

How to Create a Requisition **for Goods & Services**

In

OCCC Employee Portal – p.3 - 38

&

Ellucian Colleague – p.39 - 58

How to Create a Requisition

In OCCC Employee Portal

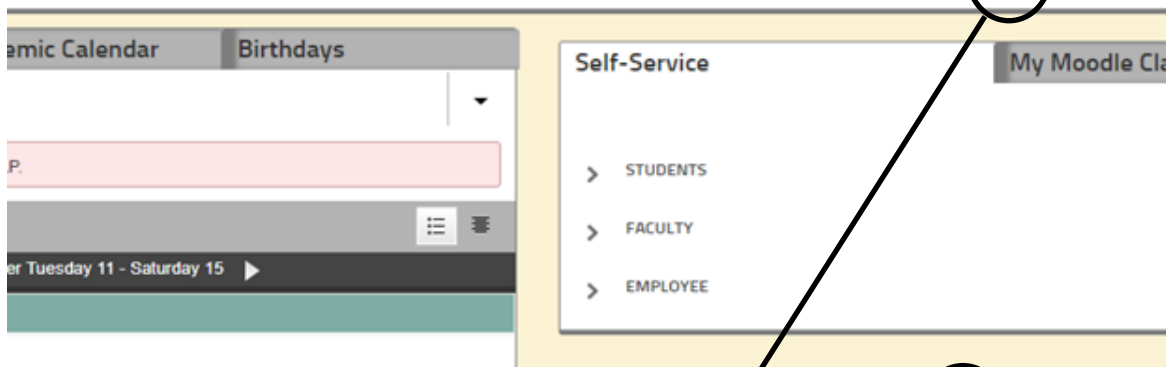
Director of Purchasing: Craig Sisco

REQUISITIONS TAKE 3-5 BUSINESS DAYS TO PROCESS.

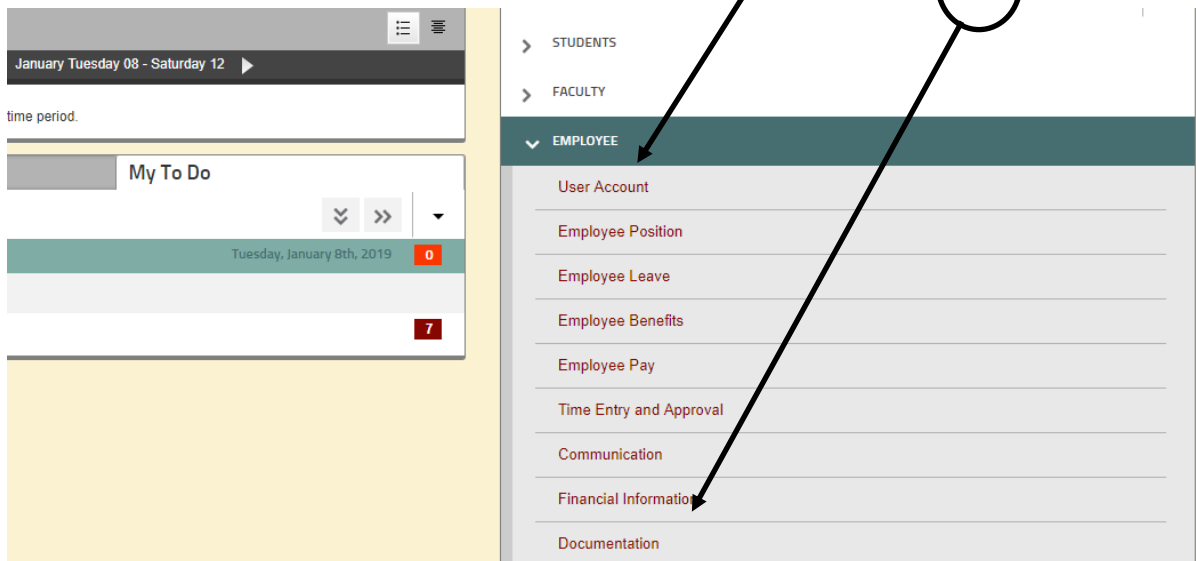
How to create a requisition in OCCC Employee Portal

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

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

[View Budget](#)

Requisition Date*

01/24/19

Initiator*

RPOTTER

Confirmation E-Mail Address*

rachel.i.potter@occc.edu

Ship to*

01 OKC Community College

Desired Date

Vendor ID or Name

0336552

Person Vendor

☐

AP Type

| Item Description* | Vendor Item | Quantity* | Unit of Issue | Price | Cost Center | Object Code | Project ID |
|-------------------|-------------|-----------|---------------|-------|-------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Tax Codes

Printed Comments

Comments

Next Approver

CONTINUED ON NEXT PAGE

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.

Person Vendor ☐

AP Type

| Item Description* | Vendor Item | Quantity* | Unit of Issue | Price | Cost Center |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <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"/> | <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"/> | <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"/> |
| <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"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Tax Codes

5. Item Description: Enter brief description of items needed (*more information can be added later p.14-20 in How to View/Modify Requisitions*).

a. **Vendor Item number** should be listed in **Item Description**, not in **Vendor Item**.


- This field is limited to 25-26 characters.
- Example located below.
- Vendor Item: **DO NOT USE**.

