

How to Create a Requisition for Goods & Services

In

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&

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How to Create a Requisition

In OCCC Employee Portal

Director of Purchasing: Craig Sisco

REQUISITIONS TAKE 3-5 BUSINESS DAYS TO PROCESS.

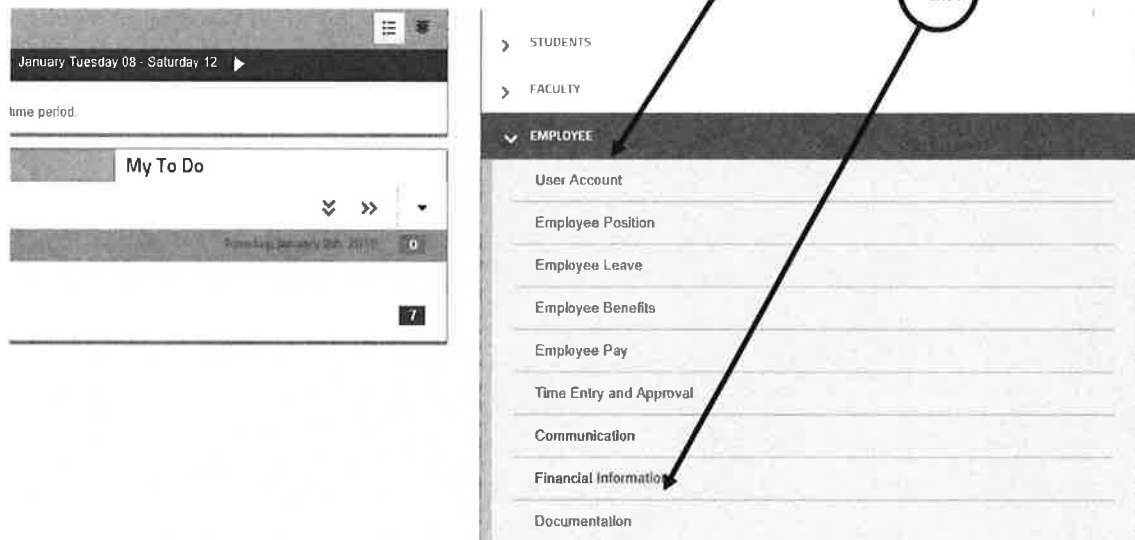
How to create a requisition in OCCC Employee Portal

1. Log into the OCCC Employee Portal.

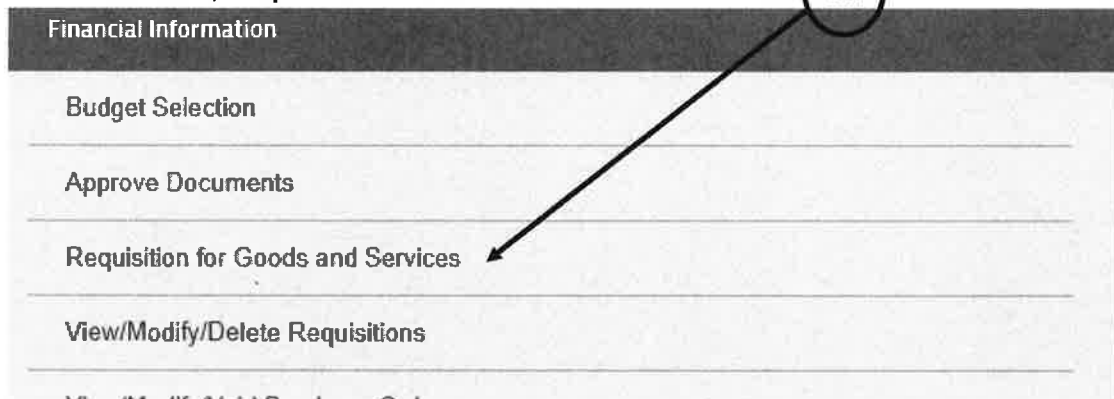
a. Click on 'Employee' to open the drop down menu.



b. Select 'Financial Information.'



c. Then, 'Requisition for Goods and Services.'



2. Enter Vendor Name or Vendor ID Number (e.g. Staples or 324717)

Requisition for Goods and Services

Vendor ID or Name

☐ I do not wish to perform a Vendor LookUp

- a. Click the **Submit** button.
- b. A list of possible vendors will appear. Select and click on the submit button again.

Choose One	Vendor ID	Vendor Name	Vendor Address
<input type="radio"/>	0038432	Ms. Cherie A. Staples	
<input type="radio"/>	0172473	Ms. Lynn Nunn	
<input type="radio"/>	0324717	Staples Contract & Commercial Inc	5100 North Brookline #575 Oklahoma City OK 73112-3629
<input type="radio"/>	0387244	Ms. Jeannette Staples	
<input type="radio"/>	0395668	Kimberly Staples	

*****IMPORTANT NOTE: If there is no vendor available. *****

Please obtain a W-9 from vendor as soon as possible and send to Purchasing. This is so Purchasing can put the new vendor in the system. Using OCCC Portal, the requisition cannot be entered or processed into a purchase order without a W-9.

3. Click Submit button again.

CONTINUED ON NEXT PAGE

View Budget

Requestion Date* 01/24/19

Imbler* RPOTTER

Confirmation E-Mail Address* rachel.jpollen@occc.edu

Ship to* 01 OKC Community College ▼

Desired Date

Vendor ID or Name 0136552

Person Vendor ☐

AP Type ▼

[illegible]

	P
	M

5

4. After choosing the correct vendor, the following sections will automatically populate with the correct information. **DO NOT CHANGE THE DEFAULT SETTINGS IN THESE FIELDS.**

- Requisition Date:
- Initiator:
- Confirmation E-Mail Address: *(This is where the confirmation email will be sent.)*
- Ship to:
- Desired Date: ***Leave Blank***
- Vendor Id or Name:
- Person Vendor: **DO NOT USE.**
- AP Type: **DO NOT USE.**

Enter a Requisition for Goods and Services *

Go back

View Budget

Requisition Date* 12/11/18

Initiator* LOVERDOR

Confirmation E-Mail Address* lance.j.overdorff@occc.edu

Ship to* 01 OKC Community College ▼

Desired Date

Vendor ID or Name 0324717

Person Vendor

AP Type

- **IMPORTANT NOTE:** If you need to view the budget prior to creating a requisition, click on the 'View Budget' link shown at the top of the above page to view available funds. Click on the 'Close Window' button to return to requisition form.

*****DO NOT PUT ANYTHING IN THE "DESIRED DATE" FIELD*****

If the requisition is time-sensitive, an e-mail should be sent to Purchasing with justification on why the requisition needs to be ahead of other outstanding requisitions entered prior to the one in question.

ALL OTHER REQUISITIONS TAKE 3-5 BUSINESS DAYS TO PROCESS.

12/11/18
 LOVERDOR
 lance.j.loverdor@occc.edu
 01 OKC Community College
 0324717

Vendor Item	Quantity*	Unit of Issue	Price	Cost Center	Object Code
		PK PACKAGE	54.99		504100 Materials & Supplies

6. Other important fields to enter information:

- Quantity: Numeric amount to be ordered.
- Unit of Issue: Use drop down arrow to choose from populated list. *Example below.*

Unit of Issue

EA EACH

\$ DOLLARS
 BD BUNDLE
 BF BOARD FOOT
 BG BAG
 BL BARREL
 BO BOTTLE
 BX BOX
 CG CARTRIDGE
 CS CASE
 CT CARTON
 CY CUBIC YARD
 DR DRUM
 DZ DOZEN
 EA EACH
 FT FOOT
 GL GALLON
 GM GRAM
 GR GROSS
 HF HUNDRED FEET

6b.

- Price: Enter vendor's price for the item. *For example, if price is \$245.99, enter 245.99.*

- d. **Cost Center:** Use the drop down arrow to select the correct GL account number to charge. Example below.

Cost Center

10-15-52010 Student Support Services
10-15-52010 Student Support Services
11-01-95057 Special Events-Student Supp Sv
20-11-18049 Upward Bound 2010-11
20-11-18059 Upward Bound FY 11/12
20-11-18062 TRIO FY 12/13
20-11-18063 Upward Bound FY 12/13
20-11-18066 TRIO FY 13/14
20-11-18067 Upward Bound FY 13/14
20-11-18071 Upward Bound FY 14/15
20-11-18075 Upward Bound FY 15/16
20-11-18083 Upward Bound FY 16/17
20-11-18085 Upward Bound FY2018-2022
20-11-18589 Carl Perkins FY 2011
20-11-18903 Carl Perkins FY12
20-11-18916 Carl Perkins FY 2013
20-11-18926 Carl Perkins FY14
20-11-18930 Carl Perkins FY15
20-11-18941 Carl Perkins FY2016

- e. **Object Code:** Use the drop down arrow to select the appropriate Object Code. Example below.

Object Code

504100 Materials & Supplies
501410 Classified-part time
501420 Classified-temporary
501500 Work Study-temporary
502000 Budget Pool
502400 Flex Spending Fee
502700 FICA
502705 WORKERS COMPENSATION
502710 STATE UNEMPLOYMENT
502715 MUTUAL OF OMAHA LIFE INSURANCE
502720 Health insurance
502725 Dental insurance
502730 OTRS
502740 OTRS ADMIN FEE
502750 403B contribution
503000 Budget Pool
503100 equipment
503110 computers & equipment \$500+
503120 furniture
504000 Budget Pool
504100 Materials & Supplies

- f. **Project ID:** Do not use ***
- g. **Tax Code:** Do not use ***

7. Printed Comments: These comments will PRINT on PO.

a. Necessary comments for the vendor to see include:

- Quote numbers
- Who provided the quote (vendor employee)
- Customer account numbers
- PCard purchases (with name of PCard Holder included)



Printed Comments

Quote 12345
Pricing Per John Doe
Customer Acct #
PCard Purchasing/Initiators name.

