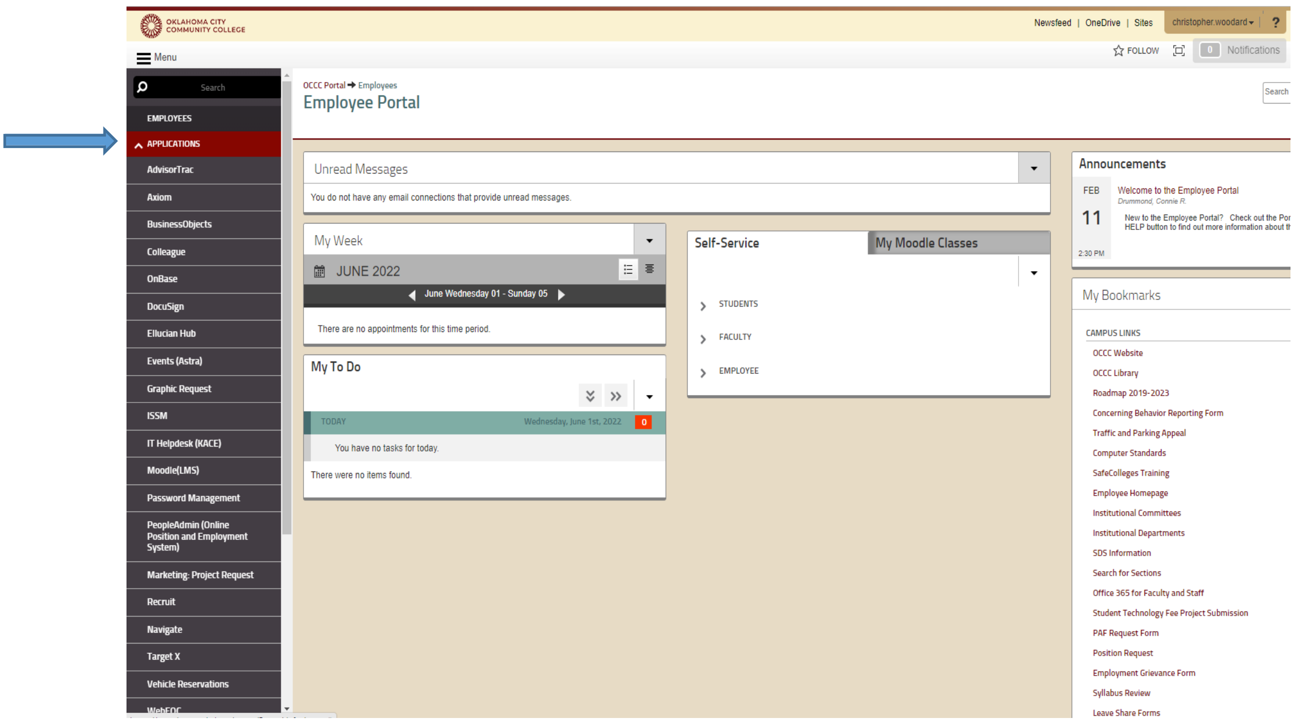
How to Create a Requisition for Goods & Services

In

Ellucian Colleague

How to Create a Requisition

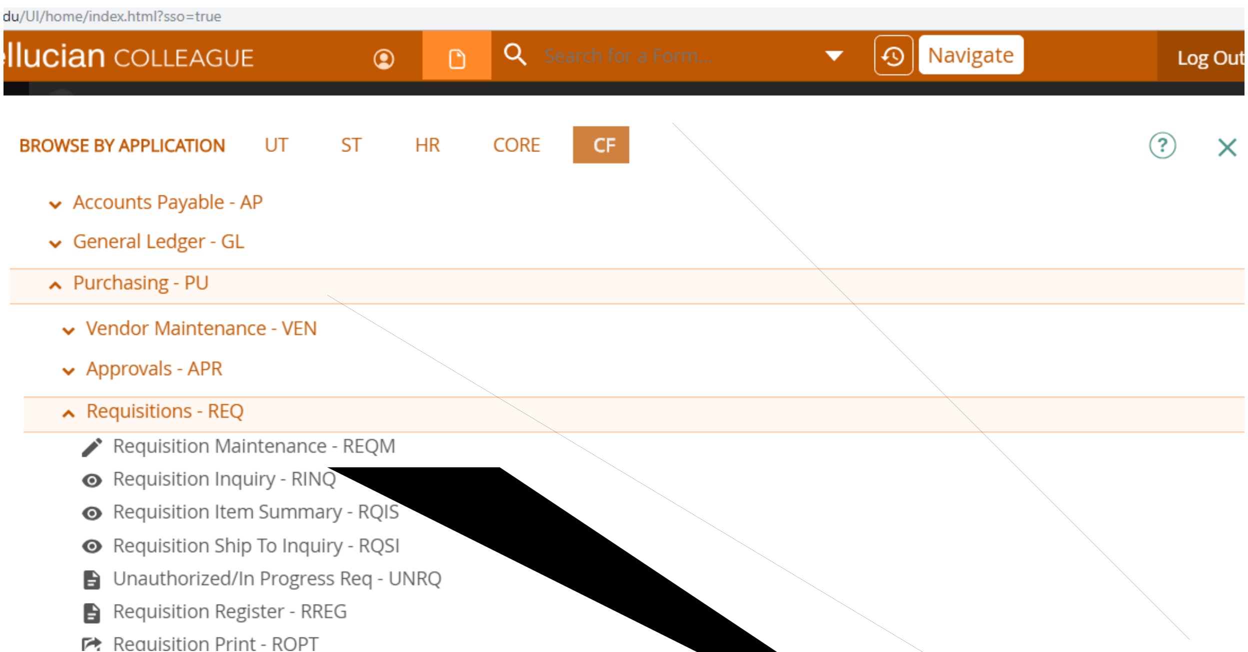
1. Go into OCCC's Portal
2. Click "Employee" as your role
3. Click on Applications under the Menu at the top left of the screen



4. 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.



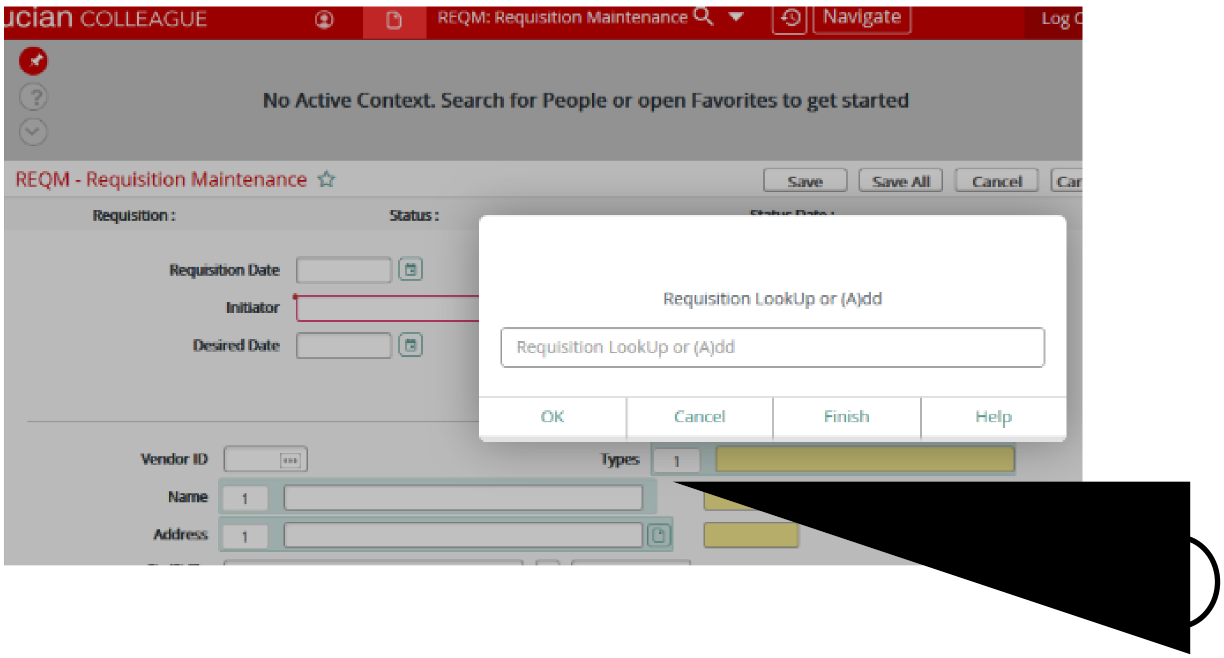
6. Choose '**Requisitions – REQ**' drop down

   a. Double click **Requisition Maintenance (REQM)**
   b. When the page opens, it will give you the option of: "Requisition LookUp or (A)dd"

6.