AP Type

| Item Description* | Vendor Item | Quantity* | Unit of Issue |
|----------------------|----------------------|----------------------|----------------------|
| Item Number 489526 | <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"/> |

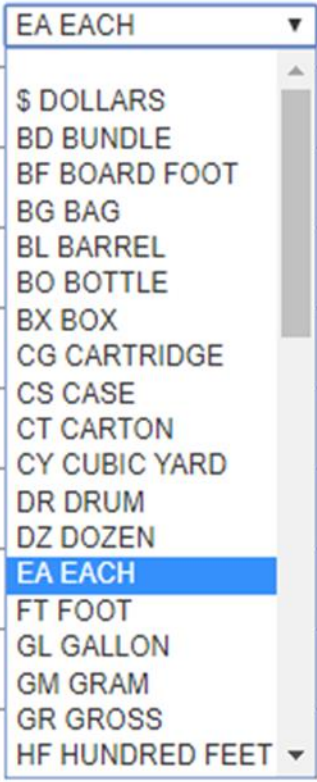
CONTINUED ON NEXT PAGE

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

| Vendor Item | Quantity* | Unit of Issue | Price | Cost Center | Object Code |
|---|-----------|---------------|--------|-------------|-----------------------------|
|  | 1 | PK PACKAGE | \$4.99 | | 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

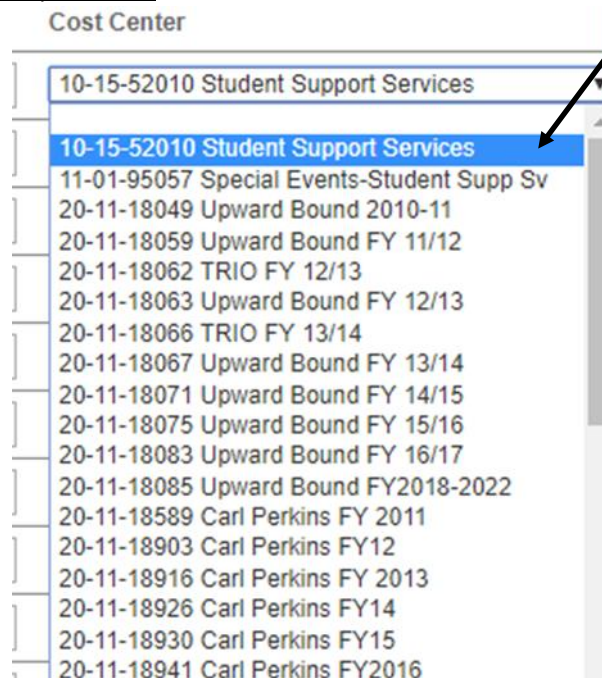
6b.

- 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

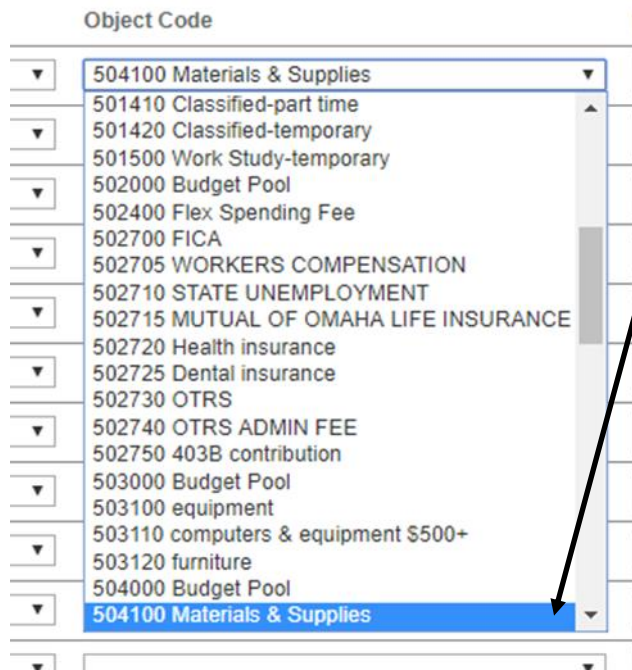
| |
|--|
| 10-15-52010 Student Support Services |
| 10-15-52010 Student Support Services |
| 11-01-95057 Special Events-Student Supp Sv |
| 20-11-18049 Upward Bound 2010-11 |
| 20-11-18059 Upward Bound FY 11/12 |
| 20-11-18062 TRIO FY 12/13 |
| 20-11-18063 Upward Bound FY 12/13 |
| 20-11-18066 TRIO FY 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 |