Comments

8. Comments: These comments will not print on the PO and are used for instructions given to the Purchasing department.

a. Necessary comments to include in this field:

- "Quote sent to Purchasing"
- "Send PO to: (Initiator and/or Vendors name)"
- Vendor contact information (email, phone, fax)
- "Sole Source Affidavit or Budget Expenditure Form (BVF) sent."

Printed Comments

Quote 12345
Pricing Per John Doe
Customer Acct #
PCard Purchasing/ initiators name.

Comments

PCard Purchase
Quote/Sole Source/ BVF sent to purchasing
Send PO to vendor
Vendor contact information (email, phone, fax)

Next Approver



*****All information including but not limited to: quotes, Sole Sources, BVF's, W-9's, correspondence, etc. need to be sent to Purchasing. This should be done IMMEDIATELY AFTER COMPLETION of the requisition. Requisition# should be in the subject line of the e-mail. This is to avoid delays in processing purchase orders. *****

9. If the requisition needs to be **MODIFIED** (see p.14-21 and follow steps 1-15) and/or it is **NOT COMPLETE**, then skip to the bottom of the page and click **Submit**. This will save all entered information *WITHOUT* submitting for approval.

- **IMPORTANT NOTE:** If the requisition is **NOT COMPLETE** and the Budget Officers name is entered into the field at this step, the Budget Officer will receive an email to approve the requisition every time the initiator modifies it.

10. If the requisition **IS COMPLETE** continue with the following steps to submit for approval:

- Scroll down to Next Approver
- Click the dropdown menu on the right of the first field under **Next Approver** and select the Budget Officer for that account. Example below.
- After selecting Budget Officer, click **Submit**.

The screenshot shows a web form with a 'Comments' text area at the top. Below it is the 'Next Approver' section, which features a dropdown menu. The dropdown menu is open, displaying a list of names: AISLINN.V.BURROWS, ALEXA.C.MASHLAN, AMANDA.WILLIAMS-MIZE, ANNMARIE.F.RAIA, BRENDA.K.CARPENTER, BRENDA.S.REINKE, BRYON.A.DICKENS, CALLISON.M.COBBURN, CAROLYN.M.WITTENBACH, CECIL.M.SIMMONS, CFRENCH, CHARLOTTE.K.BAIRD, CHERYL.D.WOLFE, CHRIS.M.SNOW, CHRISTOPHER.SHELLEY, COMESHA.N.WOODS, CONNIE.R.DRUMMOND, CYNTHIA.D.GARY, and DANIEL.C.PIAZZA. To the right of the dropdown menu is a 'SUBMIT' button. Two callouts, 10a and 10b, are shown in a circle. Callout 10a points to the 'Next Approver' label, and callout 10b points to the dropdown menu.

11. After completing the requisition, a red notification will appear at the top of the page confirming that the modifications were successfully created. Also, a confirmation email will automatically be sent to the Initiator (plus the Budget Officer if added). An example of the notification is on p.12; an example of the e-mail is on p.13.

Requisition was successfully created

Requisition Number 0086865
Requisition Total \$54.89
Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved AP Type
Requisition Date 01/25/18 Status Date 01/25/18 Maintenance Date 01/25/18 Desired Date
Requestor Name Rachel L Potter Initiator Name Rachel L Potter
Ship to 01 OKC Community College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired
Small Desktop Printer	1500	PK PACKAGE		\$4.99	\$4.99	11-51-20030-314110 Printer Materials & Supplies		

Printed Comments

Order To BS
Pricing Per John Doe
Customer Prod #
PCard Purchasing/Initiator's name

Comments

PCard Package
Quota/Sole Source/BVF sent to Purchasing
Send PO to Vendor
Vendor contact information(email, phone, fax)

Approval Date

Next Approval

By: Michael Craig Grace

OR

*****All information including but not limited to: quotes, Sole Sources, BVF's, W-9's, correspondence, etc. should be sent to Purchasing via e-mail/campus mail. This should be done IMMEDIATELY AFTER COMPLETING a requisition. The requisition # should be in the subject line of the e-mail. This is to avoid delays in processing purchase orders. *****

12. For examples of the 3 different kinds of PO's:

- Refer to p.22 for **PO examples**: this is for **TANGIBLE ITEMS**.
- Refer to p.25 for **BPO examples**: this is for **Registrations, Memberships, Contract Services, etc.**
- Refer to p.29 for **BPO's for TANGIBLE items examples**: This is a general PO for materials and supplies. *To be used for the entire year when there is not a specific list of items to be purchased.* The purpose of this type of PO is so that the Initiator is not bound to a specific item when purchasing with PCard e.g. Office supplies, materials for student events, etc... This Must be a Local Vendor

CONTINUED ON NEXT PAGE

13. If modifications need to be made to the requisition (p.14-21), everything on the e-mail below will look the same (except that the Budget Officers name will not appear at the bottom). Once the requisition has been modified, the Initiator will need to manually enter the Budget Officers name. A drop down will not be provided during/after modifications.

14. If separate line items need to be added to the requisition, see p.31-37 in the How to Add a Line Item section.

Requisition Status Not Approved
AP Type
Requisition Date 01/25/19
Status Date 01/25/19
Maintenance Date 01/25/19
Desired Date
Requestor Name Rachel L. Potter
Initiator Name Rachel L. Potter
Ship to 01 OKC Community College
Commodity Code

Item 1
Item Description Item Number 489526 Green
Vendor Item
Quantity 1.000
Unit of Issue PK PACKAGE
Price 54.9900
Extended Price 54.99
GL Distribution 11-01-93030-514100 Pioneer : Materials & Supplies
Project ID
Desired Date
Fixed Asset
Tax Info
Item Comments Deliver to JMC 142(c) Purchasing

Printed Comments
Quote 12345
Pricing Per John Doe
Customer Acct #
PCard
Purchasing/Initiators
name.

Comments
PCard Purchase
Quote/Sole Source/ BVF sent to Purchasing
Send PO to Vendor
Vendor contact information(email, phone, fax)

Approval Date

Next Approval
MICHAEL.C.SISCO

*****Purchasing is not able to process a requisition that has not been 'Approved' by the Budget Officer. *****

How to View/Modify Requisitions

- Go back into **OSCC Employee Portal >>> Employees >>> Financial Information**. To find this (or if more detail is needed), please refer to step 1 (a., b., &c.) in the **How to Create a Requisition in OSCC Employee Portal** section located on p.3.
 - Select **View/Modify/Delete Requisitions** to view information about a requisition.
Example below.

- A list of requisitions that the initiator has completed will appear.

View/Modify/Delete Requisitions									
Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	
0087133	12/11/18	Not Approved		Mr. Lance J. Overdorff	Mr. Lance J. Overdorff	0324717	Staples Contract & Commercial Inc	62.98	Receive Modify Delete
0087073	12/03/18	PO Created	B0049866	Mr. Lance J. Overdorff	Mr. Lance J. Overdorff	0019451	Educators Leadership Academy	199.00	Receive Modify Delete
0087071	12/03/18	PO Created	B0049873	Mr. Lance J. Overdorff	Mr. Lance J. Overdorff	0000168	AHEAD	665.00	Receive Modify Delete

- To add information to a requisition, choose **Modify** on any requisition that does not have a PO number associated with it.

- **IMPORTANT NOTE:** 'Receive' is for Shipping and Receiving ONLY.

Total Amount				
Inc	62.98	Receive	Modify	Delete
	199.00	Receive	Modify	Delete
	665.00	Receive	Modify	Delete

3.

After clicking Modify a screen similar to the one below will appear

Initiator Mr. Lance J. Overdorff Desired Date Commodity Code

Confirmation E-Mail Address* lance.j.overdorff@occc.edu

Ship to 01 OKC Community College ▼

Vendor ID or Name 0324717

Staples Contract & Commercial Inc

Person Vendor ☐

AP Type

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input type="checkbox"/>	1111		1.000	EA EACH ▼	0.0010

Number of Line Items to Add 0

Printed Comments

Pcard Lance

Comments

send PO to Lance will pay on Pcard

Next Approval

CONTINUED ON NEXT PAGE

4. The following sections will automatically populate with the correct information. **DO NOT CHANGE DEFAULT SETTING IN THESE FIELDS.**

- Confirmation E-mail Address: *This is where the confirmation email will be sent.*
- Ship to:
- Vendor Id or Name:

Modify a Requisition

Go back

* = Required

View Budget

Requisition Number: 0087133 Requisition Date: 12/11/18 Status: Not Approved Status Date: 12/11/18

Initiator: Mr. Lance J. Overdorff Desired Date: Commodity Code:

Confirmation E-Mail Address*: lance.j.overdorff@occc.edu

Ship to: 01 OKC Community College

Vendor ID or Name: 0324717
Staples Contract & Commercial Inc

5. Check the **Modify** box (shown below) **BEFORE** clicking **Submit**.

Vendor ID or Name: 0324717
Staples Contract & Commercial Inc

Person Vendor: ☐

AP Type:

Modify	Delete	Item Description	Vendor Item	Quantity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Item Number 489526		1.000

Number of Line Items to Add: 0

Printed Comments: Quote 12345
Pricing Per John Doe
Customer Acct #
PCard

Comments:

Next Approval: Approval Date:

- 6. Line Items:** This is for PO's for **TANGIBLE** items **ONLY**. If **Line Items** need to be added, put the number of lines to be added in the **Line Items** field. A separate **Line Item** should be added for each **TANGIBLE** item of the same nature. For example: 25 packages of GREEN file folders go into the same line item, but if also adding 25 packages of BLUE file folders a separate **Line Item** must be created to indicate that these items are different. More information on how to add new **Line Items** is located on p.31-37. Please add number of **Line Items** to include BEFORE clicking **Submit**.
- 7. COMMENTS/PRINTED COMMENTS:** If **Comments/Printed Comments** were not entered at the time the requisition was created (or additional information is needed), please add them in the fields below BEFORE clicking **Submit**.

