NORTHWESTERN STATE UNIVERSITY
SCT Online Purchase Requisition
for
SMALL DEPARTMENTAL PURCHASES
"CONFIRMING PURCHASE ORDER"
(Requisition Type = R)
(PURCHASE ORDER TYPE = CO)

Simple Purchase Requisition:

Simple purchase requisitions are those requisitions with ONLY one (1) 10-Digit Account Number. Header Accounting on Screen 250 is limited to only one (1) 10-Digit Account Number (6-Digit Account Number/4-Digit Object Code) because of certain system complications. To distribute **more than one (1)** 10-Digit Account Number, you **must use the Complex Purchase Requisition Steps.**

Complex Purchase Requisition:

Complex purchase requisitions are those requisitions with MORE than one (1) 10-Digit Account Number. To distribute **more than one (1)** 10-Digit Account Number, you **must go** to **Screen 254**, **Requisition Line Item Create/Modify Screen** and use **Line Item Accounting**.

NOTE: **When entering complex purchase requisitions (More Than one (1) 10-Digit Account Number, each line is not encumbered individually as when entering the simple purchase requisitions. Encumbrance is only achieved when the completed purchase requisition is trailered on Screen 256, Requisition Trailer. Each department must be aware of budget limitations as indicated on Screen 019, SL Account Summary. A deficit will occur when entries exceed this amount. Departments will be held responsible for liquidation of expenditures correctly.**

I. Purpose and Scope: This procedure outlines the method of requisitioning goods and services **using the SCT Online Purchasing System**, which are not available from University Warehouse or Print Ship in accordance with the current Governor's Small Purchase Executive Order. All goods and services from outside vendors must be requisitioned. Unauthorized procurement of goods and services is the responsibility of the requisitioner.

Note: **Confirming Purchase Orders are for Departmental purchases for $1,000 or less for goods and services ordered by departments, an official purchase order is not issued to the vendor.**

Confirming Purchase Orders require <u>only</u> the approval of the Budget Unit Head of the account(s) to be charged.

<u>NOTE:</u> **The legal limit of $1,000.00 for Confirming Purchase Orders includes freight and other charges. Taxes are excluded from the $1,000.00 limit if the university pays the vendor and are therefore excluded in the $1,000.00 legal limit, unless otherwise stated within these procedures.**

If an employee pays for the purchase with personal funds and requests reimbursement, taxes are included in the $1,000.00 legal limit.

II. Reference: University Purchasing Policy.

<u>NOTE:</u> **Refer to the NSU Fiscal Policy and Procedure Manual section, Purchasing Policies and Procedures, IX-1 for specific Purchasing rules, regulations, laws, policies and procedures.**

III. Responsible Area: Business Affairs

<u>NOTE:</u> **Calls to Business Affairs-Purchasing Section should be limited to procedures regarding rules and regulations.**

Purchasing Authority Delegated for “Confirming Purchase Order”

University policy concerning purchasing authority for financial commitments provides that no employee of the University has the authority to make any purchase commitment, enter into any contract for materials, supplies and services, or otherwise take action with respect to third parties which may be construed as financially binding to the University except through the usual channels under the authority of the Business Affairs-Purchasing Section. In the absence of special arrangements to the contrary, the Purchasing Section will receive all bids and enter into all negotiations with suppliers/contractors.

The University’s purchasing policy does not preclude a department from contacting sources of supply or services for preliminary information concerning prices, quality, or usage of equipment, supplies, etc., in which it is interested. The SCT Online Purchasing System supplies names and addresses of vendors on request. Such preliminary contacts are not to produce firm commitments as this is the function of the Purchasing Section. Copies of letters of estimates and of other information relative to desired purchases received by a department from sources of supply should be forwarded to the Purchasing Section with **Screen 250, Requisition Header Maintenance** Screen print if an Official Purchase Order is to be issued or is otherwise required.

When a Budget Unit Head elects to use the "**Confirming Purchase Order**" procedure he/she is accepting delegated purchasing authority and is responsible for and agrees to procure goods and services in accordance with university purchasing policies and procedures and abide by the terms and conditions of this authority and that any violations are the **responsibility of the Budget Unit Head and his/her designee regardless of any errors and omissions of approvers and/or Purchasing staff. A Budget Unit Head cannot use the defense, "if it wasn't right <u>they</u> should not have paid it," etc.**

<u>**NOTE:**</u> **Confirming Purchase Orders require <u>only</u> the approval of the Budget Unit Head of the account(s) to be charged.**

The Budget Unit Head understands that if the purchasing policies and procedures are not followed, their "**Confirming Purchase Order**" authority will be suspended. Then the Budget Unit Head must have his/her Vice President process all Confirming Purchase Order requests.

Furthermore, the Budget Unit Head understands <u>all</u> access to the SCT Online Purchasing System has an audit trail available for review and audit and is subject to be audited by the Internal Auditor and Legislative Auditors.

Frequency of Confirming Purchase Orders

Confirming Purchase Orders should not be used to avoid proper planning. Budget Unit Heads should plan for fewer frequent purchases rather than frequent purchases. Budget Unit Heads should plan for the longest period possible within a fiscal year and make as few purchases as possible. Frequent unnecessary purchases are not economical or efficient and could result in an adverse performance audit finding.

To avoid excess Confirming Purchase Orders the Budget Unit Head should requisition goods and services allowing sufficient time to have an Official Purchase Order issued.

Misuse of the Small Purchases provisions is a frequent test performed by the Legislative Auditors.

Splitting of Purchases is Prohibited

The Budget Unit Head will be responsible (audited) for compliance with KBB 2007-10 (or Current Governor's Small Purchases Executive Order). Executive Order KBB 2007-10 authorizes the governor to establish procedures for the procurement of small purchases with the caveat that "procurement requirements shall not be artificially divided so as to constitute a small purchase". In other words, a budget unit cannot submit two or more requisitions to the same vendor or similar vendors in order to avoid competitive bid requirements or to avoid the formal solicitation of competitive sealed bids.

