | | |
| Carrier | Tracking # | | Date Shipped | No. Pieces in Shipment | Wt. | |
| Quantity | Part No. | | Description | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| Reason for return | | | | | | |
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| T) | | | | | | |
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| | | 6 10 | | | | |
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| | | | * | | | |
| Requested by and d | late | | | Approved by and date | | |
| | | | | | | (Accounting Unit Head) |

REQUESTOR FILLS IN AREA WITHIN DARK BORDERS

| White - Vendor | |
|-----------------------|-----------|
| Green - Purchasing | |
| Yellow - Shipping and | Receiving |
| Pink - Finance | |
| Gold - Originator | |

Rev. 08/08

Purchasing Contact Information

When requesting a rush or for any other inquiries about the requisition process please contact Purchasing.

Director of Purchasing – Craig Sisco 682-7556 <u>michael.c.sisco@occc.edu</u> Senior Buyer – Chris Woodard 682-7593 <u>christopher.woodard@occc.edu</u>