Information to gather prior to creating a requisition in PeopleSoft

- Campus Business Unit, contact the campus Business Office to identify an approved supplier; DIS01 Business unit, contact the Purchasing and Contract Services Department to identify an approved supplier
- Formal, valid quote from supplier
- A current valid supplier email address where the PO will be dispatched to
- Appropriate chartfield and category code for the expenditure
- Delivery location, end location and departmental contact information
- Consultant or Lecture agreement, if applicable
- All documents, such as quotes, pictures, agreements, etc. are in one file for attachment to the requisition

Things to Remember

- The Purchasing Department must create a purchase order ***BEFORE*** *you* receive services, materials, and/or an invoice from the supplier. Purchases that have been initiated and processed by an end-user without a purchase order are **"ILLEGAL."** The District cannot be held liable for purchases made without a purchase order. All purchases **MUST** have an assigned purchase order number issued by the Purchasing and Contract Services Department prior to making a purchase. If a purchase is made without a PO, the payment cannot be made. **Potentially the end user can be held financially responsible for any order placed without a District authorized purchase order.**

  A requisition that is created after a purchase has been made is called a **Confirmation Requisition**. If approved, a justification form will need to be uploaded as a single attachment to line 1 of the requisition. (**See page 30**). Identify the requisition as a confirmation by stating "CONFIRMATION" as the first word in the description box on Line 1 of the requisition. An example would be "CONFIRMATION – PAYMENT FOR xxx" and then provide further details in the **Additional Information** field.

- **Amount Only** (AOPO) orders are intended for renewals, maintenance service agreements, rentals, professional services, and subscriptions/memberships. AOPO orders should not be used for the purpose of tangible product purchases.

- **Prepays:** On Line 1 of the requisition, identify if a prepayment is required by stating "PREPAY" as the first word in the item description box. An example would be "PREPAY – FOR xxx" and then provide any further details in the **Additional Information** field. The invoice/payment information must be attached to Line 1 of the requisition as well.

- **Special Handling**: For special handling, indicate on Line 1 of the requisition if the check needs to be mailed to the site (include the person's name, location department, building, room number, and point of contact) or if someone needs to be called to pick up the check (include the person's name and phone number). The invoice/payment information must be attached to Line 1 of the requisition.

- **Ship To VS. Location**: **Ship To** is where the goods will be shipped and **Location** is where the end user is – where the goods will remain.

- Add **Shipping/Freight** as a separate line item on the requisition. Remember to use category code **962-86** for the line.

- **DO NOT** add Sales Tax to the requisition; tax will be allocated to the PO automatically. Please be sure the Chartfield used has sufficient funds to allocate tax.