Artificial division of purchases, splitting purchases, can be outlined as follows:

A. Budget Unit Head submitting two or more requisitions of $1,000 each or less for the identical commodity on the same day or within the same week.
Example: (1) desk @ $650 & (1) desk @ $425 received 2/21/99

B. Budget Unit Head submitting two or more requisitions of $1,000 each or less to the same vendor on the same day or within the same week.
Example: (1) desk @ $600 to Acme Office Company received 4/13/99
(1) desk @ $450 to Acme Office Company received 4/15/99

C. Budget Unit Head submitting two or more requisitions of $,1000 each or less to similar vendors* for identical or similar commodities** on the same day or within the same week.
Example: (2) balances = $522 to Acme Scientific received 5/16/99
(8) beakers = $312 to Wholesale Lab Supply received 5/16/99 (9) thermometers = $288 to Best Buy Labs received 5/16/99

* Similar vendors are suppliers selling products within the same industry category, i.e., athletic, automotive, data processing, electrical, medical, office scientific, etc.

** Similar commodities are items which possess general characteristics within the same industry category, i.e., athletic, automotive, data processing, electrical, medical, office, scientific, etc.

(1) Budget Unit Head submitting separate requisitions for the same requester totaling of $1,000 each or less which meet criteria 1, 2 or 3 above.

(2) Two or more individuals associated with different Budget Units who knowingly collaborate to submit separate requisitions totaling $1,000 each or less for commodities to be used together which meet criteria 1, 2 or 3 above.

(3) Recurring patterns of requisitioning over the course of a fiscal year exceeding $,1000 for the same commodity from the same or similar vendors*.

Artificial division of purchases is a serious violation of state purchasing law which results in adverse audit findings from the Internal Auditor and Legislative Auditors. When it is called to the attention of the University's Director of Purchasing that a Budget Unit Head is engaging in the artificial division of purchases or other purchasing law violations, the Director will recommend to the President and appropriate Vice President that the Budget Unit Head's delegated purchasing authority for Confirming Purchase Order purchases be suspended.

Line Item and Account Balance Deficits Occurring When Transferring a Purchase Requisition to a Purchase Order

It is possible with the SCT Online Purchasing System for an account to go into a **line item** or **account balance deficit** before a previously encumbered Requisition has been turned into an approved and encumbered Purchase Order. The SCT Online Purchasing System assigns a Purchase Order Number before a Purchase Order is approved and encumbered in the accounting records. Therefore, when you inquiry the System to retrieve your transaction Purchase Order Number you are not assured the transaction has not caused your account to have a **Line Item** or **Account Balance Deficit**.

A Budget Unit Head must monitor his/her account(s) at all times.

Any resulting deficit caused by this SCT Online Purchasing System weakness is the responsibility of the Budget Unit Head. Budget Revisions necessary to correct the account's budget must be submitted by the Budget Unit Head in accordance with the **NSU Fiscal Policy and Procedure Manual, Request for Budget Revision, XII-1**, procedure.

To provide a procedural solution and compensating control for this system feature, anyone accessing the SCT Online Purchasing System for an authorized Purchase Order Number may verify that the Purchase Order is encumbered in the accounting records by accessing FRS, **Screen 026, Open Encumbrance** by Reference and verifying the Purchase Order has been encumbered.

See the **Line Item** and **Account Balance Deficits** section of this procedure for additional information concerning **Line Item** and **Account Balance Deficits**.

Unbudgeted Expenditure Requests

Budget Unit Heads requesting unbudgeted expenditures must complete and have approved a Request for Budget Revision **(Attachment CC)**, in accordance with **Fiscal Policy and Procedure Manual procedure, Request for Budget Revision, XII-1, <u>regardless of the source of funding, before processing any requisitions</u>**.

Classification of Expenditures

You must use the correct expenditure object code for the goods and services you are purchasing or your requisition will be flagged as pending or denied on **Screen 252, Requisition Approval**. Screen 252 is used to notify the Budget Unit Head of the status of the Requisition.

To avoid reclassification of expenditures and associated delays, the Budget Unit Head should refer to the **NSU Fiscal Policy and Procedure Manual IV, Chart of Accounts, Accounting Codes, H. Expenditure Subcodes - Object.**

Flagging a Requisition as Pending

Minor errors in requisitions may be corrected by the Director of Purchasing/Designee instead of flagging the requisition as pending status. The type errors that can be corrected after review are object codes and requisition types where the Director of Purchasing/Designee chooses to better characterize the purchase and correcting the error is more efficient. Classifying an object code in the general category, i.e. 2000 or 3000 will not be corrected nor will omitting the vendor. The on-line purchasing system will not allow using two account numbers with different object codes on Screen 250. Also you may not use Screen 250 header accounting when processing more than one account number. Processing more than one type item as partial receiving may cause improper allocation of costs.

Requisition Reference

Most SCT on-line requisitions when turned to a Purchase Order, will reference both the Requisition number and the Purchase Order number. When several on-line requisitions are combined or when a paper requisition is processed outside the on-line system, there will not be a Requisition number or Purchase Order number referenced on the document. In order to expedite on-line purchase order processing, the Purchasing Office may correct errors in requisitions to avoid pending status delays (Re: "Flagging a Requisition as Pending" section of this procedure). Such changes may result in the Requisition number "dropping off" the system. Therefore, Budget Unit Heads should check their e-mails for reference of Purchase Orders that have been processed on their accounts and check account Screen 23 for encumbrances that reference Purchase Order numbers.

Confirming Purchase Order

The "Confirming Purchase Order" procedure replaces the "Direct Payment Request" for procurement of services, supplies and materials, that are picked up from off-campus vendors and not routed through NSU's Central Receiving and Shipping department (an official Purchase Order <u>is not</u> issued to the vendor). The Budget Unit Head must verify that supplies, materials and services requested are not available from the University's Warehouse or University Print Shop.

