

REQUISITION REQUIREMENTS

ALL REQUISITIONS

- Comments line: list Bid Reference
- Attention line: list who warehouse will deliver items to. Ex: Jane Doe/ Rm 201
- Notes: list Vendor QT # & info vendor would need or details related to order.
- Description lines: list the model number first, then description (ex: SPR4321- Graphing Mat)
- Limit to 30 lines
- Add shipping charges
- Attach Quote in pdf format

QUOTES REQUIRED?

See *Do I Need a Quote?*

Less than \$25,000: Vendor of choice.

- attach vendor QT to requisition
- \$25,000 - \$50,000:
- 3 Quotes- Use Quote Form
 - Attach quotes & Quote Form to requisition.
 - Enter Vendor QT # in Notes

LIBRARY BOOKS, ETC.

- In the first line of the description state vendor's online order #.
- Deliver to campus
- Attach Quote/ book list in pdf

MILEAGE REIMBURSEMENT

Commodity 850-004

- Person being reimbursed is vendor
- Mileage is paid @ IRS rates per mile (from/to campus, not home).
- Attach completed Mileage Form to requisition

TRAVEL REQUESTS

Commodity 850-005

All requests for approval for Employee and Student travel are entered through eFinancePlus as a requisition. Follow detailed instructions on Purchasing – Internal site on CISD Intranet

PURCHASING INSTRUCTIONS LOCATED AT CISD Intranet > Financial Services > Purchasing-Internal

REGISTRATIONS/ HOTELS

Commodity 100-005–Fees&Dues: registration

Enter in description of requisition:

- Who: Group/ Department attending (list names of all who will attend)
- What: List the event
- When: Date(s) of conference
- Where: Place of conference
- Comments line: Approved Travel PO#
- Attach registration/ hotel info to the requisition

SUBSCRIPTIONS

- Attach subscription or renewal info to requisition
- Ship to campus
- Enter dates of subscription on requisition
- Account Code is 6329

MEMBERSHIPS

Commodity 100-004 – Fees & Dues

- list membership ID, whom it's for, organization name, dates of membership
- Attach membership info to requisition

FURNITURE

See Shopping A-Z/ Furniture

- Brand, model number, finish, color
- Campus contact name and phone number in requisition Notes field.
- Account code is 6318
- Ship to campus.

ONLINE ORDERS

- Type online order number in description
- Total of online order is unit price and total for requisition. Quantity is 1.
- If it ships to Warehouse (School Specialty companies) limit on-line order to 25 items.
- Attach pdf of order cart to requisition.

Send all charge slips/receipts for vendors below to Accounts Payable within 5 days. DO NOT HOLD!

See Purchasing –Internal site on CISD Intranet for detailed ordering instructions for vendors such as:

- | | |
|-------------------------|----------------|
| -Sam's Club | - Lowes |
| -Daniel Office Products | - Kroger |
| -School Specialty | - Office Depot |
| -Barnes & Noble | - Nasco |
| -Lakeshore Learning | -Amazon |

REGION 6 and REGION 4 REQUISITIONS

Region 6 – 00004746 Region 4 – 00004618

Use these vendor numbers for ALL requisitions. Registrations to these vendors are the only ones automatically faxed/emailed. If other vendor registrations need to be faxed, state in the Notes section of the requisition "Fax to #xxx-xxx-xxxx." See Region 4 registration instructions on website

ADD ATTACHMENT



Any required attachments/ backup should be attached in PDF format to the requisition by clicking the Attachment icon. The following requisitions need attachments:

- Attach Vendor Quote/ Pricing/ web cart
- Daniel Office & School Specialty- attach cart.
- Travel Requests (Approvals) – attach backup info
- Registrations/ Subscriptions/ Hotels/ Charter
- Mileage reimbursements
- Orders that require 3 vendor quotes (attach quotes and Quote Form)

WAREHOUSE REQUISITIONS

- Warehouse Inventory> WHSE Admin> Requests

• Click

- Ship To Code should be the location to which the items are to be delivered.