5a.
5b.

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



8. **Requisition Date** will automatically default to current date.

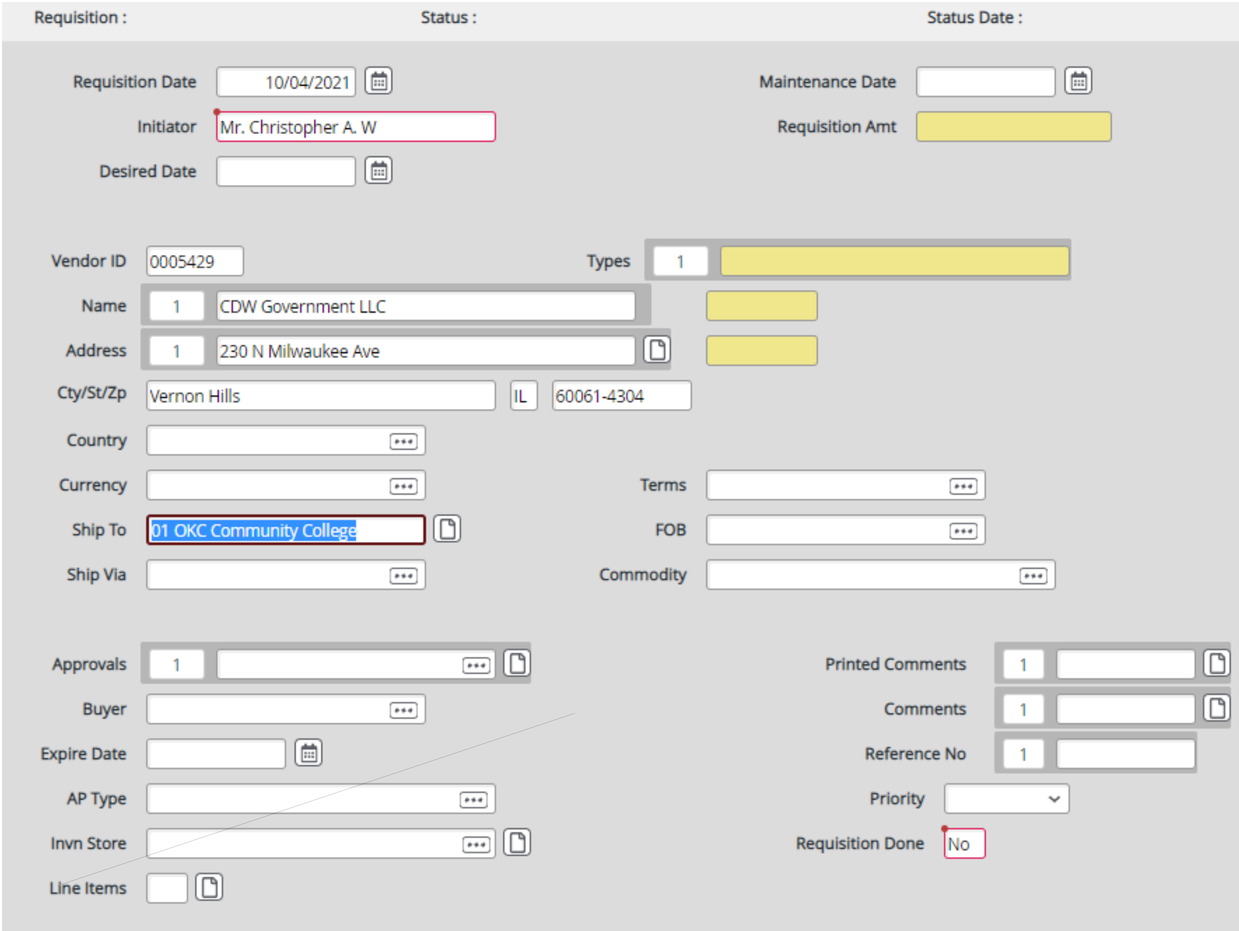
- DO NOT enter a **Desired Date.** <u>Requisitions take 1-2 business days to process into a Purchase Order after approval.</u> If you need a RUSH, please contact the Purchasing Department (via email) to put a RUSH on the request.

9. Put in your name or ID# in the **Initiator** field. (You can type"…last name", hit enter, choose the correct option.)

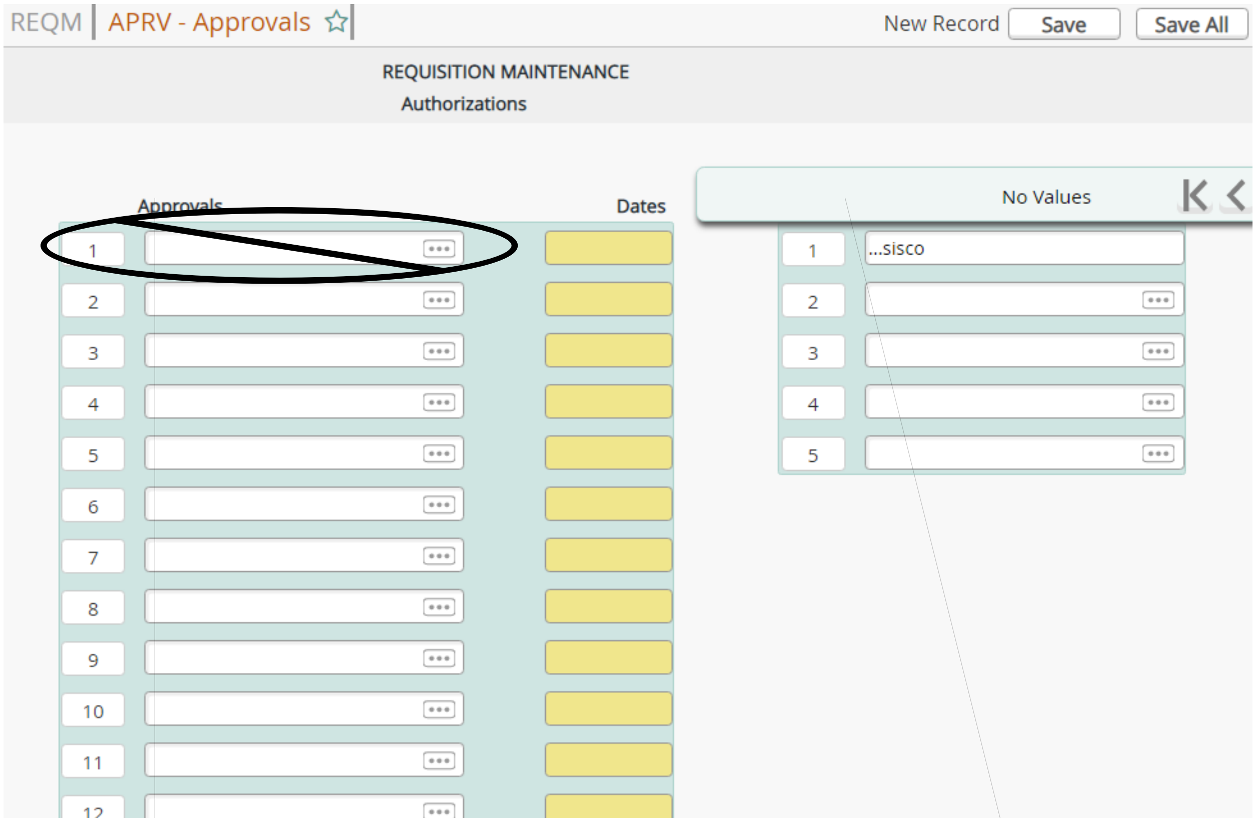
10. Put in the **Vendor Name** or ID#(You can type "…vendor's name, hit enter, choose the correct option.), and press enter.

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.