Purchases that qualify as a "Confirming Purchase Order" are:

- **Purchases not exceeding $1,000; for which no competitive bidding is required and for which an official Purchase Order <u>is not</u> issued to the vendor.**
- **Purchases in excess of $1,000, exempt from competitive bidding regardless of price for which an official Purchase Order <u>is not</u> issued to the vendor.**

General Process for Confirming Purchase Orders

In general, the pick up of merchandise by Budget Unit Head CANNOT EXCEED $1,000.00. Excessive use of these purchases will receive close audit review. The department must call the vendor for a price quote, inclusive of all costs relating to invoice price, prior to processing an On-line

Purchase Requisition Type R for Confirming Purchase Orders (Purchase Order Type = CO. Once the requisition completes the approval process and transfers to a Purchase Order, the Authorizing Department will Screen Print 220 (Purchase Order Header Maintenance Screen) using F2 and take hard copy of P.O. to pick up their merchandise and itemized original invoice. Upon receipt of goods/services, the Budget Unit Head enters Receiving Report data (SCT Online Receiving Report/Central Receiving and Shipping Certifies delivery, IX.A.7) on Screen 230, Receiving Report Create (Part 1 & 2) (Attachment T & U); Screen Prints PO Summary on Screen 284 for transmitting documents, (Attachment X) and attaches Vendor's Invoice (PO# must appear on the invoice if the PO# is not printed on the invoice by the vendor, the Budget Unit Head/Designee must write the PO# on the invoice); signs and dates PO Summary (Screen 284) Screen print; indicates the order is complete or partial and forwards to Business Affairs-Accounts Payable for payment processing.

> **NOTE:** **The Purchase Order number on Screen 220 is in the Action Line PO: (PO Number)**

> **NOTE:** **The Purchase Order Summary (Screen 284) Screen Print should be printed after entering the receiving information and verifying the Received Data and Received Quantity are correct on Screen 284, PO Summary. This printout is used as a transmittal cover document for invoices, subscription forms, order forms, etc. Be sure to write the Purchase Order Number on the attachments.**

> **NOTE:** **In general, purchases not exceeding $1,000 do not require approval outside the Budget Unit Head.**

Advance Payments

Advance payments as prohibited by Article IV, Section 14 of the State Constitution and are not authorized unless specifically allowed within these procedures, state law or specifically authorized by the Commissioner of Administration of the State of Louisiana. When purchases are approved for "advance payment" is made before receiving the service, they usually require enclosures. When payments require forms, applications or other enclosures to be mailed with the payment after entering the receiving information, it is the Budget Unit Heads responsibility to submit the appropriately completed enclosures with the PO Summary (Screen 284), Screen print and forward to Business Affairs-Accounts Payable Section. The Budget Unit Head must sign and date the PO Summary Screen and indicate if the order is complete or partial. For instructions on entering receiving information, refer to Fiscal Policy and Procedure IX.A.7, see attachment's U, V, W, and X).

Advance payments for goods and materials require the prior approval of the Director of Purchasing regardless of the amount.

Specific Confirming Purchase Order Purchases

The following are specific Confirming Purchase Order purchases. Small purchase limits, special processing requirements, documentation requirements, receiving requirements, and Official Purchase Order issuance requirements are outlined. This list is not all inclusive. When the Budget Unit Head is not sure what process to use for his/her purchases, they should contact the Business Affairs-Purchasing Section for guidance.

In a few cases there are daily or weekly reoccurrences of small noncompetitive purchases necessary to perform unanticipated remedial maintenance. Such exceptions are to be handled with a prior approved Official Purchase Order issued by the Director of Purchasing rather than a "Departmental Confirming Purchase Order."

A. Petty Cash Purchases: Petty cash purchases will now be processed under the "Confirming Purchase Order" procedure. Instead of receiving cash reimbursement from the Business Affairs Cashier, a check will be mailed to the employee after the process is complete. Individual purchases may not exceed twenty dollars ($20).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- The vendor's original paid invoice, paid receipt, canceled check, credit card statements, etc. with Purchase Order Number written on appropriate documents and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Print Screen 284, PO Summary, sign, date and mark partial or complete. NO PARTIAL PAYMENTS, SUBMIT ALL INVOICES.

An Official Purchase Order **is not** issued to the vendor.

NOTE: For those instances when an authorized traveler is seeking reimbursement for gasoline purchased for a university vehicle while on official travel, the reimbursement must be requested on a Travel Expense Account as another reimbursable item, with bonafide receipt(s) attached. DO NOT USE the "Confirming Purchase Order" process, "Petty Cash Vouchers" or "Purchase Requisitions" for such reimbursement requests.

NOTE: When requesting reimbursement on a confirming purchase order for multiple invoices that are to be categorized under different object codes, each ten-digit account number should be entered as a separate line item in the requisitioning process.

Example: Teaching supplies and food purchased for a workshop. All receipts for supplies would be totaled and entered with an object code of 4410 and the total for food receipts would be entered under object code 4210.

B. Small purchases paid by an employee are discouraged, however, when incurred, the Confirming Purchase Order process will be used. The employee will be mailed a reimbursement check after the process is complete for (0 up to $1,000).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- The vendor's original paid invoice, paid receipt, canceled check, credit card statements, etc. with Purchase Order Number written on appropriate documents and

- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284, (PO Summary) sign, date and mark complete. NO PARTIAL PAYMENTS, SUBMIT ALL INVOICES.

An Official Purchase Order **<u>is not</u>** issued to the vendor.

<u>NOTE</u>: When requesting reimbursement on a confirming purchase order for multiple invoices that are to be categorized under different object codes, each ten-digit account number should be entered as a separate line item in the requisitioning process.

Example: Teaching supplies and food purchased for a workshop. All receipts for supplies would be totaled and entered with an object code of 4410 and the total for food receipts would be entered under object code 4210.

If an employee pays for the purchase with personal funds and requests reimbursement, taxes are included in the $1,000.00 legal limit.

C. Pick up of merchandise by Budget Unit Head charged to the vendor (CANNOT EXCEED $1,000).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- Vendor's Original Invoice/Receipt with Purchase Order Number written on Invoice/Receipt, and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date, and mark partial or complete.
- An Official Purchase Order **<u>is not</u>** issued to the vendor.