Number of Line Items to Add <input style="width: 50px;" type="text" value="2"/>	
Printed Comments <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> If comments were not entered or need editing at the time the requisition was created, </div>	Comments <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> If comments were not entered or need editing at the time the requisition was created, add them in this field before hitting submit. </div>
Next Approval <input style="width: 100px;" type="text"/>	Approval Date <input style="width: 100px;" type="text"/>

8. Next Approval: Leave Blank until all modifications have been made.

Printed Comments <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Comments <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
--	--

Next Approval

Approval Date

SUBMIT

- 9. Submit.**

***After clicking Submit, a screen similar to the one below will appear. ***

* = Required

Requisition Number

0086886

Initiator

Rachel L. Potter

Desired Date

Commodity Code

Item Description*

Item Number 489526

Vendor Item

Quantity*

1.000

Unit of Issue

PK PACKAGE

Price

54.9900

Trade Disc Pct

Trade Disc Amt

Fixed Asset

Cost Center

Object Code

Project ID

Amount

11-01-93030 Pioneer	514100 Materials & Supplies		54.99

Tax Code(s)

Tax Form

Box No

State

Comments

Item 1 of 1

SUBMIT

CONTINUED ON NEXT PAGE

10. Item Description:

- a. This SECOND section for **Item Description** allows more than 26 characters.
- b. This is so the Initiator can enter detailed information about the product.

* = Required

Requisition Number	0086866
Initiator	Rachel L. Potter
Desired Date	
Commodity Code	
Item Description	Greenfile folders 8x11.5 25 per pack. Item # 489526
Vendor Item	
Quantity*	1.000
Unit of Issue	PK PACKAGE
Price	54.9900
Trade Disc Pct	
Trade Disc Amt	

11. The Comments section on this page goes to SHIPPING/RECEIVING, so items can be delivered to the correct department.

- a. Necessary comments to include in this field:

- Deliver to: Office number, Department, Building, etc. Example below.

Tax Form

Box No

State

Comments

Deliver to JMC 142(c) Purchasing

Item 1 of 2

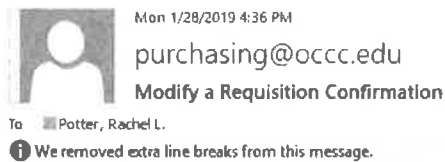
*****Purchasing DOES NOT see these comments*****

12. Once all modifications have been made, click **Submit at the bottom of the page to complete the process.**

13. Adding the Budget Officers name: Once the requisition has been modified, the Initiator will need to manually enter the Budget Officers name. A drop down will not be provided during/after modifications. Repeat steps 1-5 of this section and type in the budget officers name as it appears on their OCCC email e.g. michael.c.sisco. Example below.

Next Approval	Approval Date
MICHAEL.C.SISCO	

14. Click Submit again. This time, a confirmation email will be sent to the initiator and a separate email will be sent to the Budget Officer requesting them to approve the requisition. Example below.



Requisition Number 0086866

Requisition Total \$54.99
Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved
AP Type
Requisition Date 01/25/19
Status Date 01/25/19
Maintenance Date 01/25/19
Desired Date
Requestor Name Rachel L. Potter
Initiator Name Rachel L. Potter
Ship to 01 OKC Community College
Commodity Code

Item 1
Item Description Item Number 489526 Green
Vendor Item
Quantity 1.000
Unit of Issue PK PACKAGE
Price 54.9900
Extended Price 54.99
GL Distribution 11-01-93030-514100 Pioneer : Materials & Supplies
Project ID
Desired Date
Fixed Asset
Tax Info
Item Comments Deliver to JMC 142(c) Purchasing

Printed Comments
Quote 12345
Pricing Per John Doe
Customer Acct #
PCard
Purchasing/Initiators
name.

Comments
PCard Purchase
Quote/Sole Source/ BVF sent to Purchasing Send PO to Vendor Vendor contact information(email, phone, fax)

Approval Date

15. Each time after modifying the requisition, a red notification will appear at the top of the page confirming that the requisition was successfully created or edited. Example below.

Requisition

Go back

Requisition was successfully modified

Requisition Number 0087365

Requisition Total \$0.00

Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not ApprovedAP Type

Requisition Date 01/23/19Status Date 01/23/19Maintenance Date 01/23/19Desired Date

Requestor Name Mr. Lance J. OverdorffInitiator Name Mr. Lance J. Overdorff

Ship to 01 OKC Community CollegeCommodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
1111		1.000	EA EACH	0.0010	0.00	10-15-52010-504100 Student Support Services : Materials & Supplies					Shipping Comments: Please deliver to SSS Office 1E7

Printed Comments

Pcard Lance

Requisition

Go back

Requisition was successfully modified

Requisition Number 0087365

Requisition Total \$0.00

Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not ApprovedAP Type


PO (PURCHASE ORDER) EXAMPLE

Price, Unit of Issue, & Quantity: To find or enter information in the fields; **Price, Unit of Issue** and **Quantity** please repeat steps 1-7 in **How to View/Modify Requisitions**. This information is located on p.14-21 OR repeat steps 1-6 in **How to create a requisition in OCCC Employee Portal** located on p.3-13 *Example of the correct information to include in these fields is shown below.*

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input type="checkbox"/>	Item number 489526		1.000	\$ DOLLARS	54.9900
					BD BUNDLE	
					BF BOARD FOOT	
					BG BAG	

Number of Line Items to Add

- **IMPORTANT NOTE:** A drop down menu will appear for **Unit of Issue** by clicking on the downward pointing arrow to the right of the field. If the vendors information on the product says; 25 per pack and the Initiator only wants one of them, then the **Quantity** will be 1, the **Unit of Issue** will be **PK Pack** and the **Item Description** will say '25 per pack'. If the initiator is purchasing more than one pack of the same item, the **Quantity** should reflect the amount of packages ordered, instead of the amounts within the packages. This information is applied to all selected **Unit of Issues**.



Unit of Issue	Price
EA EACH	0.00
\$ DOLLARS	
BD BUNDLE	
BF BOARD FOOT	
BG BAG	
BL BARREL	
BO BOTTLE	
BX BOX	
CG CARTRIDGE	
CS CASE	
CT CARTON	
CY CUBIC YARD	
DR DRUM	
DZ DOZEN	
EA EACH	
FT FOOT	
GL GALLON	
GM GRAM	
GR GROSS	
HF HUNDRED FEET	

Line Items: If line items need to be added, put the number of lines to be added in the **Line Items** field (*example below*). A separate line item should be added for each **TANGIBLE** item of the same nature. For example: 25 packages of GREEN file folders go into the same line item, but if also adding 25 packages of BLUE file folders a separate line item must be created to indicate that these items are different. More information on how to add new line items is located on [p.31-37](#).

Modify	Delete	Item Description	Vendor Item	Quantity*
<input type="checkbox"/>	<input type="checkbox"/>	Item number 489526		1 000

Number of Line Items to Add

- **IMPORTANT NOTE:** Shipping charges should be added on a separate line item. Shipping's **Unit of Issue** will always be *LT LOT* and its **Object Code** will always be the same as the item(s) being purchased.

Shipping Comments: This **Comments** section is for information for Shipping & Receiving ONLY. (e.g. Please list: what department, Attn: individual from the initiators department, and location: building/room). To find or enter information into the **Shipping Comments** field please refer to **How to View/Modify Requisitions** by following steps 1-10 on [p.14-19](#). *Example shown below*.

Tax Form
Box No
State

Deliver to JMC 142(c) Purchasing

Item 1 of 2

Printed Comments: To find or enter information in the **Printed Comments** field please repeat steps 1-6 in **How to View/Modify Requisitions** located on [p.14](#). OR repeat steps 1-7 in **How to create a requisition in OCCC Employee Portal** located on [p.3-13](#).

Example of correct information to include in the **Printed Comments** field for **TANGIBLE** items (*below*).


L
 ↓

Printed Comments

PCard
 Purchasing/Initiators
 name. Quote# and Customer
 Account# (if applicable).

Purchasing Comments: To find or enter information into the **Purchasing Comments** field please refer to steps 1-6 in **How to View/Modify Requisitions** located on p.14 OR refer to steps 1-8 in **How to create a requisition in OCCC Employee Portal** located on p.3.

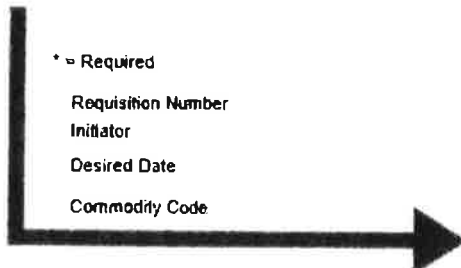
Example of correct information to include in the **Comments** field for **TANGIBLE** items (below).



Comments	Quote sent to Purchasing, vendor contact information, Sole Source(\$5000-\$24,999)/BVF (\$25,000+), PCard Purchasing/Initiators name.
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Description Instructions: To find or enter a detailed description in the correct field, please repeat steps 1-9 in **"How to View/Modify Requisitions"** located on p.14.

Example of correct information to include for **TANGIBLE** items (below).



* = Required	
Requisition Number	0086866
Initiator	Rachel L. Potter
Desired Date	
Commodity Code	
Item Description*	Item Number 489526 Green file folders 8x11.5 25 per pack.
Vendor Item	
Quantity*	1.000
Unit of Issue	PK PACKAGE
Price	54.9900
Trade Disc Pct	
Trade Disc Amt	

After including all necessary information, refer to steps 12-14 in **How to View/Modify Requisitions** on located on p.19-20 to submit the requisition for the Budget Officers approval.

CONTINUED ON NEXT PAGE

BPO (BLANKET PURCHASE ORDER) EXAMPLE

Price, Unit of Issue, & Quantity: To find or enter information in the fields; **Price, Unit of Issue** and **Quantity** please repeat steps 1-7 in **How to View/Modify Requisitions** located on [p.14](#) OR repeat steps 1-6 in **How to create a requisition in OCCC Employee Portal** located on [p.3-13](#). *Example of the correct information to include in these fields is shown below.*

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input type="checkbox"/>	Item number 489526		1.000	LT LOT	60

- **IMPORTANT NOTE:** A drop down menu will appear for **Unit of Issue** by clicking on the downward pointing arrow to the right of this field. For this registration example, either *\$DOLLARS* or *LT LOT* can be applied.