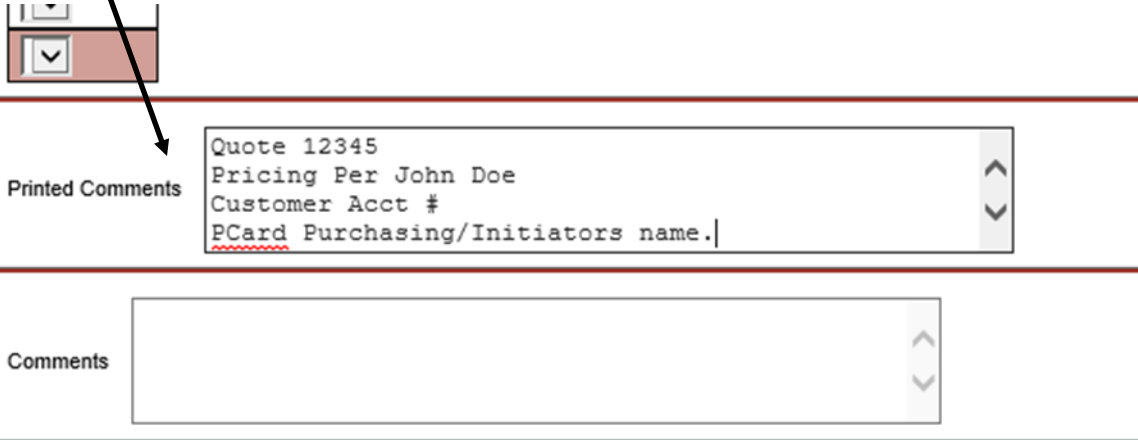


- f. Project ID: **Do not use *****
- g. Tax Code: **Do not use *****

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

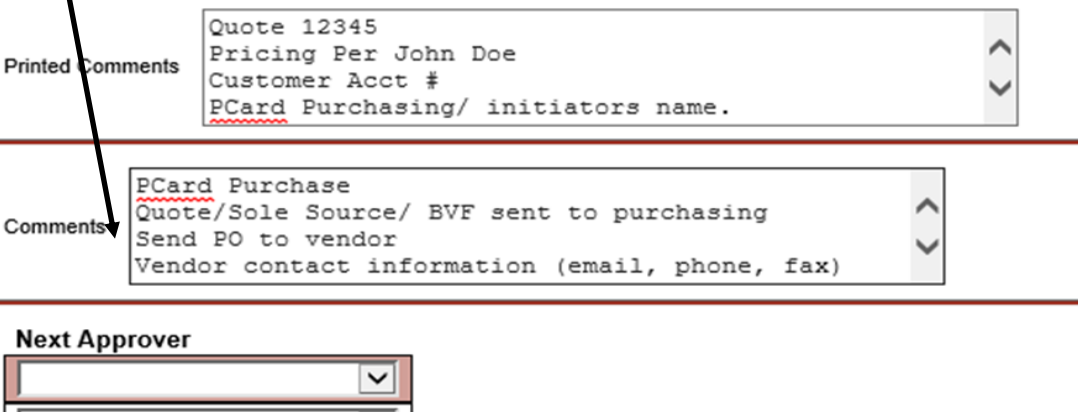
Quote 12345
Pricing Per John Doe
Customer Acct #
PCard Purchasing/Initiators name.

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

Comments

Next Approver

- AISLINN.V.BURROWS
- ALEXA.C.MASHLAN
- AMANDA.WILLIAMS-MIZE
- ANNMARIE.F.RAIA
- BRENDA.K.CARPENTER
- BRENDA.S.REINKE
- BRYON.A.DICKENS
- CALLISON.M.COUBURN
- 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
- DANIEL.C.PIAZZA

SUBMIT

10a.
10b.

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 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

Purchase Orders Created

| Item Description | Vendor Item | Quantity | Unit of Issue | Price | Extended Price | GL Distribution | Tax Codes | Desired |
|--------------------|-------------|----------|---------------|---------|----------------|---|-----------|---------|
| Item Number 489526 | | 1.000 | PK PACKAGE | 54.9900 | 54.99 | 11-01-93030-514100 Pioneer : Materials & Supplies | | |

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

Mr. Michael Craig Sisco

OK

***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...

CONTINUED ON NEXT PAGE

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.

Next Approval
MICHAEL.C.SISCO

13

How to View/Modify Requisitions

1. Go back into **OCCC 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 OCCC Employee Portal** section located on p.3.
 - a. Select **View/Modify/Delete Requisitions** to view information about a requisition.
Example below.

2. 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 | B0049868 | 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 |

OK

3. 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*

Ship to

Vendor ID or Name

Staples Contract & Commercial Inc

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

Vendor ID or Name

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 | <input type="text" value=""/> | 1.000 |

Number of Line Items to Add

Printed Comments

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 type="text" value="2"/> | |
| Printed Comments <div>If comments were not entered or need editing at the time the requisition was created,</div> | Comments <div>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 | Approval Date |

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

| | |
|------------------|----------|
| Printed Comments | Comments |
|------------------|----------|

| Next Approval | Approval Date |
|----------------------|---------------|
| <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"/> | |

SUBMIT

9. Submit.

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

* = Required

| | |
|--------------------|----------------------|
| Requisition Number | 0086866 |
| Initiator | Rachel L. Potter |
| Desired Date | <input type="text"/> |
| Commodity Code | <input type="text"/> |
| Item Description* | Item Number 489526 |
| Vendor Item | <input type="text"/> |
| Quantity* | 1.000 |
| Unit of Issue | PK PACKAGE |
| Price | 54.9900 |
| 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 | | 54.99 |
| <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 1 of 1

SUBMIT

CONTINUED ON NEXT PAGE

10. Item Description:

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

* = Required

| | |
|--------------------|--|
| Requisition Number | 0086866 |
| Initiator | Rachel L. Potter |
| Desired Date | <input type="text"/> |
| Commodity Code | <input type="text"/> |
| Item Description | <div>Item Number 489526 Green file folders 8x11.5 25 per pack.</div> |
| Vendor Item | <input type="text"/> |
| Quantity* | 1.000 |
| Unit of Issue | PK PACKAGE |
| Price | 54.9900 |
| Trade Disc Pct | <input type="text"/> |
| Trade Disc Amt | <input type="text"/> |