D. Teaching materials, etc. **that require advance payment** prior to shipment (CANNOT EXCEED $1,000). (Example: Educational Videos from Films for Humanities).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- Vendor's Order Form (**If required to accompany payment**) and/or

- Vendors’ original invoice/receipt with Purchase Order Number written on the invoice/receipt and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date, and mark complete.

An Official Purchase Order **is not** issued to the vendor.

NOTE: **When requesting reimbursement on a confirming purchase order for multiple invoices that are to be categorized under different object codes, each ten-digit account number should be entered as a separate line item in the requisitioning process.**

Example: Athletic supplies and clothing purchased for a workshop. All receipts for athletic supplies would be totaled and entered with an object code of 4430 and the total for clothing receipts would be entered under object code 4440.

NOTE: **Authorized dealer request in excess of $1,000 must always have the approval of the Director of Purchasing.**

E. Repair parts and equipment repairs when purchased from a vendor that is not a Louisiana authorized dealer (CANNOT EXCEED $1,000) (Example: Laser’s Unlimited’s repair Hewlett Packard printers.

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendors’ original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

NOTE: **Authorized dealer request in excess of $1,000 must always have the approval of the Director of Purchasing.**

An Official Purchase Order **is not** issued to the vendor.

F. Memberships, dues and subscriptions (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE). (Example 1: Library Association Membership) (Example 2: Shreveport Times subscription)

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendor’s Order Form **(If advance payment is required)** and/or
- Vendors’ original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

G. Registration fees <u>not involving travel</u> (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE) (Example: Fee for conference held in Natchitoches, La).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendor's Registration Form **(If advanced payment required)** and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **<u>is not</u>** issued to the vendor.

H. Advertisements of student registration, class schedules, faculty vacancies (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE)
- For advertisements of University Programs/Events the Budget Unit Head must comply with state law R.S. 43:111 which prohibits advertising the university except where specifically authorized. **General nonspecific advertising of the university is prohibited unless specifically authorized by your Vice President and the Director of Purchasing.**

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendor's Order Form **(If advance payment required)** and/or
- Vendors' original invoice with Purchase Order number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

<u>NOTE:</u> **Proof of an advertisement (Tear Sheet) should be retained in Department file for audit purposes.**

An Official Purchase Order **<u>is not</u>** issued to the vendor.

<u>NOTE:</u> **DO NOT PLACE AN ADVERTISEMENT WITHOUT REFERENCING THE PURCHASE ORDER NUMBER.**

I. Athletic Game Guarantees (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE) (Example: Football game with Henderson State).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- A signed game contract indicating amount to be paid and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **<u>is not</u>** issued to the vendor.

J. Postage purchases from U.S. Post Office for departmental purposes not the University Post Office. (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE) (Example: Purchase postage for Departmental Purchases outside the University Post Office).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendor's Order Form **(If advance payment required)** and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

K. Parcel services including but not limited to Federal Express, UPS, Airborne Express and Express Mail. (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OR PRICE) (Examples: Reimbursement for FedEx Next Day Delivery of Grant application).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

L. Rental/Royalty contracts for Theatrical Productions (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE) (Example: Royalty to perform "Annie Get Your Gun").

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:
- Vendor's Order Form and/or
- A signed contract **(If advanced payment is required)** and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

M. Purchasing or selling transactions between state budget units and other governmental agencies. (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE)

1: Reimbursement of Off-Campus Instructional Services Agreement: (Rental at LaSalle Parish School by Continuing Education)

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- A memo from Budget Unit Head requesting payment (example: Memo Director of Continuing Education requesting payment for rental of classroom for summer school indicating number of students and amount per student) and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

The Official original contract/agreement is maintained and filed in the Continuing Education Office.

NOTE: Instructional service agreements more than $1,000.00 for space and accommodations from non-governmental entities may require competitive bidding; and is considered a lease (rent) and **are processed through University Affairs**. Refer to IX-1, Purchasing Policy and Procedure. Once the estimated price is determined, an appropriate Purchase Requisition must be processed. Once the agreement is approved, the Director of Purchasing will issue an official Purchase Order. In general the Confirming Purchase Order procedure is not used for non-governmental rentals.

The Official original contract/agreement is maintained and filed in the Vice President of University Affairs Office.

2: Reimbursement for intergovernmental services. (Reimbursement for personnel eg. Lab School Principal).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- A vendor's memo/bill requesting payment and/or
- Vendors' original invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

N. Public Utilities and Services provided by local governments. (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE. Order must be issued for 12 monthly payments. (Example: CLECO Electric).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- Vendors' original monthly invoice with Purchase Order Number written on the invoice and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

O. Livestock purchased at a public auction. (EXEMPT FROM COMPETITIVE BIDDING REGARDLESS OF PRICE).

The following attachments are required for processing and are to be submitted to Business Affairs-Purchasing Section:

- Vendors' original invoice/receipt with Purchase Order Number written on the invoice/receipt and
- After entering Receiving Report data on Screen 230, Receiving Report Create (Part 1 & 2), Printout Screen 284 (PO Summary) sign, date and mark partial or complete.

An Official Purchase Order **is not** issued to the vendor.

Taxes

Northwestern State University is exempt from the Louisiana state sales/use tax on purchases as provided by R.S.47:305.29, 47:305.30, or 47:305.35. The state sales/use tax is not to be charged when the agency/department makes a purchase and is responsible to vendors for payment. Copy of a tax exemption letter is available in Business Affairs-Purchasing Section.

Shipping, Handling, Hazardous Waste, and Other Freight and Processing Charges

Shipping, Handling, Hazardous Waste, and other Freight and Processing Charges billed by the vendor should be considered inclusive in cost of commodities purchased. Therefore, it is the responsibility of the Requesting Department to obtain a quoted price from their vendor's source which includes all costs associated in transporting goods to a destination point.