DR	DRUM	
DZ	DOZEN	
ad Sta	EA EACH	
	FT FOOT	
	GL GALLON	
	GM GRAM	
	GR GROSS	
	HF HUNDRED FEET	
	HR Hour	
	IN INCH	
	JR JAR	
	KG KILOGRAM	
	LB POUND	
	LF LINEAR FOOT	
	LG LENGTH	Pric
	LT LOT	60
	M thousand	
	MO MONTHLY	
	OZ OUNCE	
	PC PIECE	
	PD PAD	
te ser	PK PACKAGE	dor c
ormat	PL PAIL	0-\$14
5,000	PR Pair	Initi
	PT PINT	
	QT QUART	
	RE REEL	
	RL ROLL	
	RM REAM	
	SF SQUARE FOOT	

Line Items: On a BPO only the **FIRST Line Item on a BPO** will be visible on the physical purchase order. Because of this, please enter **ALL INFORMATION** on the **FIRST Line Item**.

For example, print management (ImageNet) contracts need to have the following information:

Maintenance and Toner replenishment on the following printer copiers: Customer#

1) Model#, Serial#, Location, Machine ID#,

2) Model#, Serial#, Location, Machine ID#,

3) Model#, Serial#, Location, Machine ID#.

- **IMPORTANT NOTE:** This information can be gathered from previously obtained invoices.

The screenshot shows a procurement system interface. A large black arrow points from the text above to a line item description field. The description is "Maintenance and Toner replenishment on the following printer copiers:". Below this, there are input fields for "1.000" and "54.9900". A "Trade Disc Amt" field is also visible. Below these fields is a table with three columns: "Object Code", "Project ID", and "Amount".

Object Code	Project ID	Amount
515120 Maintenance contracts		5,000

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

The screenshot shows a procurement system interface. A large black oval highlights a "Shipping Comments" field. The comment entered is "Deliver to JMC 142(c) Purchasing". Below the comment field, it says "Item 1 of 2".

Printed Comments: To find or enter information in the **Printed Comments** field please repeat steps 1-6 in **How to View/Modify Requisitions** located on [p.14](#) OR repeat steps 1-7 in **How to create a requisition in OCCC Employee Portal** located on [p.3-13](#).

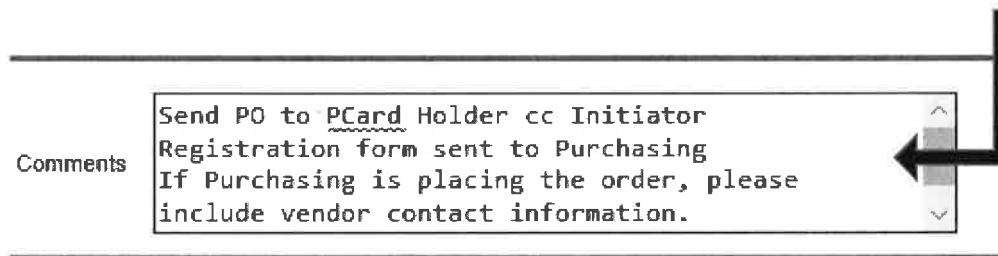
Example of correct information to include in the **Printed Comments** field for **NON-TANGIBLE** items (*below*).



The screenshot shows a form with a label "Printed Comments" on the left. To its right is a text input box containing the text "PCard Holders name/Purchasing". A thick black arrow points from the right side of the input box towards the right edge of the page.

Purchasing Comments: To find or enter information into the purchasing **Comments** field please refer to steps 1-6 in **How to View/Modify Requisitions** located on [p.14](#) OR refer to steps 1-8 in **How to create a requisition in OCCC Employee Portal** located on [p.3-13](#).

Example of correct information to include in the **Comments** field for **NON-TANGIBLE** items (*below*).



The screenshot shows a form with a label "Comments" on the left. To its right is a text input box containing the text "Send PO to PCard Holder cc Initiator Registration form sent to Purchasing If Purchasing is placing the order, please include vendor contact information." A thick black arrow points from the right side of the input box towards the right edge of the page.

CONTINUED ON NEXT PAGE

Description Instructions: To find or enter a detailed description in the correct field, please repeat steps 1-9 in “How to View/Modify Requisitions” located on p.14.

Registration BPO’s must include pricing for each individual attending and a grand total within the **Item Description**.

For example:

Registration for the following to attend OACC conference. March 25th, 2019 @ Rose State College in Midwest City, OK Attendees: Craig Sisco, Rachel Potter, Sheri Kingsbury @ \$20 each for a total of \$60.

* = Required

Requisition Number	0087511
Initiator	Rachel L. Potter
Desired Date	<input type="text"/>
Commodity Code	<input type="text"/>
Item Description *	<div> <div>Registration for the following to attend OACC conference. March 25th, 2019 @ Rose State</div> <div> <div></div> <div></div> </div> </div>
Vendor Item	<input type="text"/>
Quantity*	1.000
Unit of Issue	LT LOT
Price	60
Trade Disc Pct	<input type="text"/>
Trade Disc Amt	<input type="text"/>
Fixed Asset	<input type="text"/>

Cost Center	Object Code	Project ID	Amount
11-01-93030 Pioneer	518100 Registration & fees (PO)		60

CONTINUED ON NEXT PAGE

PO ("BLANKET" PURCHASE ORDER) PCARD EXAMPLE

This type of PO is for **LOW DOLLAR (UNDER \$500) items ONLY**. **DO NOT USE** for **FIXED ASSETS**.

Price, Unit of Issue, & Quantity: To find or enter information in the fields; **Price, Unit of Issue** and **Quantity** please repeat steps 1-7 in **How to View/Modify Requisitions** located on p.14 OR repeat steps 1-6 in **How to create a requisition in OCCC Employee Portal** located on p.3. Example of the correct information to include in these fields is shown below.

***This is where the quantity and the estimated price is switched around. The Est Price will ALWAYS be 1. The Quantity will be the number of dollars being spent. The Unit of Issue will ALWAYS be (\$) Dollars. ***

n	Quantity*	Unit of Issue	Price
	100.000	\$ DOLLARS	1.0000

Line Items: Please enter **ALL INFORMATION** on the **FIRST Line Item** a second line item will not be necessary for this type of requisition.

Shipping Comments: This **Comments** section is for information for **Shipping & Receiving ONLY** (e.g. Please list: what department, Attn: individual from the initiators department, and location: building/room).

To find or enter information into the **Shipping Comments** field please refer to **How to View/Modify Requisitions** by following steps 1-10 on p.14. Information to include in this section: what department, ATTN: individual from specific department, and location: building/room.

For example: *Deliver to JMC 142 (c) Purchasing, ATTN: Rachel Potter*

Box no	State
Deliver to JMC 142(c) Purchasing	

Printed Comments: To find or enter information in the **Printed Comments** field please repeat steps 1-6 in **How to View/Modify Requisitions** located on p.14 OR repeat steps 1-7 in **How to create a requisition in OCCC Employee Portal** located on p.3. Example of correct information to include in the **Printed Comments** field for a requisition that will be a **BPO for TANGIBLE items** (below).

Number of Line Items to Add

Printed Comments

PCard Holders name/Purchasing

Purchasing Comments: To find or enter information into the **Purchasing Comments** field please refer to steps 1-6 in **How to View/Modify Requisitions** located on [p.14](#) OR refer to steps 1-8 in **How to create a requisition in OCCC Employee Portal** located on [p.3](#).

Example of correct information to include in the **Comments** field for a requisition that will be a **BPO for TANGIBLE** items (below).

- **IMPORTANT NOTE:** If the department is physically going to the store to purchase these items, the PCard holder must obtain the Tax Exempt card prior to purchasing anything on the PO. Please schedule a time with someone in the Purchasing department to obtain it.

Comments

Send PO to PCard Holder cc Initiator, will set up a time with Purchasing to pick up tax-exempt card

Description Instructions: To find or enter a detailed description in the correct field, please repeat steps 1-9 in **“How to View/Modify Requisitions”** located on [p.14](#).

BPO’s for TANGIBLE items should include this information (*example shown below*):

BPO FY20 for Materials and Supplies for (e.g. Academic Advising/ Financial Aid/ Human Resources etc.), such as: Pens, Post-its, Staples, Batteries, etc./ but not limited to.

How to Add a New Line Item

Line Items can be added to PO's for **TANGIBLE** goods ONLY.

- **DO NOT** add separate line items for services, registrations, licenses, software, etc.

To find where to add a **Line Item**, please refer to steps 1-5 in **How to View/Modify Requisitions** located on p.14.

If **Line Items** need to be added, put the number of lines to be added in the **Line Items** field (*example below*). A separate line item should be added for each **TANGIBLE item** of the same nature. *For example: 25 packages of GREEN file folders go into the same line item, but if also adding 25 packages of BLUE file folders a separate line item must be created to indicate that these items are different.*

Check mark the **Modify** box (shown on p.16), then enter the correct amount of line items to be added in the field shown below and click **Submit** at the bottom of the page.

Number of Line Items to Add	
<input type="text" value="2"/>	

Printed Comments	PCard Holders name/Purchasing	Comments	PCard Cust
------------------	----------------------------------	----------	---------------

- **IMPORTANT NOTE:** Shipping charges should be added on a separate line item. Shipping's **Unit of Issue** will always be *LT LOT* and its **Object Code** will always be the same as the item being purchased.

CONTINUED ON NEXT PAGE

After clicking Submit, a screen similar to the one below will appear.