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



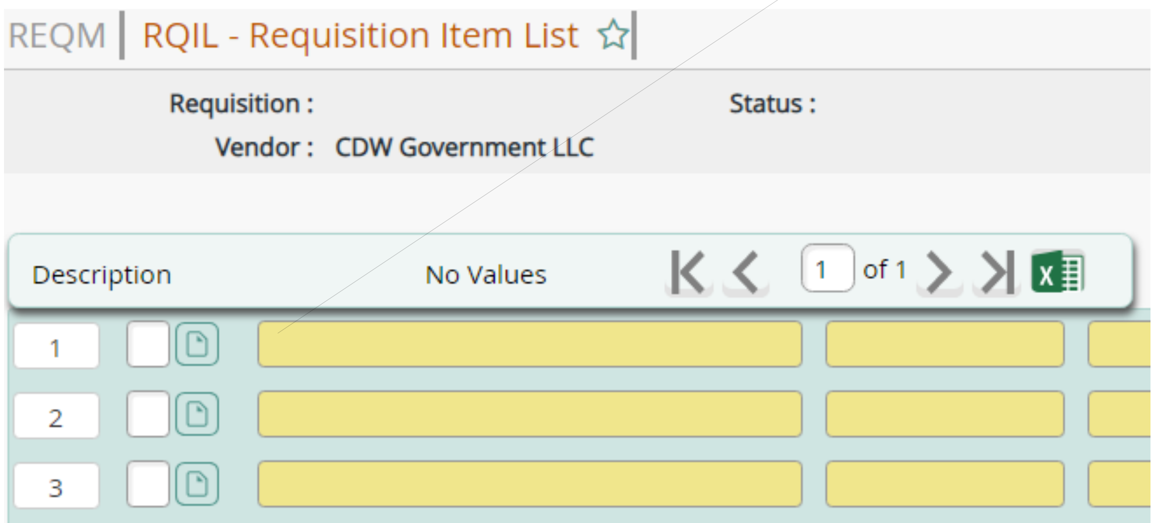
12a.

12. The cursor will always default to the left side, **DO NOT enter budget officers name in this section**.

   a. Add budget officer's name on **the right**.
      - To find budget officers name, type "…last name" and type enter, select correct name by double clicking.

   b. Save.
      - **ADDITIONAL 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.

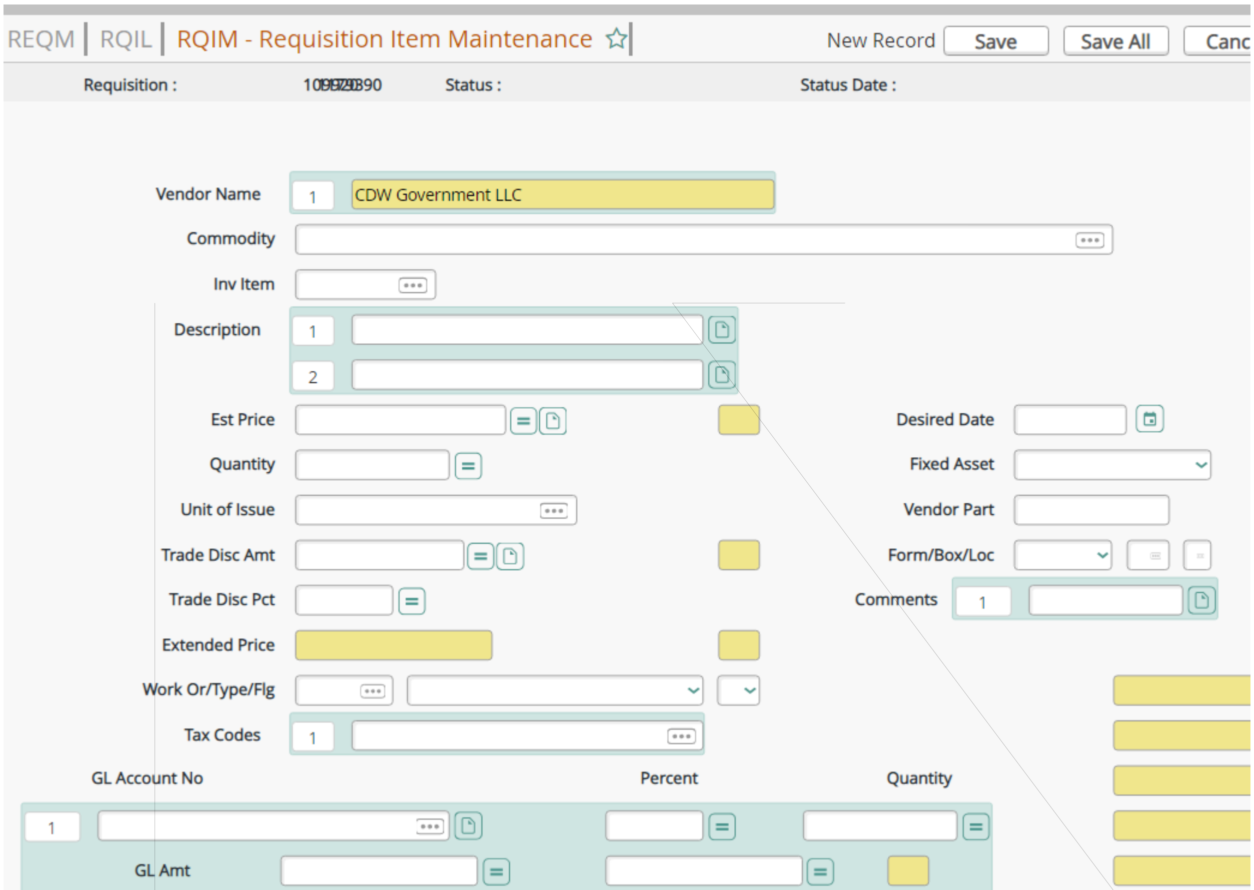
13a.



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**.



14a.

14. Cursor will default to '**Description**.'

a. Click on the WHITE box to the right (this will allow you to enter detailed information up to 999 characters). In the order below enter detailed information.

*Description of product

*Item part number only(no mfg part numbers)

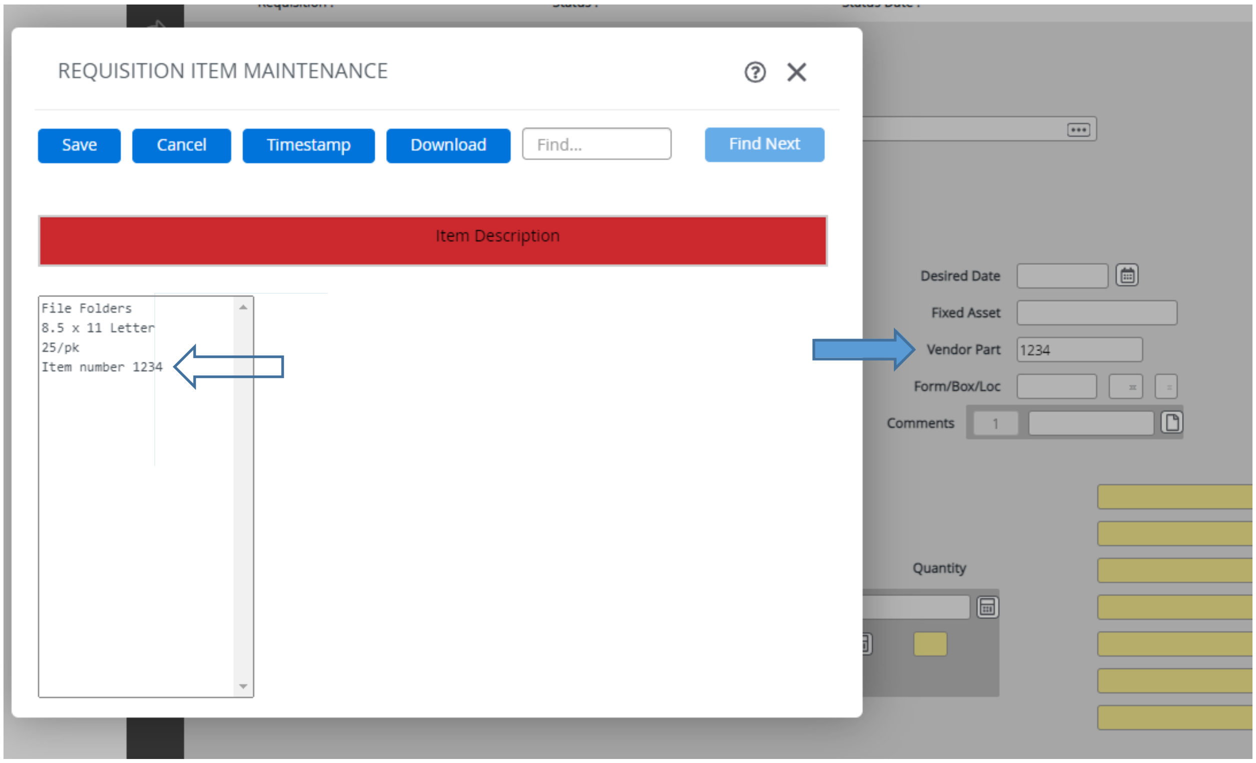
15. Refer to <u>p.10</u> for **PO examples**: this is for **TANGIBLE ITEMS**.