Vendor Creation

Make sure your vendor is on file by going to **Screen 202, Vendor Name Search**. If it is not on file, complete a Vendor Create/Modification Form, Attachment Y, in accordance with **Fiscal Policy and Procedure manual procedure IX.A.6, SCT Online Purchasing System Vendor File Create and Modification of Tax Identification Numbers.** The SCT Online Purchasing System allows a Purchase Order to be processed without a vendor. **DO NOT** try this or your Purchase Requisition must be canceled and you must start the requisition process over from the beginning. Cancel the Purchase Requisition on Screen 253 (refer to Error Correction Section for procedure on how to cancel a Purchase Requisition after it has been trailered).

UPO Field on Screen 254, Requisition Line Item Create/Modify and 25L, PR Multi-Line Item Create/Modify

Do not enter an F in the UPO field when processing Requisitions or Purchase Orders. If you put an F in the UPO field, the SCT Online Purchasing System will not encumber your Purchase Order in the Accounting Records. To verify that your Purchase Order has been encumbered, go to the Financial Records System (FRS) **Screen 026, Open Commitments** by Reference to verify your purchase order has been encumbered. If it has not been encumbered notify the Business Affairs-Purchasing Section immediately. This is a serious problem and could jeopardize the integrity of the University's accounting records.

NOTE: **The UPO field should always be "blank" for Confirming Purchase Orders.**

Enclosures

Certain purchases commonly require enclosures to be submitted to the vendor with payment. Examples include forms for subscriptions, order forms, registration forms, etc. To assure enclosures is submitted with payment, and the Budget Unit Head must transmit the enclosure for mailing to the Business Affairs-Accounts Payable Section. To accomplish this requirement for Confirming Purchase Orders after entering the receiving information, the enclosure should be attached to and submitted with the **Screen 284, PO Summary** screen print. To assist in assuring the enclosure is transmitted with the payment, the Budget Unit Head must indicate on the PO Summary screen print that an enclosure is required. The name of the enclosure should be indicated on the screen print.

Checks are fold-over, self-sealing documents that are mailed without an envelope. Enclosures require the check and enclosure be placed in an envelope. The Budget Unit Head is therefore requested to limit enclosures to only those required by the vendor to be submitted with payment. When possible enclosures should be mailed by the Budget Unit Head separate from the payment.

Monthly and Other Periodic Payments

Purchases that require monthly or other periodic payment should not be processed with the Confirming Purchase Order procedure. "Monthly and other periodic payment" purchases require the issuance of an Official Purchase Order under other specific Purchase Order types.

When the Budget Unit Head cannot identify another appropriate purchase order type for their purchase, they should contact Business Affairs-Purchasing Section for guidance.

"Monthly and other periodic payment purchases" require a separate line-item to be entered in the Requisition process for each month. The estimated expenditure per month should be entered for each line item. A matching Receiving Report and invoice must be entered monthly to generate payments for this type of order.

Purchase Order Change or Cancellation forms will usually be required to be completed and submitted to Business Affairs-Purchasing Section to realign encumbered amounts for remaining monthly and periodic line items after payments occur.

The Director of Purchasing will require the Budget Unit Head reprocess Requisitions when monthly payments are required if the Requisition is not properly submitted.

Monthly/periodic receiving reports and invoices are required for monthly/periodic payments.

Restriction on Certain Purchases

Items of a personal nature. Certain items of a personal nature may not be purchased with University funds regardless of the source of funds. Such items include: brief cases, Christmas cards other than official University cards ordered through the President's Office, personal magazine subscriptions, personal and individual memberships in professional, social, civic organizations, etc.

Purchases from University employees. Purchases by the University from University employees are prohibited.

Self-generated revenues (and other sources of funding) cannot be used to pay school dues for memberships in local civic organizations, such as the Chamber of Commerce in accordance with Attorney General Opinion No. 96-195, dated May 9, 1996.

Cash awards and prizes are limited to only students self-assessed fees which have been approved by the appropriate student self-assessed fee governing body and the appropriate Student Affairs Offices.

The Budget Unit Head and his/her approver(s) should assure the University that these type purchases do not occur.

Donation, Loan of State Property

Under the Louisiana Constitution Article 7, Section 14, employees cannot donate, lend, or pledge anything of value on behalf of the University, for example:

> The University cannot provide student reimbursement or exemption from fees, charges, etc., in exchange for donations of items and supplies for a class activity.
>
> Employees cannot use any property, equipment, computers and their peripherals, supplies, materials, facilities, employee time and effort, etc. for any purpose other than for the official business and events of the University.
>
> Employees cannot raffle or have as door prizes or other "give aways" any public properties unless otherwise specified.

Please seek the guidance of Business Affairs concerning any questions regarding donations.

The Budget Unit Head and his/her approver(s) should assure the University that these type purchases do not occur.

"Back Dating Purchases"

The Confirming Purchase Order procedure is to be used to process "small purchases" before purchasing the goods and service. For vendors that bill the university with a "statement of purchases" each purchase will have a purchase order number reference that can be used to verify the status and authorize payment. When you pick up or receive your purchase from your vendor you must give the vendor the purchase order number generated by the SCT On-line Purchasing System. If possible the vendor should enter this purchase order number in his system when he generates his invoice. If not, you must write the Purchase Order number on the invoice. If you purchase goods and services before generating a purchase order number from the SCT On-line Purchasing System you are "**back dating purchases.**" This process of back dating purchases may not be avoidable. For example, during a weekend closure or holiday when the University is closed, you must make a "small purchases" purchase and when the University opens you process your Confirming Purchase Order after the fact. You should write on the **Screen 284, PO Summary**, screen print why you "back dated the purchase" and forward with the original invoice to Accounts Payable in Business Affairs after entering the Receiving Report.

Other examples of instances where you might back date a purchase is for FedEx services, Petty Cash purchases and other unexpected and unpredictable actual expenses. Remember, this system is on-line, therefore all system dates are computer generated dates, you cannot back date system dates. DO NOT change an invoice date to make it appear that you did not "**back date purchases.**" Changing the date of an invoice is strongly discouraged and could be viewed as violation of certain laws such as:

R.S. 14:70 False Accounting
R.S. 14:133 Filing or Maintaining False Public Records
R.S. 14:134 Malfeasance in Office.