* = Required

Requisition Number	0087511		
Initiator	Rachel L. Potter		
Desired Date	<input type="text"/>		
Commodity Code	<input type="text"/>		
Item Description*	<div>Item #5623 Package of 25 folders GREEN</div>		
Vendor Item	<input type="text"/>		
Quantity*	<input type="text" value="2.000"/>		
Unit of Issue	<input type="text" value="PK PACKAGE"/>		
Price	<input type="text" value="4.2500"/>		
Trade Disc Pct	<input type="text"/>	Trade Disc Amt	<input type="text"/>
Fixed Asset	<input type="text"/>		

Cost Center	Object Code	Project ID	Amount
11-01-93030 Pioneer	514100 Materials & Supplies		8.50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Code(s)

Tax Form

Box No

State

Comments

Deliver to Purchasing Department JMC 142 (c) ATTN: Rachel Potter

Item 1 of 3

SUBMIT

The image above is the first **Line Item** that was originally entered, if no other changes need to be made to it, click **Submit** at the bottom of the page to go to the next **Line Item**.

CONTINUED ON NEXT PAGE

After clicking Submit, a screen similar to the one below will appear.

* = Required

Requisition Number	0087511
Initiator	Rachel L. Potter
Desired Date	
Commodity Code	
Item Description*	
Vendor Item	
Quantity*	
Unit of Issue	
Price	
Trade Disc Pct	
Trade Disc Amt	
Fixed Asset	

Cost Center	Object Code	Project ID	Amount

Tax Code(s)

Tax Form		Box No		State	
----------	--	--------	--	-------	--

Comments	
----------	--

Item 2 of 3

SUBMIT

The image above is where information is added to the second Line Item.

CONTINUED ON NEXT PAGE

Example of Information to add to the second **Line Item** (below). After all information has been entered, click **Submit** at the bottom of the page to go to the third **Line Item**.

* = Required

Requisition Number 0087511
 Initiator Rachel L. Potter
 Desired Date
 Commodity Code
 Item Description*
 Vendor Item
 Quantity* 3
 Unit of Issue BX BOX
 Price .95
 Trade Disc Pct Trade Disc Amt
 Fixed Asset

Cost Center	Object Code	Project ID	Amount
<input type="text"/>	514100 Materials & Supplies <input type="text"/>	<input type="text"/>	2.85
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Code(s)

Tax Form Box No State

Comments

Item 2 of 3

SUBMIT

CONTINUED ON NEXT PAGE

After clicking Submit, a screen similar to the one below will appear.

* = Required

Requisition Number	0087511		
Initiator	Rachel L. Potter		
Desired Date	<input type="text"/>		
Commodity Code	<input type="text"/>		
Item Description *	<input type="text"/>		
Vendor Item	<input type="text"/>		
Quantity *	<input type="text"/>		
Unit of Issue	<input type="text"/>		
Price	<input type="text"/>		
Trade Disc Pct	<input type="text"/>	Trade Disc Aml	<input type="text"/>
Fixed Asset	<input type="text"/>		

Cost Center	Object Code	Project ID	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Code(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Tax Form Box No State

Comments

Item 2 of 3

SUBMIT

The image above is the last Line Item and is where **Shipping & Handling** charges will be entered.

CONTINUED ON NEXT PAGE

Example of Information to add to the last Line Item (below). After all information has been entered, click **Submit** at the bottom of the page.

* = Required

Requisition Number 0087511
 Initiator Rachel L. Potter
 Desired Date
 Commodity Code
 Item Description*
 Vendor Item
 Quantity* 1
 Unit of Issue LT LOT
 Price 2.00
 Trade Disc Pct Trade Disc Amt
 Fixed Asset

Cost Center	Object Code	Project ID	Amount
11-01-93030 Pioneer	514100 Materials & Supplies		2.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Code(s)

Tax Form Box No State

Comments

Item 3 of 3

SUBMIT

CONTINUED ON NEXT PAGE

After clicking Submit, a screen similar to the one below will appear.

Requisition was successfully modified

Requisition Number 0087511
Requisition Total \$13.35
Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved AP Type
Requisition Date 02/18/19 Status Date 02/18/19 Maintenance Date 02/27/19 Desired Date
Requestor Name Rachel L. Potter Initiator Name Rachel L. Potter
Ship to 01 OKC Community College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
Item #5623 Package of 25		2.000	PK PACKAGE	4.2500	8.50	11-01-93030-514100 Pioneer Materials & Supplies					Deliver to Purchasing Department JMC 142 (c) ATTN: Rachel Potter
Item #5642 Box of large		3.000	BX BOX	0.9500	2.85	11-01-93030-514100 Pioneer Materials & Supplies					Deliver to Purchasing Department JMC 142 (c) ATTN: Rachel Potter
Shipping Charges		1.000	LT LOT	2.0000	2.00	11-01-93030-514100 Pioneer Materials & Supplies					

Printed Comments

PCard Holders

name/Purchasing

Comments

PCard Purchasing/Initiators name, Quote# and

Customer Account# (if applicable)

Approval Date

Requisition was successfully modified

Requisition Number 0087511
Requisition Total \$13.35
Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved AP Type
Requisition Date 02/18/19 Status Date 02/18/19 Maintenance Date 02/27/19 Desired Date
Requestor Name Rachel L. Potter Initiator Name Rachel L. Potter
Ship to 01 OKC Community College Commodity Code

Requisition was successfully modified

Requisition Number 0087511
Requisition Total \$13.35
Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved AP Type
Requisition Date 02/18/19 Status Date 02/18/19 Maintenance Date 02/27/19 Desired Date
Requestor Name Rachel L. Potter Initiator Name Rachel L. Potter
Ship to 01 OKC Community College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution
Item #5623 Package of 25		2.000	PK PACKAGE	4.2500	8.50	11-01-93030-514100 Pioneer Materials & Supplies
Item #5642 Box of large		3.000	BX BOX	0.9500	2.85	11-01-93030-514100 Pioneer Materials & Supplies
Shipping Charges		1.000	LT LOT	2.0000	2.00	11-01-93030-514100 Pioneer Materials & Supplies

Printed Comments

PCard Holders

name/Purchasing

Comments

PCard Purchasing/Initiators name, Quote# and

Customer Account# (if applicable)

Approval Date

When finished reviewing, click OK at the bottom of the page.

How to Delete a Line Item

Refer to steps 1-5 of **How to View/Modify a Requisition** in **OCCC Employee Portal** located on [p.14](#).

Check the **Delete** box that goes to the **Line Item** to be deleted. Then click **Submit** at the bottom of the page to delete.

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Item #5623 Package of 25		2.000	PK PACKAGE	4.2500
<input type="checkbox"/>	<input type="checkbox"/>	Item #5642 Box of large		3.000	BX BOX	0.9500
<input type="checkbox"/>	<input type="checkbox"/>	Shipping Charges		1.000	LT LOT	2.0000

After clicking Submit, a screen similar to the one below will appear.

Requisition was successfully modified

Requisition Number 0087511

Requisition Total \$4.85

Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc

Requisition Status Not Approved AP Type

Requisition Date 02/18/19 Status Date 02/18/19 Maintenance Date 02/27/19 Dn

Requestor Name Rachel L. Potter Initiator Name Rachel L. Potter

Ship to 01 OKC Community College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price
Item #5642 Box of large		3.000	BX BOX	0.9500
Shipping Charges		1.000	LT LOT	2.0000

- **IMPORTANT NOTE:** Deleting **Line Items** can be done through the **OCCC Employee Portal** and through **Colleague**. It is the Initiators responsibility to delete necessary **Line Items**.

- **Purchasing** does not have access to delete requisitions until **AFTER** they are processed into a purchase order.

Deleting an Entire Requisition – The information/instructions to delete a requisition is located on [p.58](#).

How to Create a Requisition

In Ellucian Colleague

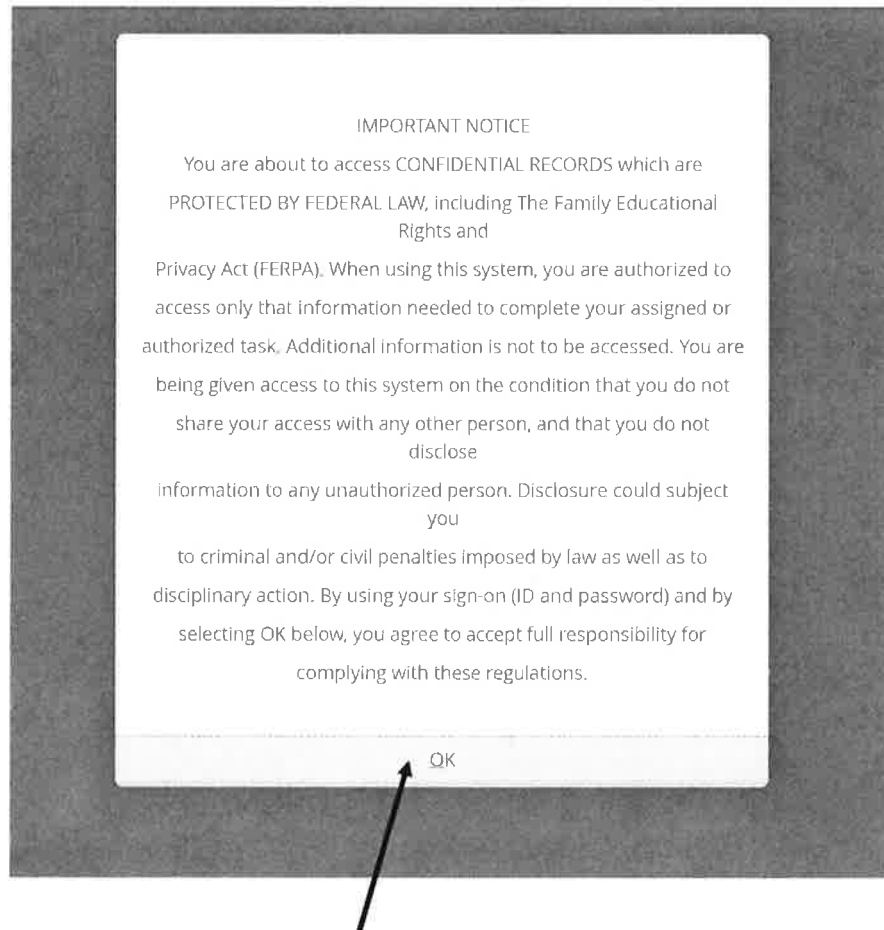
Director of Purchasing: Craig Sisco

ALL REQUISTIONS TAKE 3-5 BUSINESS DAYS TO PROCESS.