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

- 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

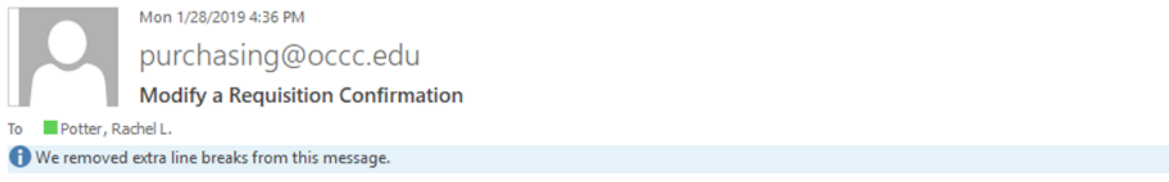
*****Purchasing DOES NOT see these comments*****

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 |
| <div>MICHAEL.C.SISCO</div> | <input type="text"/> |

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

Comments

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*).

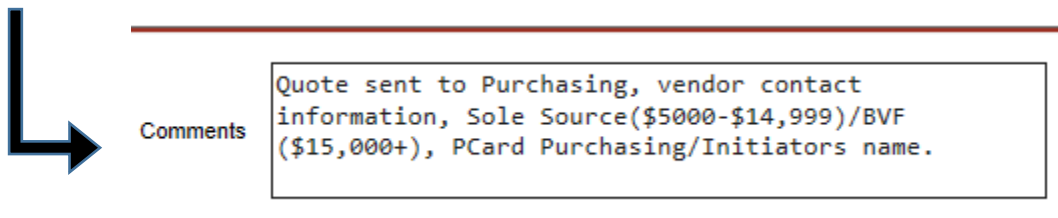


Printed Comments

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).

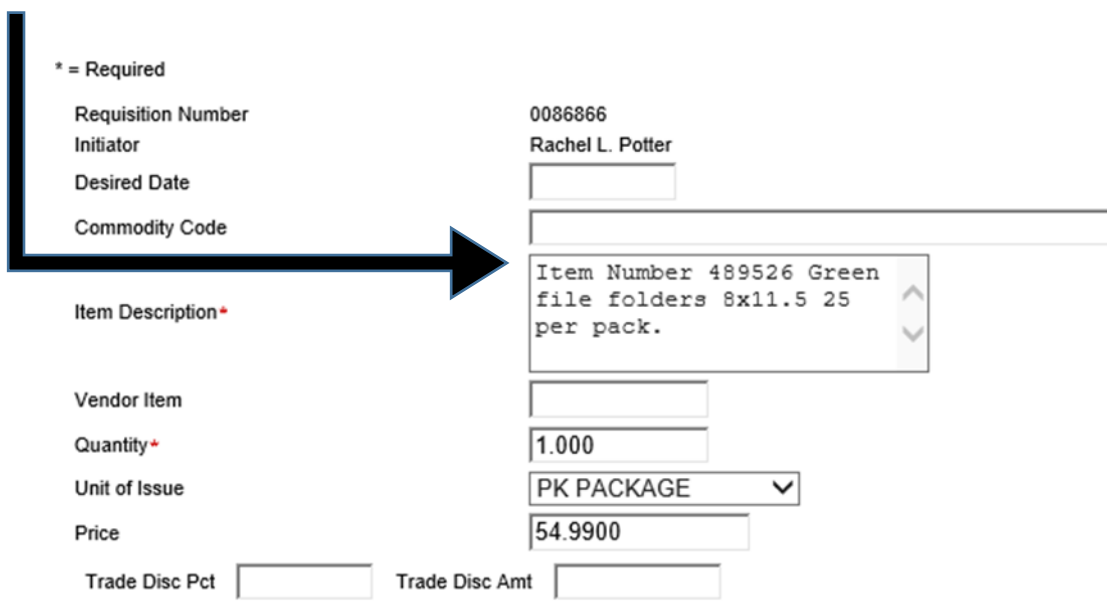


Comments

Quote sent to Purchasing, vendor contact information, Sole Source(\$5000-\$14,999)/BVF (\$15,000+), PCard Purchasing/Initiators name.

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.*

AP Type

| 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.

ad Sta

GL GALLON

GM GRAM

GR GROSS

HF HUNDRED FEET

HR Hour

IN INCH

JR JAR

KG KILOGRAM

LB POUND

LF LINEAR FOOT

LG LENGTH

LT LOT

M thousand

MO MONTHLY

OZ OUNCE

PC PIECE

PD PAD

PK PACKAGE

PL PAIL

PR Pair

PT PINT

QT QUART

RE REEL

RL ROLL

RM REAM

SF SQUARE FOOT

Price 60

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#.

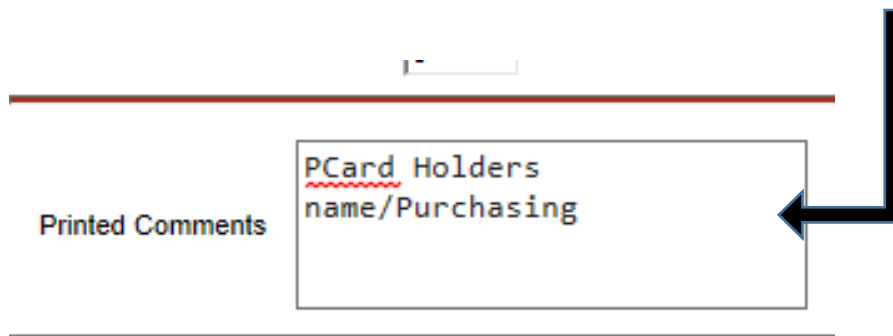
- **IMPORTANT NOTE:** This information can be gathered from previously obtained invoices.

| 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.***

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](#).