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

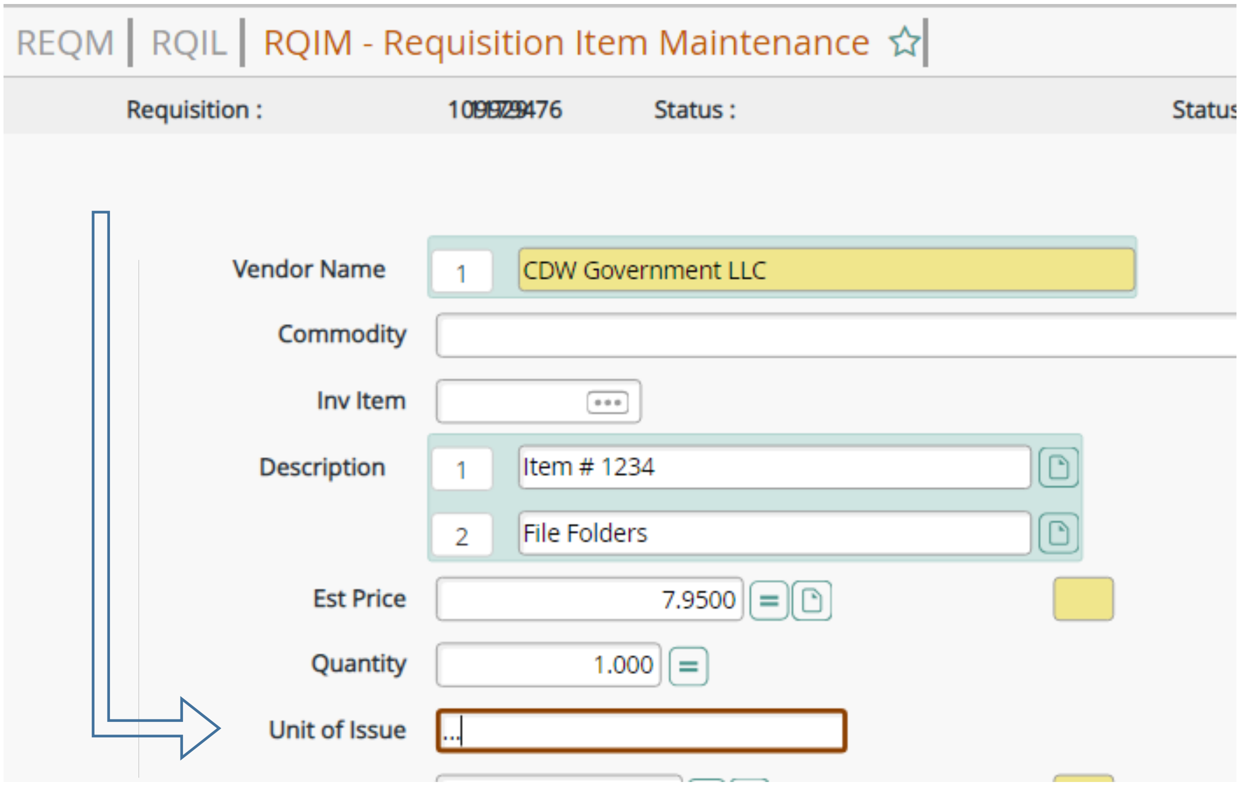
Refer to <u>p.18</u> for **PO ("BLANKET" PURCHASE ORDER) PCARD examples**: This is a General PO for Materials and supplies to be used for the entire year.

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.



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).



SEARCH RESULTS FOR : UNIT.ISSUES

UNIT.ISSUES Input

#	Key	Description
1	$	DOLLARS
2	BD	BUNDLE
3	BF	BOARD FOOT
4	BG	BAG
5	BL	BARREL
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
20	HR	Hour

+ Add 1 - 20 of 51

Examples of Unit of Issues that can be entered. Double click the correct line and it will automatically enter the correct information to **Unit of Issue**.

SEARCH RESULTS FOR : UNIT.ISSUES

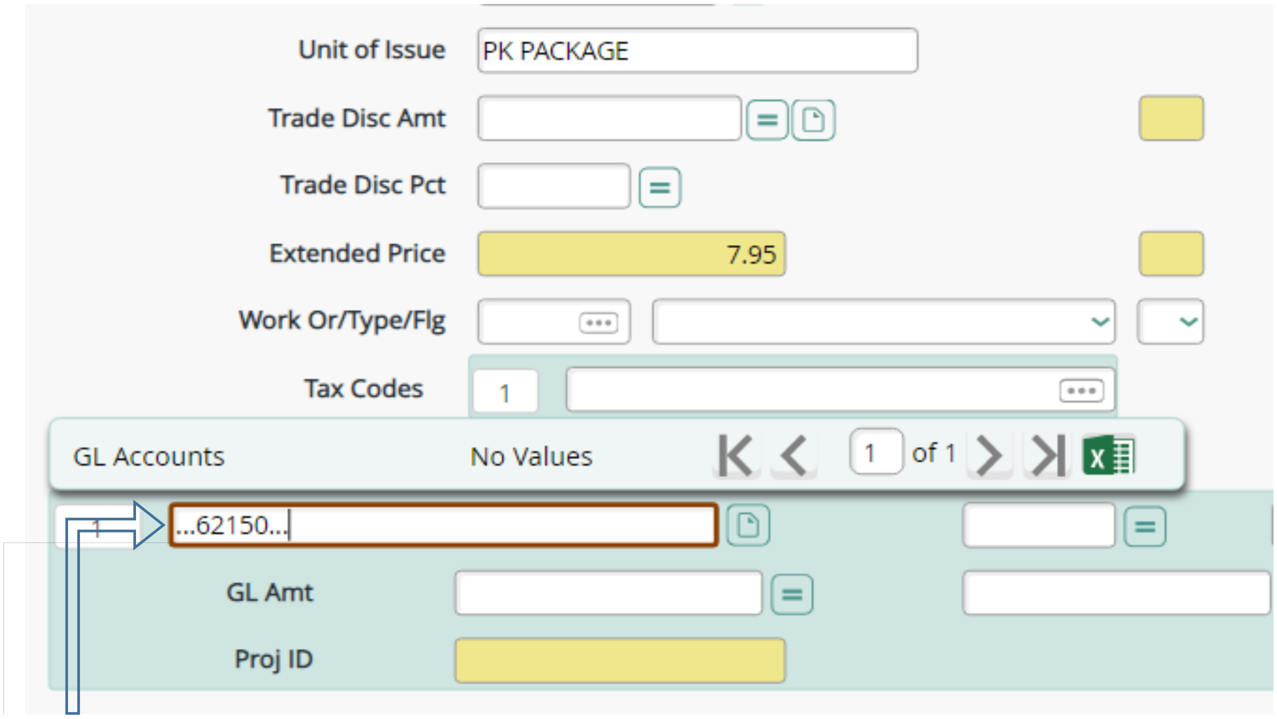
UNIT.ISSUES Input

#	Key	Description
21	IN	INCH
22	JR	JAR
23	KG	KILOGRAM
24	LB	POUND
25	LF	LINEAR FOOT
26	LG	LENGTH
27	LT	LOT
28	M	thousand
29	MO	MONTHLY
30	OZ	OUNCE
31	PC	PIECE
32	PD	PAD
33	PK	PACKAGE
34	PL	PAIL
35	PR	Pair
36	PT	PINT
37	QT	QUART
38	RE	REEL
39	RL	ROLL
40	RM	REAM