Receiving Reports (Print Screen 284, PO Summary) for Confirming Purchase Orders

The SCT Online Purchasing System, "value based security" (VBS) has been modified for receiving report processes. To provide a document to transmit invoices to Business Affairs-Accounts Payable, you are required to enter a Receiving Report using **Screen 230, Receiving Report Create (Part 1 & 2)**, screen print **Screen 284, PO Summary**, indicate on the Screen print if the receiving process is partial or complete, sign and date the screen print and route it with other required documentation such as the invoice received from the vendor or subscription form required to place an order, etc. to Business Affairs-Accounts Payable Section.

Receiving Report entry is required for all goods and services including monthly payments for services invoiced monthly that are on Confirming Purchase Orders.

Partial Payments will process if the line item receiving and invoicing information are consistent with the purchase order details. For the data entered in the system, the exact items and quantity received must match the exact items and quantity on the invoice and these entries must agree with the purchase order information. Any discrepancies will delay the payment process. **It is the responsibility of the Budget Unit Head and Central Receiving and Shipping to monitor and resolve partial liquidations.**

A departmental file for <u>all</u> Receiving Reports should be maintained by the Budget Unit Head for audit purposes for an audit by the Internal Auditor and Legislative Auditor. Missing receiving reports may result in an adverse audit finding.

The Budget Unit Head will be responsible for entering Receiving Report data on **Screen 230, Receiving Report Create (Part 1 & 2)** and printing the PO Summary (Print Screen 284) for all goods and services received at the department site. Central Receiving and Shipping will be responsible for entering Receiving Reports data on **Screen 230, Receiving Report Create (Part 1 & 2)** screen and printing the PO Summary (Print Screen 284) for all goods and services received at the Central Receiving and Shipping site.

From time to time goods will be delivered to Central Receiving and Shipping that may have been planned to be delivered to a department. When that occurs Central Receiving and Shipping will <u>receive</u> the delivery and be the "receiving agent" of record.

All receiving entries should be verified on Screen 284, PO Summary to assure that duplicate receiving entries are not made. If an error has occurred in receiving, Screen 239, PO Receiving Report Line Deletion should be used to delete the line and correct the receiving transaction.

Examples of common errors:

1. **The UOM for receiving does not match the Purchase Order. The receiving must be deleted on Screen 239 and reentered on Screen 230. If there is a problem with the UOM on the PO contact the Purchasing Office.**
2. **The quantity received is not entered correctly. A decimal point must be entered after each amount to properly record the receiving. (For example 1 must be entered as 1.00).**
3. **A line item should have been received, or has been done in duplicate. If receiving was done in error, Screen 239 should be used to delete the line.**

   <u>Note:</u> If receiving is not done properly, the invoice to be paid will not be processed.

Receiving Discrepancy Reconciliation

Receiving Discrepancies for goods and services must be reconciled and resolved by the Budget Unit Head through the Central Receiving and Shipping Department and the Vendor on a timely basis. For a damaged shipment or over-shipment, please refer to the Returns to Vendor section of the **SCT Online Receiving Report procedure IX.A.7 of the Fiscal Policy and Procedure Manual**.

Check Cycles

When the receiving and invoicing information match the Purchase Order, the system will generate a voucher during the next daily cycle. A check will process from the vouchered Purchase Orders during the normal scheduled check cycle process. It will take a minimum of two days for a check to be generated through the SCT Online Purchasing System.

The Budget Unit Head can access **Screen 284, PO Summary**, to determine the status regarding payment. Screen 284 shows if the Purchase Order has been invoiced, vouchered, and received. If the receiving and invoicing information matched, and the invoice has been vouchered, a check will process in the next scheduled check cycle. If a check has been processed the check date and check number are available on Screen 284. All checks are mailed out the day they are processed.

The Budget Unit Head should contact Central Receiving and Shipping if the receiving information is incorrect or not entered, and should contact the Vendor if an invoice has not been entered. All invoices will be entered daily when received in the Business Affairs Office/Accounts Payable Section if the Purchase Order number is on the invoice.

The Budget Unit Head should access Screen 284 to respond to calls from the vendor regarding payment of an invoice.

Delinquent Payment Penalties in accordance with R.S.39:1695

Late payment to business; penalties paid by state agency. If a state agency without reasonable cause fails to make any payment due within ninety days of the due date prescribed by contract, to a business awarded a contract with the state agency to supply equipment, supplies, materials, or textbooks, or to provide services, the state agency will pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2924(B)(3) per year, from the ninety-first day after the due date prescribed by the contract. In applying this Section to a claim related in any way to an entitlement program, payment for claims will be due ninety days after a claim is received by the state.

If it is determined by the state agency that additional evidence of the validity of the claim for payment is required, such evidence will be requested within ten working days from the date the bill is received by the state agency. In instances where additional evidence is required, the bill will be reviewed and payment or rejection made within thirty days from receipt of the evidence requested in the office of the paying agency.

Any penalty required to be paid by a state agency pursuant to this Section will be disbursed upon warrants drawn by the state agency upon that agency’s operating expenses budget.

Invoice Discrepancy Reconciliation

Invoice Discrepancies must be resolved with the vendor by the Budget Unit Head/Designee on a timely basis. If an invoice contains items not on the original purchase order, the Budget Unit Head must return these items in accordance with the Returns to Vendor section of the **SCT Online Receiving Report** procedure **IX.A.7** or process a change order in accordance with the **SCT Online Request for Change and/or Cancellation of Purchase Order Procedure**, **IX.A.8** to increase the Purchase Order. It is the responsibility of the Budget Unit Head and/or Central Receiving and Shipping to request a credit invoice be issued and forwarded to Business Affairs-Accounts Payable Section for all items returned.

The purchasing system will generate a monthly report identifying purchase orders awaiting an invoice which will be forwarded to appropriate departments to resolve.

The system will not process payments to vendors if the line item information entered for the invoice and receiving report does not match the purchase order. All discrepancies must be resolved on a timely basis.

Invoices Without Purchase Order Numbers

It is the responsibility of the Budget Unit Head to not procure any goods or services without a Purchase Order Number except where specifically allowed within these procedures or with express written permission of the Director of Purchasing.