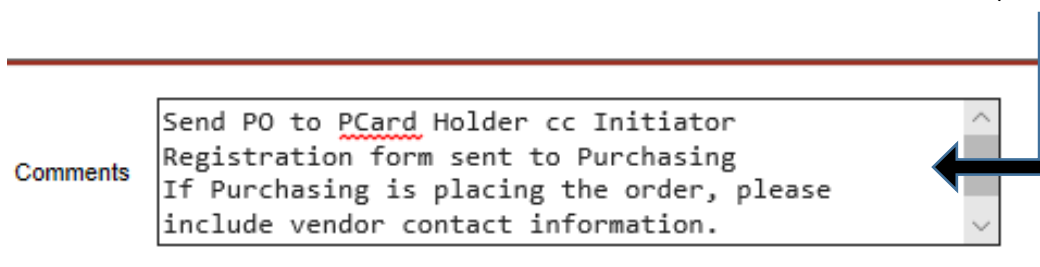
Example of correct information to include in the **Printed Comments** field for **NON-TANGIBLE** items (*below*).



The screenshot shows a web form with a label "Printed Comments" on the left. To its right is a text input box containing the text "PCard Holders" on the first line and "name/Purchasing" on the second line. The word "PCard" is underlined with a red wavy line. A large black arrow points from the right side of the input box towards the right edge of the image.

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 web form with a label "Comments" on the left. To its right is a text area containing the text "Send PO to PCard Holder cc Initiator", "Registration form sent to Purchasing", and "If Purchasing is placing the order, please include vendor contact information." The word "PCard" is underlined with a red wavy line. On the right side of the text area is a vertical scrollbar with up and down arrows. A large black arrow points from the right side of the text area towards the right edge of the image.

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 style="border: 1px solid black; padding: 2px;"> Registration for the following to attend OACC conference. March 25th, 2019 @ Rose State </div> | | |
| Vendor Item | <input type="text"/> | | |
| Quantity * | <input type="text" value="1.000"/> | | |
| Unit of Issue | <input type="text" value="LT LOT"/> | | |
| Price | <input type="text" value="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) ▾ | <input type="text"/> | 60 |
| <input type="text" value=""/> ▾ | <input type="text" value=""/> ▾ | <input type="text"/> | <input type="text"/> |
| <input type="text" value=""/> ▾ | <input type="text" value=""/> ▾ | <input type="text"/> | <input type="text"/> |

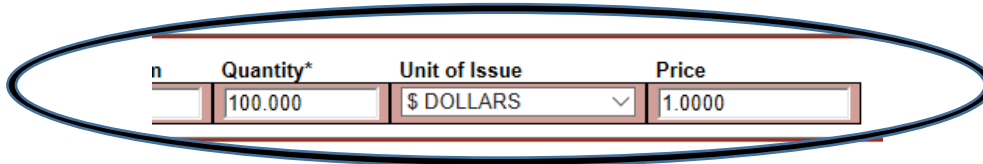
CONTINUED ON NEXT PAGE

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. ***



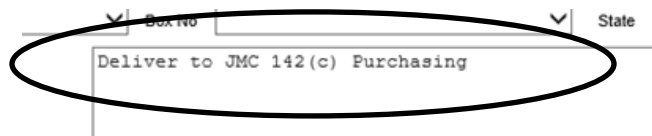
| n | Quantity* | Unit of Issue | Price |
|---|-----------|---------------|--------|
| | 100.000 | \$ DOLLARS | 1.0000 |

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).

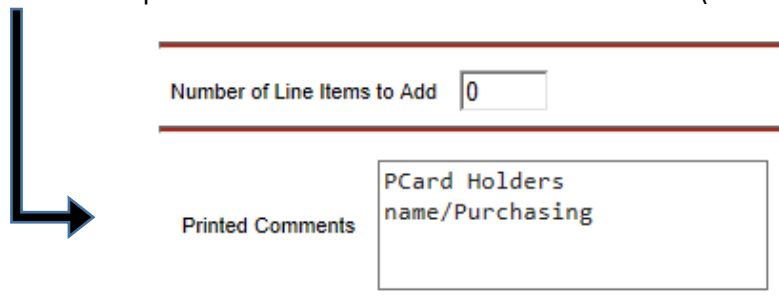
To find or enter information into the **Shipping Comments** field please refer to **How to View/Modify Requisitions** by following steps 1-10 on p.14. Information to include in this section: what department, ATTN: individual from specific department, and location: building/room.

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



▼ Select ▼ 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 0

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.

Item Description*

BPO FY20 for Materials and Supplies such as: Pens, Post-its, Staples, etc./not limited to.