How to Create a Requisition

1. Go into OCCC's Portal

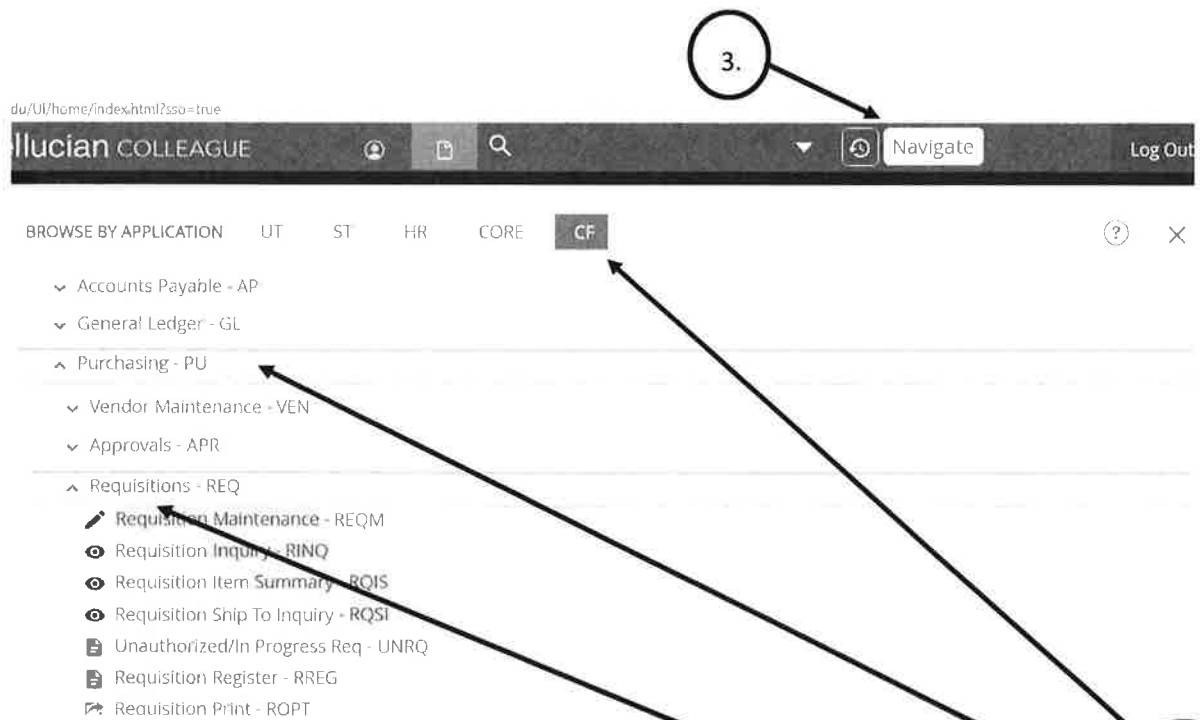
- Click on Applications
- Then into Colleague



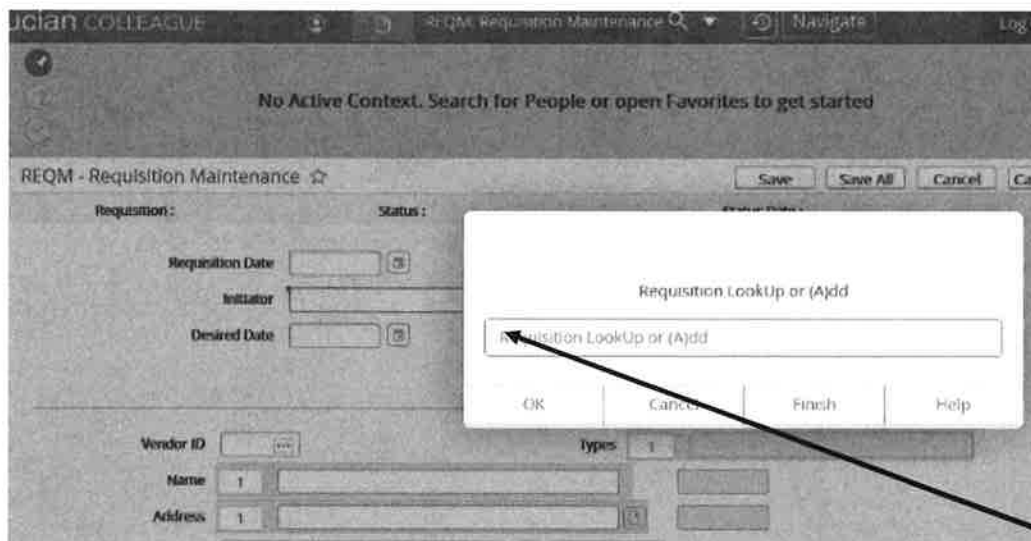
2. After reading notice window, click **OK**.

3. Click the **Navigate** button.

- a. Select '**CF**'
- b. Click **Purchasing** drop down.



4. 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"
5. Type "a" to (A)dd and click "Ok."



6. A similar (but new) box will appear. Enter nothing, and click "OK"

a. Requisition Date will automatically default to current date.

b. Type Enter, then put in your name or ID# in the 'Initiator' field. (If your name does pull up, you can type "...last name", hit enter, then choose the correct option.)

- **DO NOT enter a 'Desired Date.'** Requisitions take 3-5 business days to process into a Purchase Order. If you need a RUSH, please contact the Purchasing Department (via email) with justifications regarding why the Requisition in question needs to be processed before Requisitions ahead of it.

7. Type Enter again, then key in the 'Vendor Name' or ID#, press enter.

a. Pressing enter will automatically fill out the vendor's information.

- PLEASE NOTE: A vendor application and W-9 will be needed if the PO is going to be paid Net30. P-Card PO's only require a W-9.
- Vendor ID not required to enter a requisition but is required to process a PO.

REQM - Requisition Maintenance ☆

New Record Save Save All Cancel Cancel All

Requisition : 109919 Status : Status Date :

Requisition Date 10/25/18 Maintenance Date

Initiator Ms. Sheri L. Kingsbu Requisition Amt

Desired Date

Vendor ID 0005429 Types 1

Name 1 CDW Government LLC

Address 1 230 N Milwaukee Ave

City/St/Zip Vernon Hills IL 60061-4304

Country

Currency

Terms

Ship To 01 OKC Community College

Ship Via

FOB

Commodity

Approvals 1

Buyer

Line Items

Printed Comments 1

8.

10.

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

REQM | APRV - Approvals ☆ | New Record Save Save All

REQUISITION MAINTENANCE
Authorizations

Approvals

	Approvals	Dates
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

No Values K <

1	...SISCO
2	
3	
4	
5	

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

a. Add budget officers 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), Computer Equipment (503110/513110 – e.g. CPU's, monitors, iPads, and high theft items), Downloadable Software and License Upgrades/Renewals (505145/515145).

10a.

REQM | RQIL - Requisition Item List ☆

Requisition : Status :

Vendor : CDW Government LLC

Description	No Values	K <	1 of 1	> X
1	<input type="checkbox"/>	<input type="checkbox"/>		
2	<input type="checkbox"/>	<input type="checkbox"/>		
3	<input type="checkbox"/>	<input type="checkbox"/>		

- 10.**Next, go to the 'Line Items' field (p.42) and click on the WHITE box to the right.
- Then go to field #1 and click on the WHITE box to the right.
 - If adding more than one **Line Item**, click on the WHITE box to the right on field #2 after completing the first **Line Item**.

CONTINUED ON NEXT PAGE

REQM | RQIL | RQIM - Requisition Item Maintenance ☆ | New Record Save Save All Cancel

Requisition : 10992090 Status : Status Date :

Vendor Name 1 CDW Government LLC

Commodity

Inv Item

Description 1 2

Est Price

Quantity

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price

Work Or/Type/Flg

Tax Codes 1

GL Account No

Percent

Quantity

GL Amt

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

11a.

11. 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.) Please enter ALL information that is relevant to the item being purchased.
 - ALWAYS enter the ITEM NUMBER first, so that Shipping & Receiving will be able to see it.

12. Refer to p.45 for **PO examples**: this is for **TANGIBLE ITEMS**.

Refer to p.50 for **BPO examples**: this is for Registration, Memberships, Contract Services, etc...

Refer to p.53 for **PO ("BLANKET" PURCHASE ORDER) PCARD examples**: This is a General PO for Materials and supplies. To be used for the entire year when there is not a specific list of items to be purchased. The purpose of this type of PO is so that the Initiator is not bound to a specific item when purchasing with PCard e.g. office supplies, materials for student events, etc...

PO (PURCHASE ORDER) EXAMPLE

Description Instructions: Example of correct information to include for **TANGIBLE** items (below).

REQUISITION ITEM MAINTENANCE

Save Cancel Timestamp Download

Vendor Name

Commodity

Inv Item

Description

Est Price

Quantity

Unit of Issue

Item Description

File Folders
8.5 x 11 Letter Green
25/pk Item # 1234

Price & Unit of Issue: If the abbreviation for the **Unit of Issue** is not known, enter an ellipses (...) and type Enter. (Examples of abbreviations shown on p.47-48) In this instance we will use #33 (PK).

REQ | RQIL | RQIM - Requisition Item Maintenance ☆

Requisition : 100623476 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 ...

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

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

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**.

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).

Unit of Issue

Trade Disc Amt =

Trade Disc Pct =

Extended Price

Work Or/Type/Flg ...

Tax Codes ...

GL Accounts 1 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 #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 GREEN 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). Purchasing does not see these comments.

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 (refer to bottom of [p.44](#), step 10b. and repeat this example). If no extra Line Item is necessary, click 'Cancel.' After clicking 'Cancel' all Line Items will be visible (refer to top of [p.44](#)). After review, click 'Save.' This will revert back to **REQM** - the first page of the requisition (refer to [p.42](#)).