When an Invoice is received without a Purchase Order Number, in accordance with purchasing procedures, the Budget Unit Head is required to enter the Purchase Number on the Invoice, execute receiving procedures and transmit the Invoice attached to **Screen 284, PO Summary**. When a Budget Unit Head receives an invoice for other than the Confirming Purchase Order type CO, the Invoice should be transmitted to Business Affairs-Accounts Payable Section attached to the appropriate **Screen 284, PO Summary** for that Purchase Order Number.

If a Budget Unit Head receives an invoice with a Purchase Order Number on it that is not for his/her department, or the invoice does not contain a Purchase Order Number, the Budget Unit Head should forward the invoice to the Business Affairs-Accounts Payable Section under cover memo so that the appropriate department can be determined or the invoice can be returned to the vendor for identification. There is not a screen that can be accessed to look up this information.

Calls received in the Business Affairs-Accounts Payable Section from vendors regarding invoices without Purchase Order Numbers will be directed to the Purchaser for processing through appropriate procedures.

Invoices received by Business Affairs-Accounts Payable Section that do not have a Purchase Order Number entered on the invoice are returned to the Vendor with instructions to contact the purchaser, the Budget Unit Head, to complete appropriate university procedures.

Change Order and Order Cancellations

To change or cancel a Confirming Purchase Order refer to **"SCT Online Request for Change and/or Cancellation of Purchase Order" procedure IX.A.8.**

End of Month Processes

During "end of month processes" the SCT Online Purchasing System will be disabled for one(1) to two(2) work days.

End of Fiscal Year Processes

The SCT Online Purchasing System dates are computer dates. Therefore at the end of the fiscal year you must have <u>all</u> your transactions entered and processed before the end of the last work day of the fiscal year. This includes all receiving information for goods and services delivered through June 30 of the current fiscal year. The system may be disabled for year-end processing. The Budget Unit Head is encouraged to plan purchases accordingly.

Future Year Purchase Orders

The SCT Online Purchasing System currently is not set for future year processes. Do not enter future year Requisitions into this System.

All SCT Online Purchasing System Requisition and Orders issued are considered current year transactions.

Line Item and Account Balance Deficits

The Budget Unit Head/Principal Investigator and the approver(s) of an account are responsible for <u>all</u> line item and account balance deficits regardless of funding.

The SCT Online Purchasing System <u>does not</u> in all cases prevent a Budget Unit Head/Principal Investigator from incurring a line item or account balance deficit. It is the Budget Unit Head/Principal Investigator and his/her approver(s) responsibility to monitor their accounts and make sure deficits are avoided and the ones incurred or resolved. Access to accounts is provided online real-time through various SCT FRS screens.

To assist the Budget Unit Head/Principal Investigator in monitoring **line item deficits**, exception reports will be processed by the SCT FRS system for all accounts with line item deficits and routed to the Budget Unit Head/Principal Investigator and their respective Vice President or President for evaluation and submission of a Request for Budget Revision.

Account balance deficits must be identified by the Budget Unit Head/Principal Investigator and his/her approver(s) review of their accounts. Exception reports will not be processed by the SCT FRS system for account balance deficits.

Line item deficits are strongly discouraged and may result in adverse audit findings.

Account balance deficits result in adverse audit findings that could affect the University's audit causing a qualified opinion for the University.

The university's performance evaluation includes audit findings and therefore affects the university's performance evaluation and possibly funding.

Line item and account balance deficits put the university at risk and require additional workloads that result in uneconomical and inefficient use of resources.

Budget Unit Heads/Principal Investigators and their approver(s) should maintain their budgets to avoid any and all deficits.

Programmatic Expenditures

The Budget Unit Head/Principal Investigators of an account and the approver(s) of an account are responsible for assuring the university that all expenditures are programmatically appropriate for the purpose and restrictions of the account regardless of the source of funding.

Value Based Security - Approval Levels

Value Based Security approvals are established via the Subsidiary and General Ledger Account Create/Modify/Delete VBS and System Security Access procedure (re: University Policy and Procedure XV-6). Any change to those levels requires the approval from the appropriate Vice President. It is vital that the correct approvals be obtained before a purchase order is issued. Never change the Department Code on Screen 250 to a code that is not specific to the account. This may alter the approval routing and cause an unauthorized purchase. Any violations of this prohibition will be immediately reported to the Internal Auditor.

Contractual Authority

The University's policy, procedures, and regulations operate under the aegis of express authority concepts only. Employees therefore do not have authority to enter into a contract on behalf of the University without specific delegated authority.

More specifically, but not limited to, you cannot:

1. **offer employment to anyone**
2. **enter into any professional, personal, or consulting contracts**
3. **procure goods and services, and/or**

4. **enter into any other contracts for any purpose, such as cooperative agreements with other entities, joint ventures, etc.**

Employees with specific delegated authority may enter into contract negotiations and extend offers subject to the approval of specific authority, for example, approval by the Board of Supervisors for the University of Louisiana System, President, Vice President, etc.

In all cases, it is the responsibility of the employee to assure that he/she has specific authority to negotiate, extend offers and/or enter into a binding contract for the University.

Specific Purchases/Payments Not Processed Through the SCT Online Purchasing System

Specific purchases and payments are not processed through the SCT Online Purchasing System. The following is a list of such purchases and payments. The list is not all inclusive.

A. The University issues "Manual" Official Purchase Orders for the Division of Administration's Office of Facilities Planning and Control in accordance with appropriate bid law.

   All files pertaining to the Office of Facilities Planning and Control are maintained in the University Affairs' offices.

   Payments are not made by the university for these purchases.

B. Purchases/payments processed through the SCT Accounts Payable System not through the SCT Online Purchasing System.

   The Budget Unit Head submits payment requests on an accounts payable voucher for the following types of payments: **(Attachment BB)**

   1. Refunds of revenue, such as refunds to students for a non-credit workshop, refunds of key deposits, etc.

      Submit all refunds of revenue and deposits outside of the Student Information System (SIS) to Business Affairs-Accounts Payable by completing an Accounts Payable Voucher for each student/participant refund request.
      Attachments required for processing:
      - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
      - Separate supporting documentation if required is attached to the voucher.