Vendor Item

Quantity*

100.000

Unit of Issue

\$ DOLLARS

Price

1.0000

Trade Disc Pct

Trade Disc Amt

Fixed Asset

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 | <input type="text" value="PCard Holders name/Purchasing"/> | Comments | <input type="text" value="PCard Cus"/> |
|------------------|--|----------|--|

- **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* | Item #5623 Package of 25 folders GREEN | | |
| 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)

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

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 | <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 Amt | <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 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*
 Unit of Issue
 Price
 Trade Disc Pct Trade Disc Amt
 Fixed Asset

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

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

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 Amt | <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 | <input type="text"/> | Box No | <input type="text"/> |
| | | State | <input type="text"/> |
| Comments | | | |
| <input type="text"/> | | | |

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 | <input type="text"/> |
| Commodity Code | <input type="text"/> |
| Item Description* | <div>Shipping Charges</div> |
| Vendor Item | <input type="text"/> |
| Quantity* | 1 |
| Unit of Issue | LT LOT <input type="button" value="v"/> |
| Price | 2.00 |
| 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 <input type="button" value="v"/> | 514100 Materials & Supplies <input type="button" value="v"/> | <input type="text"/> | 2.00 |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |

Tax Code(s)

| |
|----------------------------------|
| <input type="button" value="v"/> |
| <input type="button" value="v"/> |
| <input type="button" value="v"/> |

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 Po (more...) |
| 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 Po (more...) |
| 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 D

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

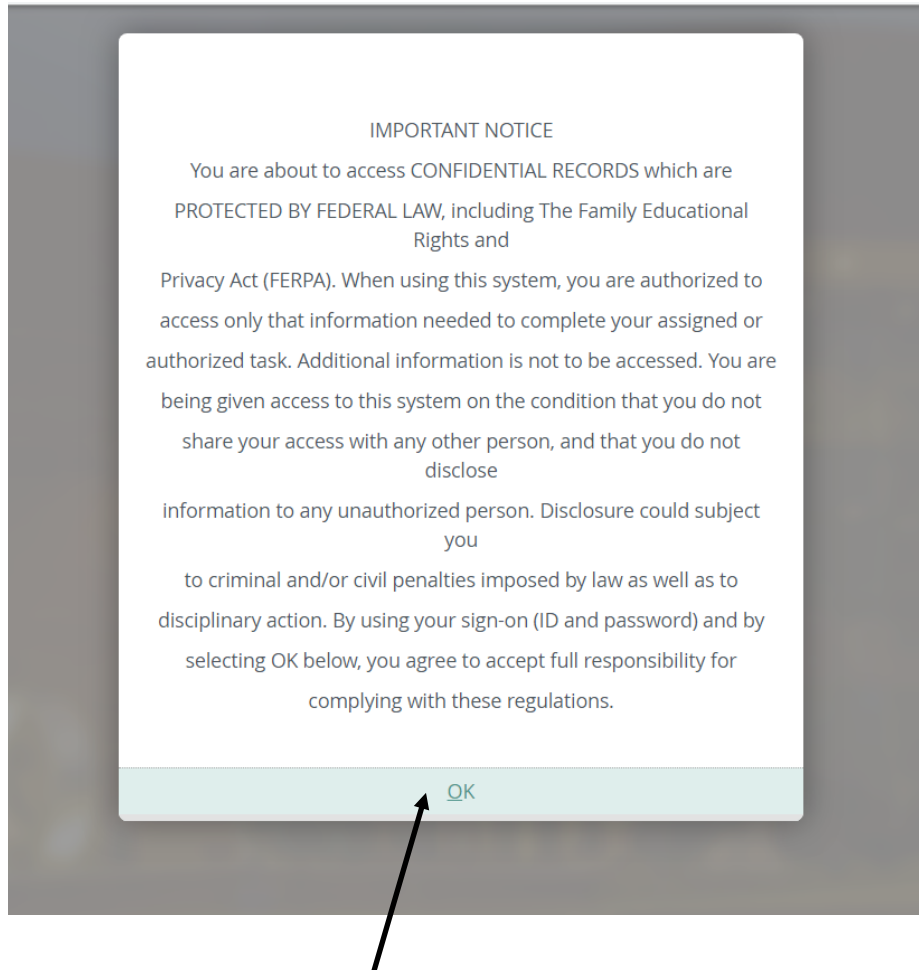
Director of Purchasing: Craig Sisco

ALL REQUISITIONS TAKE 3-5 BUSINESS DAYS TO PROCESS.