NEXT STEP: Once all Line Items have been entered, continue to [p.56](#).

BPO (BLANKET PURCHASE ORDER) EXAMPLE

Description Instructions:

REQUISITION ITEM MAINTENANCE

Save Cancel Timestamp Download Find...

Vendor Name Item Description

Comm

Inv

Description

Est

Qua

Unit of

Trade Disc

Trade Dis

Extended Price

Work Or/Type/Flg

Tax Code

Registration for the following people to attend the OACC conference. Located @ Rose State in MWC, OK. October 15th, 2019. Attendees: Craig Sisco Sheri Kingbury Rachel Potter @ \$75 each for a total of \$225

Price & Unit of Issue: In a BPO the 'Est Price' is the TOTAL amount. The **Unit of Issue** can be either \$DOLLARS or LT LOT.

Commodity

Inv Item

Description

1 Registration for the

2 following people to

Est Price 225.0000 =

Quantity 1.000 =

Unit of Issue \$ DOLLARS

Trade Disc Amt =

Trade Disc Pct =

Extended Price 225.00

Desired

Fixed

Vendo

Form/Bc

Comments

- Refer to p.48 for instructions on browsing **Unit of Issue** abbreviations.

Tax Codes: 1

GL Accounts: No Values

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 #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

Tax Codes: 1

GL Accounts: Value 1/1

Quantity

10-16-62150-504100

GL Amt: 7.95

Proj ID

GL Funds Availability

Purchasing: Material

Elgt: 621.02

Exp: 0.00

Enc: 150.00

Req: 7.95

Bal: 463.07

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

The screenshot shows a requisition form with the following fields:

- Desired Date:
- Fixed Asset:
- Vendor Part:
- Form/Rev/Loc:
- Comments: 1

A red circle is drawn around the Comments field. Below the Comments field is a Quantity field with a value of 1.000 and an equals sign button. To the right of the Quantity field is a GL Funds Availability field. Below that is a Purchasing : Material field. Below that is a Bgt: 621.02 field. Below that is an Exp: 0.00 field. Below that is an Enc: 150.00 field. Below that is a Req: 7.95 field. Below that is a Bal: 463.07 field.

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 (refer to bottom of [p.44](#), step 10b. and repeat this example). If no extra Line Item is necessary, click 'Cancel.' After clicking 'Cancel' all Line Items will be visible (refer to top of [p.44](#)). After review, click 'Save.' This will revert back to **REQM** - the first page of the requisition (refer to [p.42](#)).

LINE ITEMS: On a BPO only the **FIRST Line Item on a BPO** 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 [p.56](#).

PO ("BLANKET" PURCHASE ORDER) PCARD EXAMPLE

Description Instructions:

REQUISITION ITEM MAINTENANCE

Save Cancel Timestamp Do

BPO FY20 for Materials
and Supplies such as:
Pens, Post-it
notes, Staples, Batteries,
but not limited to.

For the Purchasing
Department.

Price & Unit of Issue: *This is where the quantity and the estimated price is switched around. The Est Price will ALWAYS be 1. The Quantity will be the number of dollars being spent. The Unit of Issue will ALWAYS be (\$) Dollars. *****

Commodity

Inv Item

Description
1 BPO FY20 for Materials
2 and Supplies such as.

Est Price 1.0000

Quantity 100.000

Unit of Issue \$ DOLLARS

Trade Disc Amt

Trade Disc Pct

Extended Price 100.00

Tax Codes 1

GL Accounts No Values 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 & Supplies (Below).

SEARCH RESULTS FOR : AP.GL.ACCTS

GL.ACCTS.ROLES

#	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 Departments.

Work Or/Type/Fig

Tax Codes 1

GL Accounts Value 1/1 1 of 2

Quantity

1 10-16-62150-504100 100.000 1.000

GL Amt 7.95

Proj ID

GL Funds Availability

Purchasing : Material

Bgt: 621.02

Exp: 0.00

Enc: 150.00

Req: 7.95

Bal: 463.07

Shipping Comments: Click on the GREEN 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).

The screenshot displays a requisition form with the following fields and sections:

- Desired Date:** A text input field with a calendar icon.
- Fixed Asset:** A dropdown menu.
- Vendor Part:** A text input field.
- Form/Box/Loc:** A dropdown menu with a '+' button.
- Comments:** A section with a '1' in a box, a text input field, and a green button with a document icon. This entire section is circled in red.
- Quantity:** A section with a text input field containing '1.000' and an '=' button.
- Summary Section:** A series of stacked boxes containing the following information:
 - GL Funds Availability
 - Purchasing : Material
 - Bgt: 621.02
 - Exp: 0.00
 - Enc: 150.00
 - Req: 7.95
 - Bal: 463.07

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 (refer to bottom of p.44, step 10b. and repeat this example). If no extra Line Item is necessary, click 'Cancel.' After clicking 'Cancel' all Line Items will be visible (refer to top of p.44). After review, click 'Save.' This will revert back to **REQM** - the first page of the requisition (refer to p.42).

*****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 to p.56.

How to Create a Requisition Cont'd

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

The screenshot shows a portion of a requisition form. At the top, there are fields for 'Terms', 'FOB', and 'Commodity'. Below these is a 'Printed Comments' section. The 'Printed Comments' field has a value of 'No Values' and a '1 of 1' indicator. To the right of the 'Printed Comments' field is a green button with a document icon. An arrow points from a circled '13.' to this green button. Below the 'Printed Comments' field are fields for 'Comments' (value '1'), 'Priority' (dropdown), and 'Requisition Done' (value 'No').

13.

- a. Please include information such as: Quote #, State Contract #, Invoice #, or (if Paying with PCard) name of PCard holder (e.g. PCard RPotter).

Save Cancel Timestamp Download Find...

Requisition Printed Comments

Quote# 1234
State Contract# SW5678

OR

PCard RPotter

- b. DO NOT timestamp in this field.
c. Save.

- 14.** 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.

The screenshot shows a requisition form with fields for Approvals, Buyer, Expire Date, AP Type, and Invn Store. On the right, there are fields for Line Items, Comments (showing 'No Values'), Priority, and Requisition Done (set to 'No'). A circled button labeled '14.' is located to the right of the Comments field, with an arrow pointing to it.

- 15.** Different examples of what information is needed:

Save Cancel Timestamp Download Find

Requisition Comments

★ Oct 26 2018 3:53 PM Ms. Rachel Lorraine Potter
Quote being sent to purchasing/send PO to vendor

★ ***OR***
Oct 26 2018 3:54 PM Ms. Rachel Lorraine Potter
Quote sent to purchasing PCard Purchasing

★ ***OR (if purchasing with departments PCard)***
Oct 26 2018 3:55 PM Ms. Rachel Lorraine Potter
PCard Holders Name.

a. Save.

The screenshot shows the same requisition form as before, but with the 'Comments' field now containing the text from the previous block. The 'Requisition Done' field is now set to 'N'. A circled button labeled '14.' is still present to the right of the Comments field.

*****IMPORTANT***** Leave 'Requisition Done' field as 'N' and **SAVE ALL**. At this time a requisition number will automatically be generated.

- 16.** Refer to How to View/Modify Requisitions in the OCCC Employee Portal instructions, p.14 and follow steps 1-14 to send the requisition in for approval. This will ensure the Budget Officer automatically receives an email request to approve the requisition.

How to Delete an Entire Requisition

Refer to steps 1-2 in **How to View/Modify a Requisition** (in *OCCC Employee Portal*) located on p.14.

Choose **Delete** on the requisition to be removed.

Total Amount				
Inc	62.98	Receive	Modify	Delete
	199.00	Receive	Modify	Delete
	665.00	Receive	Modify	Delete

*****After clicking Delete, a screen similar to the one below will appear.*****

Caution: Pressing Submit will Delete this Requisition

Requisition Number 0087511
 Requisition Total \$4.85
 Vendor ID and/or Name 0324717 Staples Contract & Commercial Inc
 Confirmation E-Mail Address

Requisition Status Not Approved AP Type
 Requisition Date 02/18/19 Status Date 02/18/19 Maintenance Date 02/27/19 Desired Date
 Requestor Name Rachel L. Potter Initiator Name Rachel L. Potter
 Ship to 01 OKC Community College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	T. C
Item #5642 Box of large		3.000	BX BOX	0.9500	2.85	11-01-93030-514100 Pioneer Materials & Supplies	
Shipping Charges		1.000	LT LOT	2.0000	2.00	11-01-93030-514100 Pioneer Materials & Supplies	

Printed Comments

PCard Holders

name/Purchasing

Comments

PCard Purchasing/Initiators name, Quote# and

Customer Account# (if applicable).

Approval Date

Next Approval

Ms. Rachel Lorraine Potter

SUBMIT

Then click **Submit** to delete the entire requisition. *****Any information included in the requisition cannot be recovered after this deleting it.*****

- **IMPORTANT NOTE:** Deleting entire requisitions is always done through the **OCCC Employee Portal**; they cannot be deleted through **Colleague**. It is the Initiators responsibility to delete necessary requisitions. **Purchasing** does not have access to delete requisitions until **AFTER** they have been processed into a **PO**.