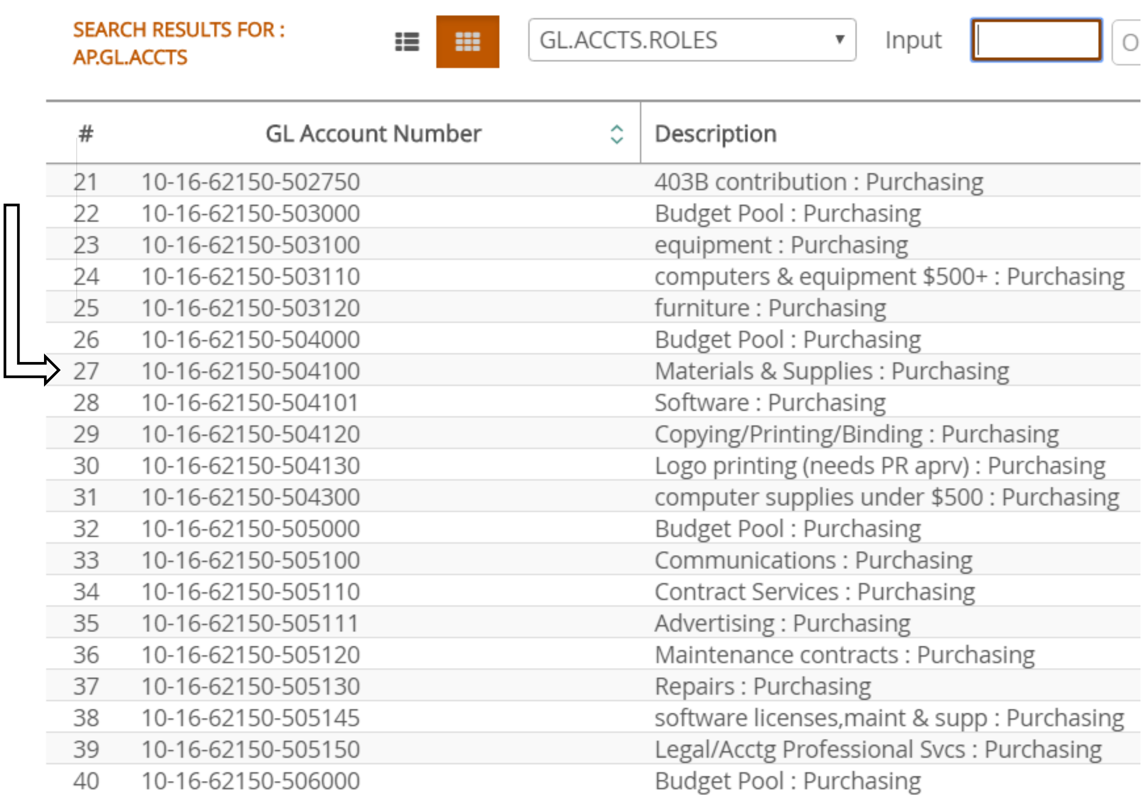
+ Add 21 - 40 of 51

If the abbreviation for Unit of Issue is already known, it can simply be entered into the Unit of Issue field and type Enter.

Type: '*PK*' (then press enter).



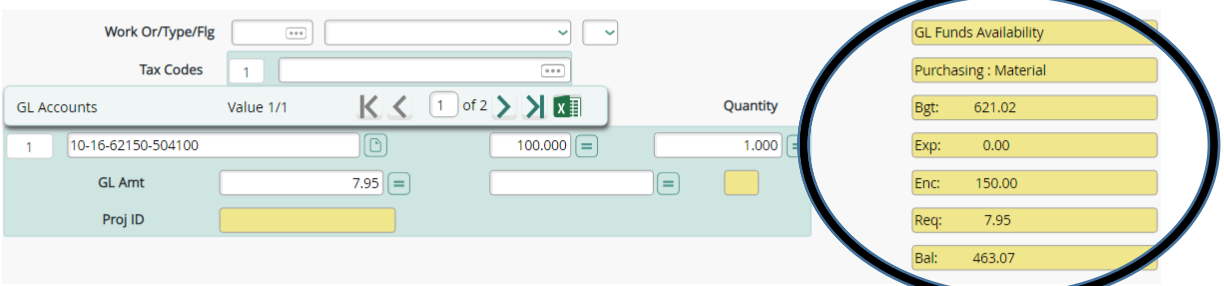
GL Accounts: To see all of the department object codes, enter "…5-digit department #…" This will create a list of all OCCC Object Codes (*image shown below is a sample*). In this instance, we would pick #27: Materials and Supplies. To select, simply double click on the correct option.

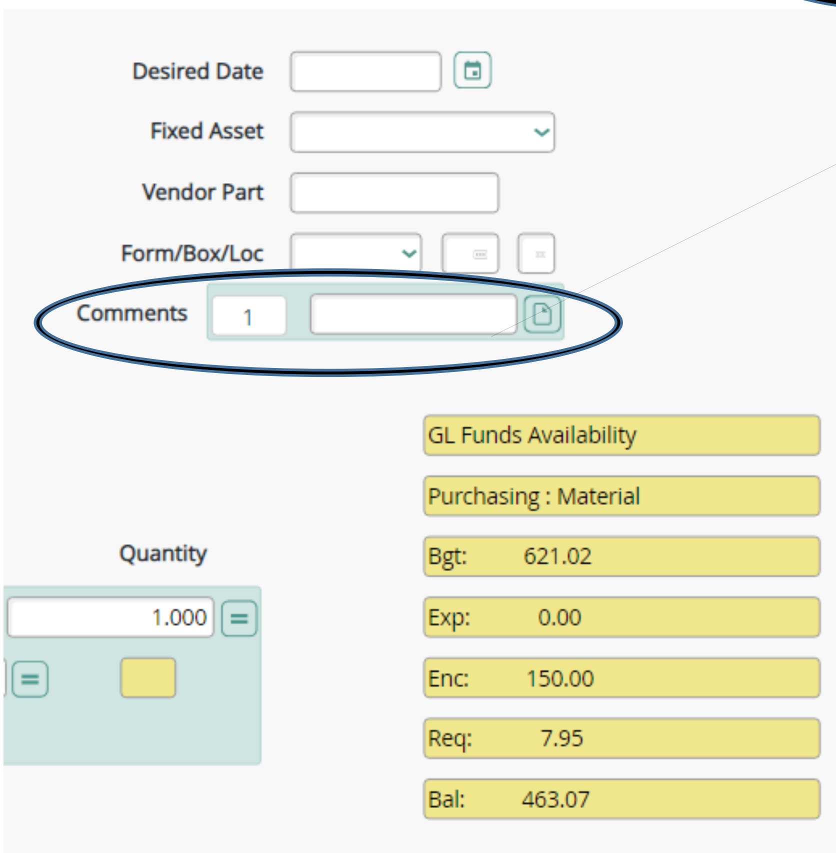

SEARCH RESULTS FOR : AP.GL.ACCTS

GL.ACCTS.ROLES | Input

#	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

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 Shipping & Receiving comments ONLY (e.g. what department, Attn: individual from specific department, and location: building/room).