How to Create a Requisition

1. Go into OCCC's Portal

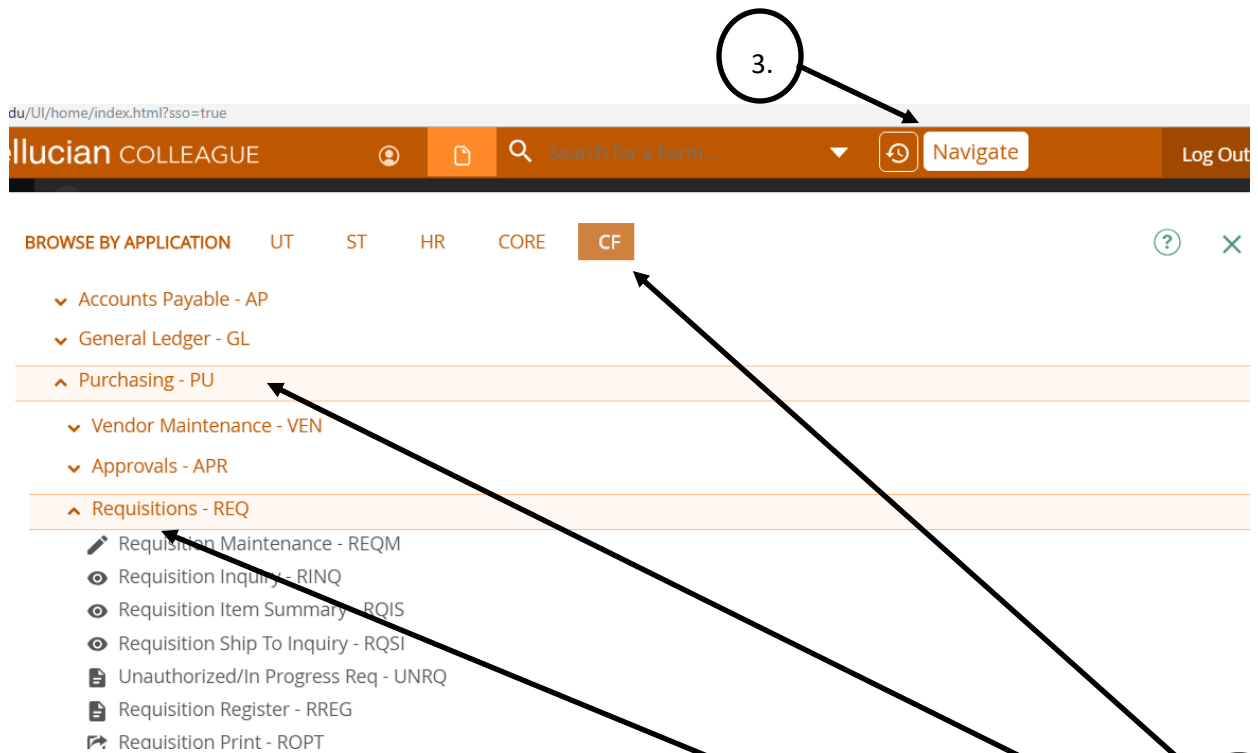
- Click on Applications
- Then into Colleague



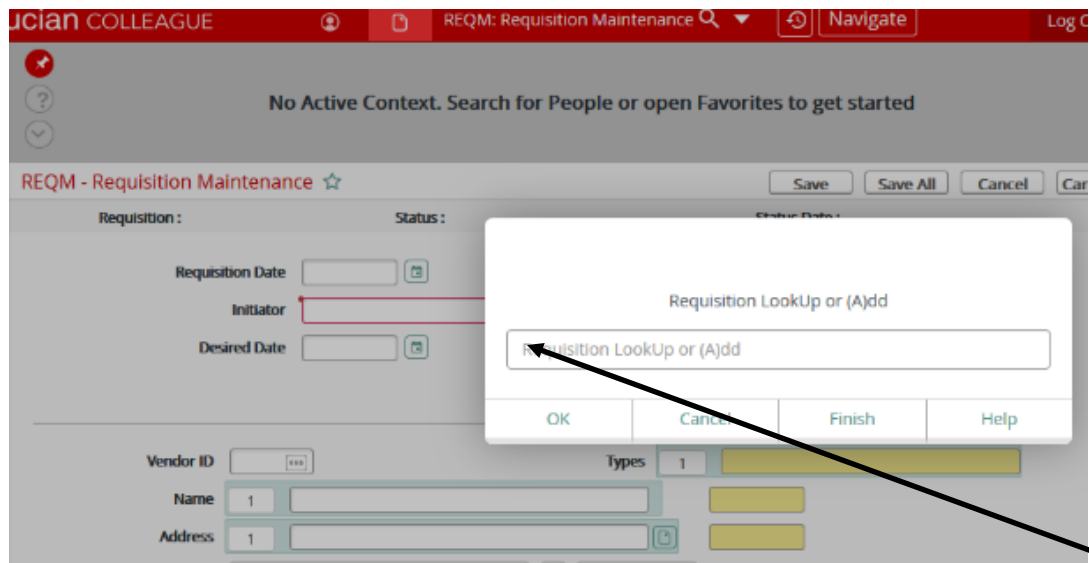
2. After reading notice window, click **OK**.

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

No Active Context. Search for People or open Favorites to get started

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/Zp: Vernon Hills IL 60061-4304

Country: Currency: Terms: Ship To: 01 OKC Community College Ship Via: FOB: Commodity:

Approvals: 1 Buyer: Line Items: 1 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 | 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.**

9a.

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 : 109921890 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

GL Amt

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

Percent

Quantity

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*).

The screenshot shows the 'REQUISITION ITEM MAINTENANCE' form. At the top, there are tabs for 'REQM', 'RQIL', and 'RQIM'. Below the tabs, there are buttons for 'Save', 'Cancel', 'Timestamp', and 'Download'. The form contains several fields: 'Vendor Name', 'Commodity', 'Inv Item', 'Description', and 'Est Price'. The 'Description' field is highlighted with a yellow background and contains the text 'Item # 1234', 'File Folders', '8.5 x 11 Letter Green', and '25/pk'.

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).

The screenshot shows the 'REQUISITION ITEM MAINTENANCE' form with a large blue arrow pointing to the 'Unit of Issue' field. The form contains the following fields: 'Vendor Name' (CDW Government LLC), 'Commodity', 'Inv Item', 'Description' (Item # 1234, File Folders), 'Est Price' (7.9500), 'Quantity' (1.000), and 'Unit of Issue' (containing an ellipsis). The 'Unit of Issue' field is highlighted with a yellow background.