• Click to save

WHERE DOES IT SHIP TO?

See the CISD Warehouse Website > What warehouse Do I use to determine your assigned warehouse.

- **Everything** ships to your assigned warehouse (727N or 727S) EXCEPT:
 - _ Technology hardware and repairs ship to Technology – 728
 - _ Book binding ship to Technology - 728

The following items should all be shipped directly to the campus, with the campus responsible for receiving them in the eFinancePlus System:

- ___ Large orders (attached lists) of library books and videos
- ___ Trophies
- ___ Daniel Office Products
- ___ large Clay orders
- ___ Heavy or bulky items (over 100 lbs.)
- ___ Items for which installation is part of the purchase price
- ___ furniture
- ___ Repaired instruments
- ___ Pianos, risers, and folio cabinets
- ___ Formal gowns, tuxedos, and items transported in hanging clothes racks
- ___ Subscriptions
- ___ Pickup orders
- ___ Registrations/ Memberships
- ___ Chemicals, live specimens

When shipping items to the campus list a campus contact name & Phone # in the Notes field so the vendor can call to schedule/ notify of delivery.

****ALL AUDIO VISUAL EQUIPMENT** is to be shipped to 727N or 727S**

WHAT DOES IT MEAN?

- When I check the status of my requisition I see:

In Progress – partially entered but not complete. You must SAVE in order for it to be routed for approvals.

Open The requisition has not been approved at any level.

Partly Approved The requisition has been approved at the campus or departmental level, but is still awaiting approval from the Purchasing Dept.

Approved The requisition has been approved at all levels, but has not yet been converted to a purchase order.

Needs Correction The requisition needs corrections before it can be approved. See the HOW TO CORRECT A REQ MARKED NEEDS CORRECTION

PO-34001859 the requisition has been converted to a PO.

- When I look at purchase order transactions I see the following codes:

17 -This indicates the item is encumbered.

18 -This indicates a change order to adjust amount(s).

21 -Amount of payment

Bid Reference: how the vendor is awarded for the items you are purchasing. It is a CISD bid #, CISD quote #, co-op (EPIC 6, TCPN, DIR, etc.). This info can be found on the *CISD Awarded Vendor List*. Enter in comments line of the requisition.

Comments Line: Enter info in 1st line of comments section. Only the 1st line shows on the PO. List Bid Reference (see above). Only list CISD bid or quote # for the items you are purchasing on that requisition. If not a bid item, list Travel Approval, Travel PO # XXX, mileage, etc.

AVOID THESE MISTAKES!

- **Not attaching vendor Quote to requisition and listing quote number in Notes.**
- More than 30 line items on a requisition
- “See Attached list” on comments line - list each item as a separate line item.
- Referencing expired bid/ Quote numbers (Check Shopping A-Z and CISD Awarded Vendor List)
- Referencing more than one invoice or order number on your requisition for online orders (Daniel Office Products, School Specialty)
- Entering more than 25 line items on online orders that ship to the warehouse (School Specialty)
- Not using the Coding Guidelines for Technology & AV Form and coding Technology items wrong
- Choosing the wrong Department code for routing of requisitions for approval

WAREHOUSE DELIVERIES You can tell if a delivery is from the warehouse if it has green writing on boxes. Do not receive – the warehouse receives in eFinancePlus. Remember this way:
If it's in Green, Do not receive on the Screen!

CHARTER BUS RENTAL/ VEHICLE RENTAL

- See Shopping A-Z/ Charter Bus for complete instructions.
- See Shopping A-Z/ Vehicle Rentals for complete, detailed instructions.
- You MUST use awarded vendors and pay with PO

TECHNOLOGY & AUDIO VISUAL

- See the *CODING GUIDELINES FOR TECHNOLOGY & AV* list on CISD Intranet/ Purchasing- Internal to ensure you use the correct codes for these requisitions

All requisitions must be approved and a purchase order generated PRIOR to a purchase or event. *This includes food and catering.* Failure to do so will result in department/ campus being responsible for payment of unauthorized purchase.