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 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 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 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 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			

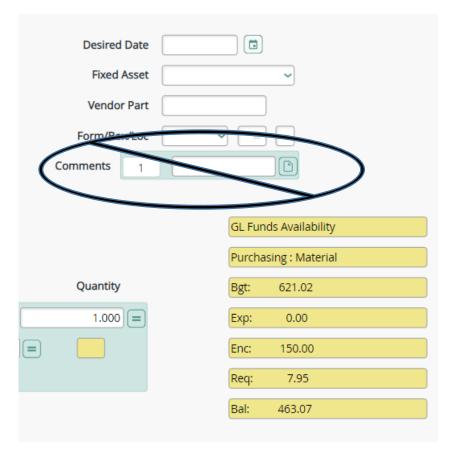
GL Accounts: To see all of the department object codes, enter "...5-digit department #..." This will create a list of all OCCC Object Codes (*image shown below is a sample*). In this instance, we would pick #47: Registration & Fees (*Below*).

#	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

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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:	
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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			
						G
				t		
Reason for return						
9	· ·					
T)						
		1. A.		- <u>8. (</u> -		
		6 10				
			*			
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>