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

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

| # | 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:

The screenshot shows the 'REQUISITION ITEM MAINTENANCE' form. On the left is a sidebar with navigation links: REQM, RQIL, and RQIM (highlighted). Below these are labels for various fields: Requisition, Vendor Name, Comments, Inventory, Description, Estimated, Quantity, Unit of Issue, Trade Discount, and Extended Price. The main area has buttons: Save, Cancel, Timestamp, Download, and Find... Below these is a large orange box labeled 'Item Description'. A popup window is open over the 'Description' field, containing the following text: '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'. The popup has a scroll bar on the right.

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*.

This screenshot shows a different view of the requisition form. Fields include: Commodity, Inv Item, Description (with two lines: '1 Registration for the' and '2 following people to'), Est Price (225.0000), Quantity (1.000), Unit of Issue (\$ DOLLARS), Trade Disc Amt, Trade Disc Pct, and Extended Price (225.00). The 'Unit of Issue' field is circled in blue. On the right side, there are labels: Desired, Fixed, Vendo, Form/Bc, and Comments.

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

The screenshot shows a software interface for searching GL Accounts. At the top, there's a 'Tax Codes' section with a dropdown set to '1'. Below it, the 'GL Accounts' section has a search bar containing '...62150...'. A blue arrow points to this search bar. To the right of the search bar are navigation buttons (back, forward, search) and a 'No Values' indicator. Below the search bar are input fields for 'GL Amt' and '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.

The screenshot shows a software interface for viewing GL Funds Availability. The 'GL Accounts' section has a search bar with '10-16-62150-504100' entered. Below it are input fields for 'GL Amt' (7.95) and 'Proj ID'. To the right, the 'GL Funds Availability' section is highlighted with a blue circle. It shows a list of values: 'Purchasing : Material', 'Bgt: 621.02', 'Exp: 0.00', 'Enc: 150.00', 'Req: 7.95', and '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 (calendar icon), Fixed Asset (dropdown), Vendor Part (text), Form/Rev/Loc (dropdown), and Comments (text with a document icon). The Comments field is circled in red. Below the Comments field is a Quantity section with a text input (1.000) and an equals button. To the right of the Quantity section is a vertical list of yellow boxes containing financial data: GL Funds Availability, Purchasing : Material, Bgt: 621.02, Exp: 0.00, Enc: 150.00, Req: 7.95, and 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](#)).

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

Doc

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/Flag

Tax Codes 1

GL Accounts Value 1/1 1 of 2

10-16-62150-504100

GL Amt 7.95

Proj ID

Quantity 1.000

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).

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments

Quantity

| | |
|-----------------------|--------|
| 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 web form for creating a requisition. At the top, there are fields for 'Terms', 'FOB', and 'Commodity', each with a dropdown arrow. Below these is a 'Printed Comments' field with a value of 'No Values'. To the right of this field is a green button with a document icon. Below the 'Printed Comments' field are fields for 'Comments' (value: 1), 'Priority' (dropdown), and 'Requisition Done' (value: No). A black arrow points from a circled '13.' to the green button.

- 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, Invn Store, Line Items, Comments, Priority, and Requisition Done. The 'Comments' field is highlighted with a white button to its right, which is circled and labeled '14.' 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 requisition form with the 'Requisition Done' field set to 'N'. The 'Comments' field is set to 'Quote' and the 'Printed Comments' field is set to '3'.

*****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 **OSCC 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 | <input type="text" value="rachel.l.potter@occc.edu"/> |

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

Approval Date

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

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.

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 – Erick Worrell |
| 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 – Erick Worrell |
| 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 | Utilites | |
| 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.

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.

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

Credit Information & Trade References



OKLAHOMA CITY COMMUNITY COLLEGE

7777 South May Avenue

Oklahoma City, OK 73159

CREDIT INFORMATION

Number of Employees: 1100

Tax Exemption # 73-1556390 Duns #07-428-8952

Officers:

Dr. Jerry Steward, President

Ms. Cynthia Gary, Chief Financial Officer

Bank References:

Oklahoma State Treasurers Office

State Agency #633

TRADE REFERENCES

B&S Quality Printing

1000 Cornell Pkwy

Suite 600

OKC, OK 73108

Contact: Kryn Henager

Phone: (405) 949-9797

Fax: (405) 949-9802

Staples Business Interiors

5100 North Brookline #57

OKC, OK 73112

Phone: (918) 669-4072

Fax: (918) 669-4660

Midwest Trophy

3405 S.E. 29th

Del City, OK 73115

Contact: Shannon

Brannon Phone: (405)

670-2832 Fax: (405) 670-

4545

Acct. #64259

Xpedx

1901 E. 119th St.

Olathe, KS 66061

Contact: Bob Ford

Phone: (913) 397-

4006

Fax: (913) 397-4176

Acct. #10060401

7777 South May Avenue, Oklahoma City, OK 73159 • (405) 682-1611 • www.occc.edu

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: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> 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 <i>How to get a TIN</i> 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="11" style="text-align: center; padding: 2px;">Social security number</td></tr><tr><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="11" style="text-align: center; padding: 2px;">Employer identification number</td></tr><tr><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td><td style="width: 33.33%; height: 20px;"></td></tr></table> | | | | | Social security number | | | | | | | | | | | | | | | | | | | | | | Employer identification number | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%; padding: 5px;">Sign Here</td><td style="width: 65%; padding: 5px;">Signature of U.S. person ▶ _____</td><td style="width: 20%; padding: 5px;">Date ▶ _____</td></tr></table> | | | | | Sign Here | Signature of U.S. person ▶ _____ | Date ▶ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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 |
| | (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. 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