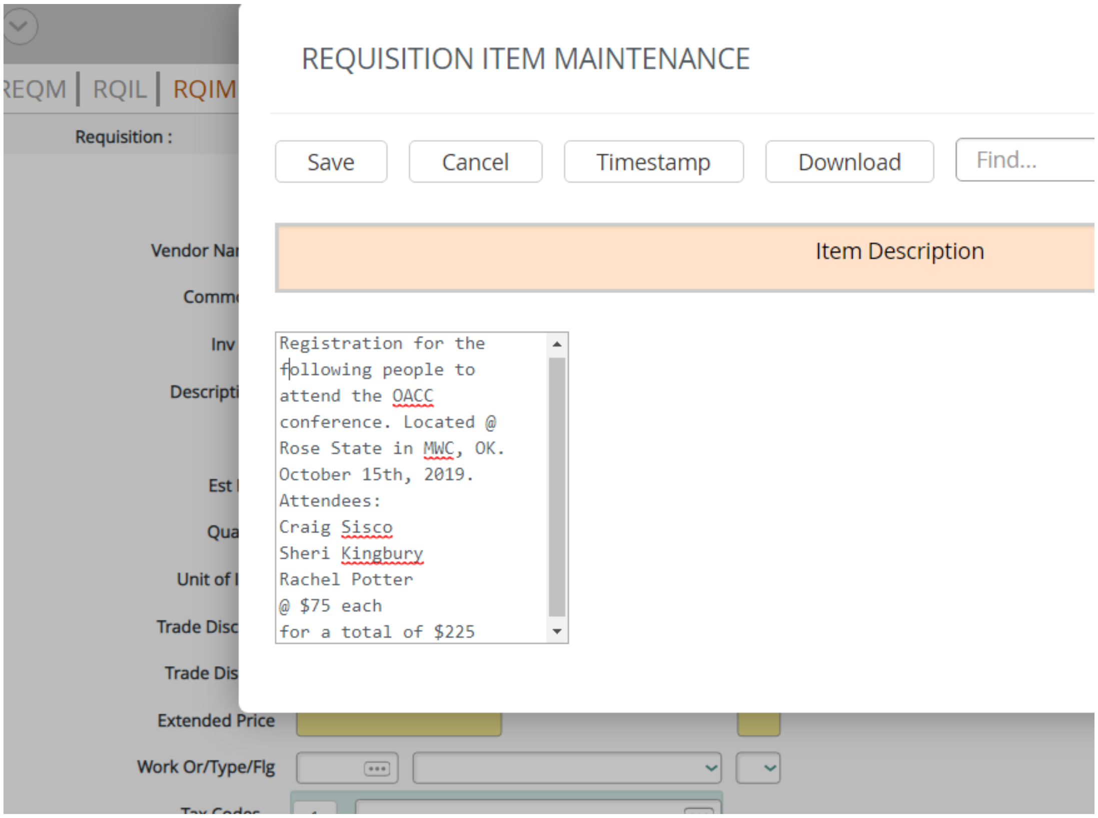


SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click *'Cancel.'* After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This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

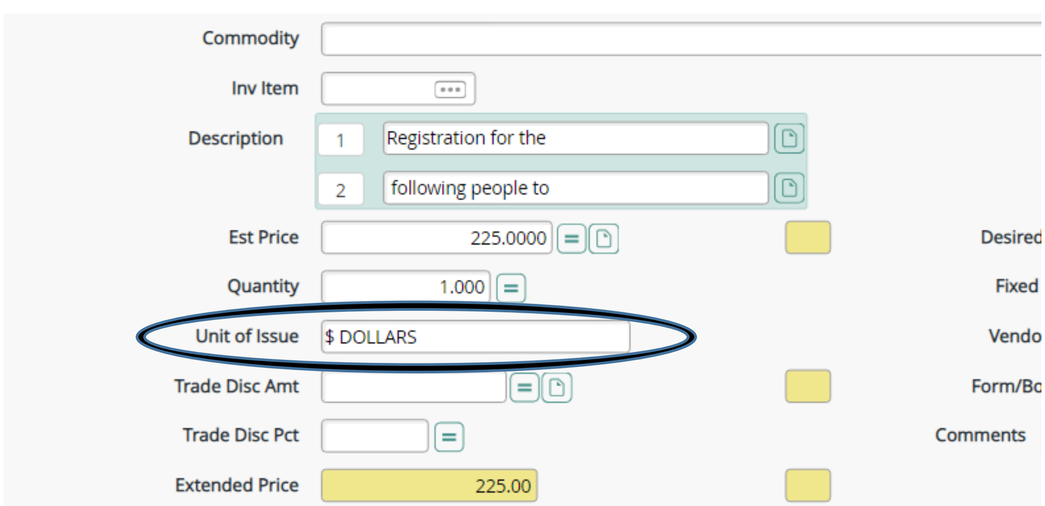
NEXT STEP: Once all Line Items have been entered, continue to p.21.

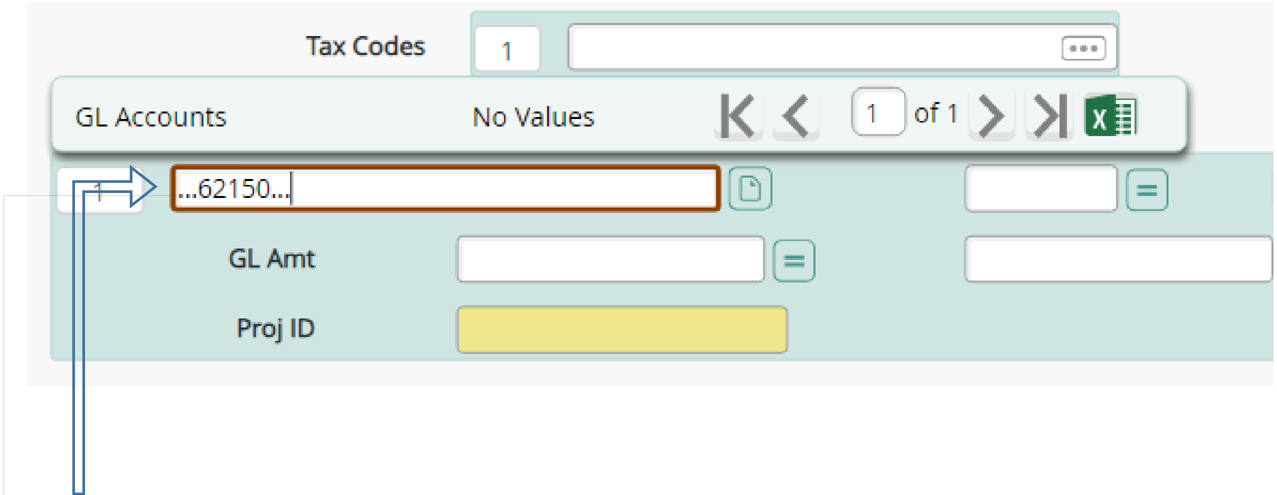
BPO (BLANKET PURCHASE ORDER TYPE) EXAMPLE

Description Instructions:



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

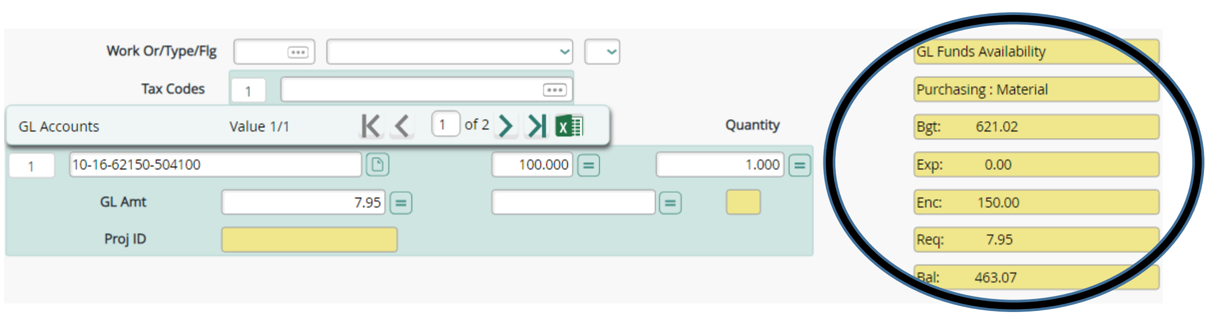




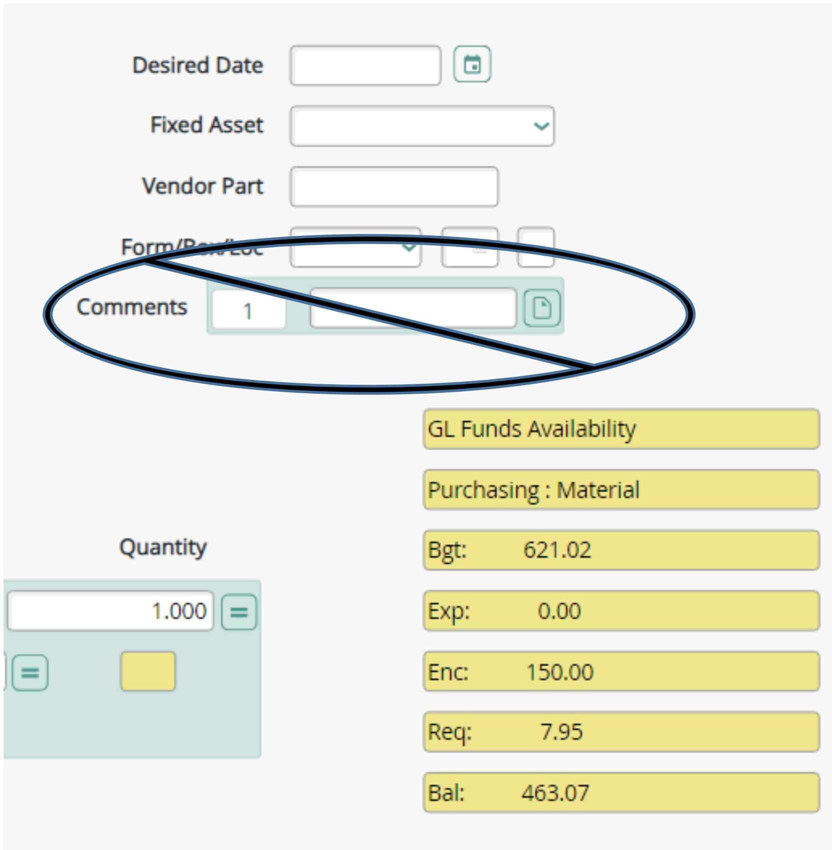
GL Accounts: To see all of the department object codes, enter "...5-digit department #..." This will create a list of all OCCC Object Codes (*image shown below is a sample*). In this instance, we would pick #47: Registration & Fees (*Below*).

#	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.



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> ***



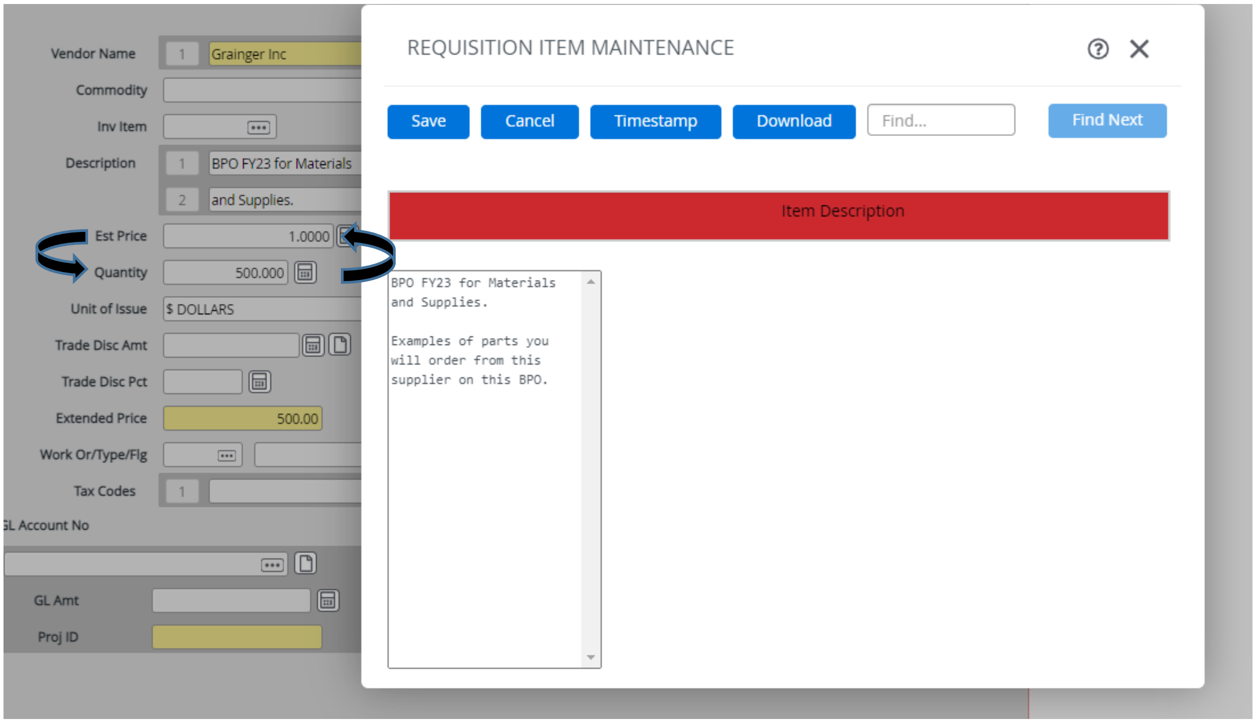
SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click *'Cancel.'* After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This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

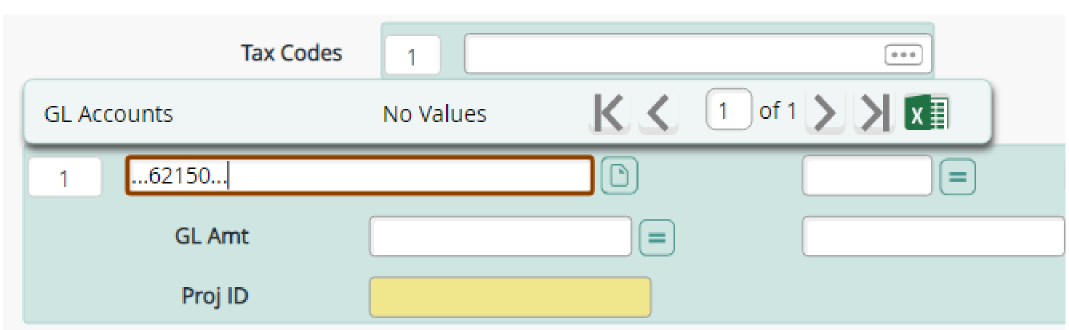
NEXT STEP: Once ALL information has been entered into the Line Item, continue to <u>p.21</u>.

PO (“BLANKET” PURCHASE ORDER TYPE) PCARD EXAMPLE

Description Instructions:

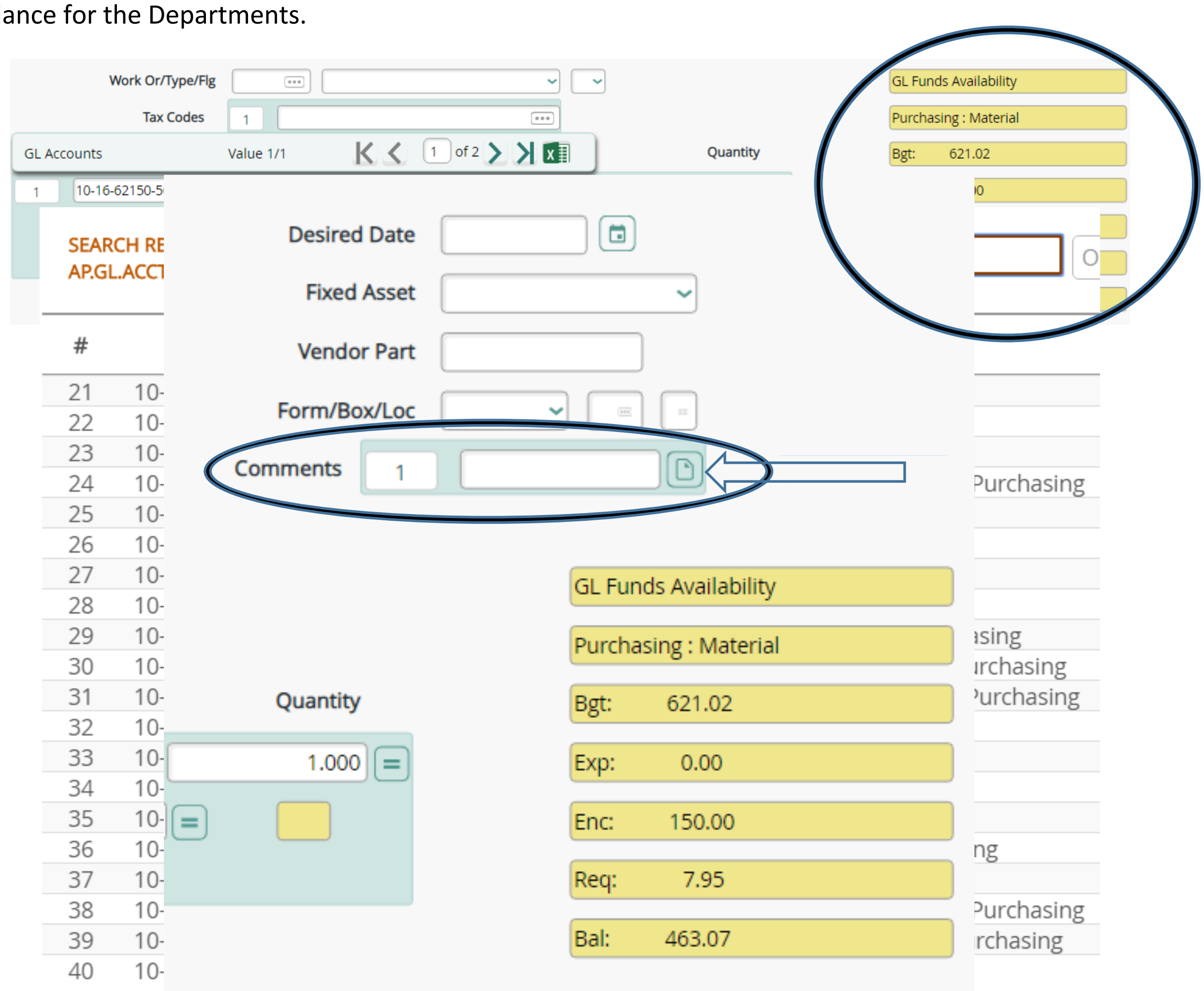


Price and Unit of Measure: ***This is where the qty and the est price is swapped. Est Price will ALWAYS be 1. The Quantity will be the number of dollars you intend to spend. The Unit of Issue will ALWAYS be ($) Dollars. ***



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.



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).

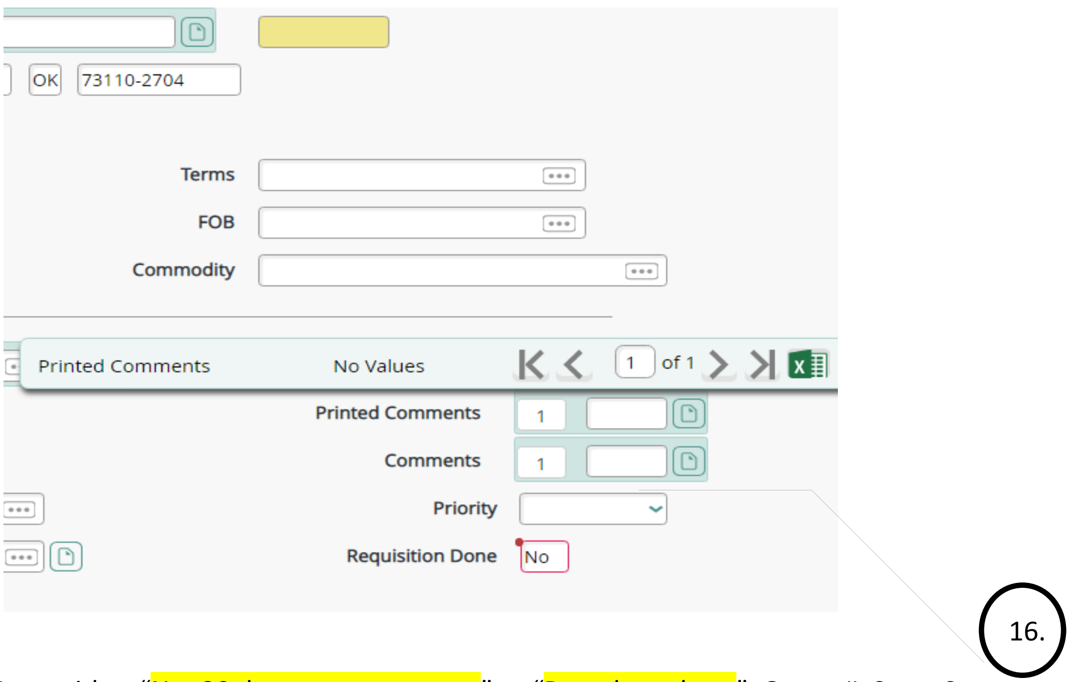
SAVE, CANCEL, SAVE: After all necessary fields have been entered click on the 'Save' button. If entering a new Line Item, a blank Line Item page will appear. If no extra Line Item is necessary, click *'Cancel.'* After clicking '*Cancel*' all Line Items will be visible. After review, click '*Save*.' This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

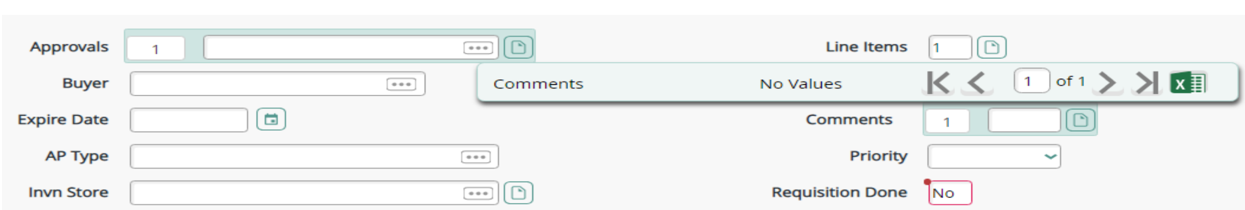
16. After completing ALL Line Items and saving them, the cursor will default to '**Printed Comments.**' Click on the WHITE button to the right of the '**Printed Comments**' field. **Information entered in this field is *PRINTED ON THE PURCHASE ORDER.***



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



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.

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 Systems	Computer equipment and systems that are $500 or more (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 & Support	Software maintenance renewals, software licenses, & upgrades that are downloadable Approval – Tim Whisenhunt
505150	Professional Services	Non-Payroll expenditures made for professional services such as: auditing, consulting, legal, architectural, and other professional/technical fees
Category 506	**Travel**	
506000	Travel	Employees Only – All travel related expenses

Category 507	**Utilities**	
507100	Utilities	
Category 508	**Other Expenses**	
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 514	**Materials & Supplies**	
514100	Materials & Supplies	
514101	Software	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 507	Utilities	
517100	Utilities	
Category 518	**Other Expenses**	
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 pre-payment/p-card.

Oklahoma Tax Commission

www.tax.ok.gov

OKLAHOMA CITY 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): Which we quote in part: "Sales of tangible personal property or services to private institutions of higher education and private elementary and secondary institutions of education accredited by the State Department of Education or registered by the State Board of Education for purposes of participating in federal programs or accredited as defined by the Oklahoma State Regents for Higher Education…"

Permit Number

EXM-14371559-02

Business Location	Industry Code	City Code	Permit Effective	Permit Expires
OKLAHOMA CITY COMMUNITY COLLEGE 7777 S MAY AVE OKLAHOMA CITY OK 73159-4419	611110	5521	January 01, 2016	NON-EXPIRING

OKLAHOMA CITY COMMUNITY COLLEGE

CONFERENCE/CLASS REGISTRATION PAYMENT INFORMATION FORM

Re: ____

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

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

Centennial Contractors Enterprises, Inc.
11111 Sunset Hills Road
Reston, VA 20190
Phone: (703) 885-4600
Fax: (703-885-4601

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

W-9 Form (Blank)

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

Employer identification number
[ ][ ] – [ ][ ][ ][ ][ ][ ][ ]

Part II Certification

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
2. 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.

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 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:

1. 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.

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 conducting a trade or business in the United States, provide Form W-9 to the 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.
3. Only product of the kind that will fulfill the need of the agency.
4. Situation requiring single source if unique and justifiable.

Date: _____

Department: _____ Telephone extension: _____

Vendor: _____

Address: _____

Telephone: _____ 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 No.	Material Located	Shipping Value

MERCHANDISE RETURN/SHIPPING ORDER

- ❑ Insure in the amount $__________
- ❑ Do not insure

MRO Number

Purchase Order No.

❑ Vendor Authorization to Return or other Vendor/ College correspondence is attached.

R.M.A. No.

Vendor ______________________________

Street ______________________________

City, State, Zip ______________________________

Carrier	Tracking #	Date Shipped	No. Pieces in Shipment	Wt.

Quantity	Part No.	Description

Reason for return

Requested by and date	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

michael.c.sisco@occc.edu

Senior Buyer – Chris Woodard

682-7593

christopher.woodard@occc.edu