Educational and General Account Purchasing Codes

Codes	Title	Description	Secondary Approvers
Category 503	FIXED ASSETS		
503100	General Equipment	Equipment that is more than \$500	
503110	Computers/Computer Systems	Computers equipment and systems that are more than \$500 (CPU's, printers, scanners, & ALL PDA's and monitors regardless of cost).	timothy.c.whisenhunt
503120	Furniture	Furniture that is more than \$500	
503130	Automobiles	Automobiles	
503200	Library Books	Books purchased for the library	
503210	Library Periodicals	Periodicals purchased for the library	
503220	Library Videos	Videos purchased for the library	
503230	Library Electronic Media	Electronic media purchased for the library	
Category 504	MATERIALS AND SUPPLIES		
504100	Materials and Supplies	General materials and supplies (Example: shipping cost)	
504101	Software	Boxed version of software and upgrades with disk. (Received in shipping and receiving.)	timothy.c.whisenhunt
504110	Books and Periodicals	Books and periodicals that are NOT for library use	
504120	Copying and Binding	Copying and Binding	
504130	Printing	Internal, external, and promotional item printing	
504300	Computer Supplies less than \$500	Computer supplies less than \$500 (example: mice, cables, keyboards, printers, etc.)	
Category 505	SERVICES		
505100	Communications	Communication expenses such as phones, pagers, long distance, postage, and presort	
505110	Contract Services	Services that are contracted (Example: installation and setup)	
505111	Advertising	Advertising	erick.r.worrell
505120	Maintenance Contracts	Maintenance contracted	
505130	Repairs	Repair services	
505140	Data Processing	Data processing services	
505145	Software maintenance and support	Software maintenance renewals and software licenses and upgrades that are downloadable.	timothy.c.whisenhunt
505150	Professional services	Non payroll expenditures made for professional services such as auditing, consulting, legal, architectural, and other professional and technical fees	
Category 506	TRAVEL		
506100	Air Transportation		
506110	Auto Mileage (travel only)		
506120	Meal Reimbursement		
506130	Hotel Reimbursement		
506140	Registration Reimbursement		
506150	Other Travel Reimbursement		

Codes	Title	Description	Secondary Approvers
Category 507	UTILITIES		
507100	Utilities	Utilities	
Category 508	OTHER EXPENSES		
508100	Registration and fees (PO)	Registration and fees that are paid on a purchase order (separate from travel reimbursement)	
508120	Memberships	Institutional memberships	
508130	Subscriptions	Subscriptions	
508140	Stipends		
508141	Participant Lodging		
508142	Participant Meals		
508143	Participant Registration		
508144	Participant Orientation/Recognition		
508145	Participant Tuition		
508146	Tuition Reimbursement		
508147	Participant Air Transportation		
508148	Participant Student Liability Insurance		
508150	Participant Other Fees		
508156	Participant Materials/Supplies		
508157	Participant Testing		
508159	Participant Educ/Cultural Arts		
508160	Participant Assistance		
508161	Participant Memberships (Grant)		

Auxiliary Account Purchasing Codes

Codes	Title	Description	Secondary Approvers
Category 510	AUXILIARY COST OF RESALE		
510100	Supplies - Resale	Supplies for resale	
510110	Textbooks - Resale	Textbooks for resale	
510120	Paperbacks/Magazines - Resale	Paperbacks/magazines for resale	
510130	Novelty Items - Resale	Novelty Items for resale	
510140	Book Buyback	Book Buyback (used books)	
Category 513	AUXILIARY FIXED ASSETS		
513100	General Equipment	Equipment that is more than \$500	
513110	Computers/Computer Systems	Computer equipment and systems that are more than \$500 (CPU's, printers, scanners, & all PDA's and monitors regardless of cost).	timothy.c.whisenhunt
513120	Furniture	Furniture that is more than \$500	
Category 514	AUXILIARY MATERIALS & SUPPLIES		
514100	Materials & Supplies	General materials and supplies	
514100	Software	Boxed Version of software and upgrades with disk. (Received in shipping & receiving.)	timothy.c.whisenhunt
514110	Books & Periodicals	Books and periodicals that are not for the Library	

514120	Copying & Binding	Copying and binding (does not need PR approval)	
514130	Printing	Printing (needs MPR approval)	erick.r.worrell
514300	Computer supplies under \$500	Computer supplies less than \$500 (example: mice, cables, keyboards, printers, etc.)	
Codes	Title	Description	Secondary Approvers
Category 515	AUXILIARY SERVICES		
515100	Communications	Communication expenses such as phones, pagers, long distance, postage, and presort	
515110	Contract Services	Services that are contracted	
515111	Advertising	Advertising	
515120	Maintenance Contracts	Maintenance contracted	
515130	Repairs	Repair services	
515145	Software Maintenance & Support	Software maintenance renewals and software licenses and upgrades that are downloadable.	timothy.c.whisenhunt
Category 516	AUXILIARY TRAVEL		
516100	Air Transportation		
516110	Auto Mileage (travel only)		
516120	Meal Reimbursement		
516130	Hotel Reimbursement		
516140	Registration Reimbursement		
516150	Other Travel Reimbursement		
Category 517	AUXILIARY UTILITIES		
517100	Utilities	Utilities	
Category 518	AUXILIARY OTHER EXPENSES		
518100	Registration and fees (PO)	Registration and fees that are paid on a purchase order (separate from travel reimbursement)	
518120	Memberships		
518130	Subscriptions	Subscriptions	

Short Cuts in Colleague:

Situation

1. Locating a completed requisition

Shortcut Keyboard Instructions

; + I + employee id# or ;in last name, first name

2. Entering your GL code

RINQ - Requisition Inquiry

PINQ - Purchase Order Inquiry

BINQ - Blanket Order Inquiry

;l (Space) ID# (Space) ;s (Sort) (Space) o=outstanding, b=backorder, a=accepted p=paid c=closed

;l 17911 ;s o b

;in (initiator's full name sheri.l.kingsbury) enter

l=initiator

V=vendor

S=sort

B=buyer

Important Forms

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

Credit Information & Trade References – For PCard pickups in the OKC area, per Vendors request.

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.

Budget Expenditure Verification Form (BVF, BEV, etc...) – Completed by initiator and signed by Dept. Director. This form is necessary when making purchases \$25,000 or over when it is not a Sole Source and/or there is not already a State Contract in place.

Conference Registration Form

Completed by vendor before attending a conference for prepayment

Tax Exempt Permit



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

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



OKLAHOMA CITY COMMUNITY COLLEGE

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. Jeremy Thomas, Interim President/Provost

Ms. Cynthia Gary, Chief Financial Officer

Bank Reference:

Oklahoma State Treasurers Office

State Agency #633

TRADE REFERENCES

Midwest Trophy

3405 S.E. 29th Street

Del City, OK 73115

Phone: (405) 670-2832

Fax: (405) 670-4545

Oklahoma Roofing & Sheet Metal

P.O. Box 96528

Oklahoma City, OK 73143

Phone: (405) 670-1429

Fax: (405) 670-6053

Staples Business Interiors

5100 North Brookline, #57

Oklahoma City, OK 73112

Phone: (405) 943-6317

Fax: (405) 943-6375

Veritiv Operating Company (Xpedx)

5200 S.W. 36th Street

Oklahoma City, OK 73179

Phone: (405) 948-1120

Fax: (405) 948-1424

Purchasing Department

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

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

Vendor _____

Street _____

City, State, Zip _____

☐ 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. _____

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

Quantity	Part No.	Description

Reason for return

Requested by and date	Approved by and date
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(Accounting Unit Head)

REQUESTOR FILLS IN AREA WITHIN DARK BORDERS

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

Rev. 08/06

BUDGET EXPENDITURE VERIFICATION FORM

PLEASE NOTE: THIS FORM IS ONLY TO BE COMPLETED IF THE REQUISITION BEING ENTERED EXCEEDS \$25,000 AND IS INCLUDED IN THE CURRENT E&G, AUXILIARY OR DISTRICT BUDGET.

This is to verify that the purchase being requested below appears in the budget of the current fiscal year, as approved.

Requisition No. _____ Vendor Name: _____

Account No. _____ Budget: X E&G Auxiliary District

Page No. _____ Department: _____

ITEM AS LISTED IN BUDGET: _____

PURPOSE OF ITEM: _____

Department/Division Director

Date

Vice President of Budgetary Unit

Date

Additional Remarks:

Director of Purchasing

Date



OKLAHOMA CITY COMMUNITY COLLEGE

CONFERENCE/CLASS/EVENT REGISTRATION PAYMENT INFORMATION FORM

Re: _____

Conference/ Class / Event Name

Dear Sir or Madam:

In order for Oklahoma City Community College to pre-pay for conference, class or event registrations before the conference, class, or event date; the State of Oklahoma requires that the following conditions be met. Please check all that apply below to indicate if the specified conference, class, or event 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/class/event is cancelled, Oklahoma City Community College will receive a 100% refund.

_____ The registrant will not be admitted into the conference, class, or event WITHOUT prepayment.

Please return the completed and signed form to the original requestor and/or to the OCCC Purchasing Department contact indicated below:

Sheri Kingsbury
skingsbury@occc.edu
Fax (405) 682-7568
Phone: (405) 682-7555

Thank you taking the time to complete this form.

Signature

Printed Name

Title/Position

Date

1st fiscal year requisitions that need to be entered

OCCC Student Store ID# 0005422

Imagenet ID# 0505083

OCCC Dining ID# 0626271

FAQ

Frequently asked questions with answers and/or pages cited in reference to them:

1. Q – How long does it take to create a PO (purchase order or blanket purchase order) after a requisition has been approved?
A – 3-5 business days, Purchasing is not able to process a requisition that has not been ‘Approved’ by the Budget Officer or Additional Approver such as ITTS or Printing with OCCC’s logo
2. Q – How do I request a RUSH?
A – p. 6, Please send an e-mail to all members of Purchasing and put “RUSH” in the subject line of the e-mail along with the requisition number. The body of the e-mail should include justification for the rush request.
3. Q – What if a vendor is not in OCCC’s system?
A – p. 4, Please obtain a W-9 from them as soon as possible. We request that the requisition initiator take on this responsibility so that processing BPO’s/PO’s in a timely manner (within 3-5 business days) is possible.
4. Q – What information does Purchasing need to complete a PO?
A – p. 10, quotes, invoices, vendor contact information (phone# contact person, e-mail or fax #), W-9, sole source affidavit, budget allocation form, will this be a PCard transaction or Invoice net 30 terms?
5. Q – How do I look at my department’s budget?
A – This can be done through the Portal under employees, financial information, and budget account summary

Purchasing Contact Information

When requesting a rush or for any other inquiries about the requisition process please contact Purchasing. We are happy to help!

Director of Purchasing – Craig Sisco

682-7556

michael.c.sisco@occc.edu

Senior Purchasing Buyer – Sheri Kingsbury

682-7555

skingsbury@occc.edu