   2. Postage purchases from the U.S. Post Office to replenish postage for campus Post Office postal machines. Attachments Required for processing:
      - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.

3. Refunds to grantors for funds to be returned to granting agencies, contractors, donors, etc. Attachments required for processing:
   - Usually none. Information required to support payment is entered on the Accounts Payable Voucher such as the grantor assigned identification number.
   - Separate supporting documentation if required is attached to the voucher.

4. Debt service payments and related charges. Attachments required for processing:
   - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to the voucher.

5. Replenishment of Business Affairs-Cashier’s Office vault advance, checks in excess of deposits, petty cash advances, etc. Attachments required for processing:
   - Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to a voucher such petty cash vouchers and corresponding receipts.

6. Cash Advances. Attachments required for processing:
   - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to a voucher.
   - Submit Cash Advance requests in accordance with instructions provided by Business Affairs Cashier’s Office.

7. Travel Advance. Attachments required for processing:
   - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to a voucher.
   - Submit Travel Advance requests in accordance with Fiscal Policy and Procedure VIII-3.

8. Sales Tax payments.
   - Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to a voucher.

9. Payroll related benefits and deductions.
   - Information required to support payment is entered on the Accounts Payable Voucher.
   - Separate supporting documentation if required is attached to a voucher.

10. Refunds to Scholarship providers, Lenders, parents, and students for student fees and account adjustments.

    Submit all refunds outside of the Student Information System (SIS) balance check writing capabilities to Business Affairs-Accounts Payable by completing an Accounts Payable Voucher for each provider, lender, parent or student refund request. Attachments required for processing:

    - Information required to support payment is entered on the Accounts Payable Voucher
    - Separate supporting documentation if required is attached to a voucher
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

11. Student Self-Assessed Fee payments to NSU Alumni Association are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

    - Information required to support payment is entered on the Accounts Payable Voucher
    - A FRS/BR reconciliation schedule is attached
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher

12. Student Insurance Premium Payments are processed outside of the Purchasing System and Student Information System by completing and Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

    - Information required to support payment is entered on the Accounts Payable Voucher
    - A schedule of students and BR reconciliation reports is attached
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

13. Collection Agency Commissions are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

    - Information required to support payment is entered on the Accounts Payable Voucher
    - The invoice is attached
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

14. Meal Plan Payments to Aramark Campus Services are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:
    - Information required to support payment is entered on the Accounts Payable Voucher
    - The invoice and a Meal Plan Payable Analysis are attached
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

15. Bookstore Charge Payments to provider/contractors (Campus Corner and Barnes and Noble) are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:
    - Information required to support payment is entered on the Accounts Payable Voucher
    - The invoice and Student Bookstore Vouchers Report are attached
    - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

Contract Controversy

When a Budget Unit Head exceeds their delegated purchasing authority, the University must enter into a "**Contract Controversy**" procedure to obtain legal authority to pay a vendor. When this occurs the employee that enters into an agreement with a provider and the goods and/or services procured cannot be returned or canceled, that is, when they fail to resolve delivery or invoice discrepancies, the employee and their supervisor must submit to the Director of Purchasing a request to submit to the Commissioner of Administration of the State of Louisiana a request to authorize payment to the vendor. The Director of Purchasing will provide specific guidance for each specific occurrence.

Once submitted to the Commissioner and it is agreed, the Commissioner will submit a request to the Attorney General of the State of Louisiana for approval of the request to make payment. Once the Commissioner receives authority and provides the university approval, payment will be made.

Budget Unit Heads should avoid exceeding their delegated purchasing authority. When in doubt, always contact the Director of Purchasing. These occurrences may result in adverse audit findings.

SCT Screens Available for the Confirming Purchase Order Process

Screen Number	Screen Title	Screen Number	Screen Title
019	SL Account Summary	030	Open/Close FA Session

250	Requisition Header Maintenance	202	Vendor Name Search
251	Requisition Header - Shipping and Text	254	Requisition Line Item Create/Modify
25L	PR Multi-Line Item Create/Modify	256	Requisition Trailer
282	Document List (Part 1)	282	Document List (Part 2)
220	Purchase Order Header maintenance	224	Purchase Order Line Item Create/Modify
22L	PO Multi-Line Item Create/Modify	228	Purchase Order Line Item Inquiry
214	Select and Approve Documents	214	Select and Approve Documents (Part 2)
252	Requisition Approval	258	Requisition Line Item Inquiry
253	Requisition Flag Set	284	PO Summary
230	Receiving Report Create (Part 1)	230	Receiving Report Create (Part 2)
239	PO Receiving Report Line Deletion	931	Receive Multiple Lines
226	Purchase Order Trailer		
Letter	**Attachment Title**	**Letter**	**Attachment Title**
Z	Vendor Create/Modification Form	AA	Payment/Reimbursement Request for Special Meals
BB	Accounts Payable Voucher	CC	Budget Revision Request
DD	UOM - Unit of Measure List		

IV. Procedure:

Responsibility	Action
	CREATING A REQUISITION
	GO TO SCREEN 019: **SL Account Summary: (Attachment A)** **CHECK FUNDS:**
Project Director/ Budget Unit Head	1. Before entering any requisition data, you must go to **Screen 019, SL Account Summary,** to check for funds availability. If funds are not in the proper Expenditure Category, (Travel, Supplies, Operating Services, etc.), a Budget Revision must be

processed in accordance with **Fiscal Policy and Procedure, Request for Budget Revision, XII-1** before a Purchase Requisition can be entered. You must use the correct Expenditure Object Code or your requisition will not be approved. It will remain in **pending** status **until the correct Expenditure Object Code is entered by the requesting department.**

__NOTE__: Minor errors in requisitions may be corrected by the Director of Purchasing/Designee instead of flagging the requisition as pending status. The type errors that can be corrected after review are object codes and requisition types where the Director of Purchasing/Designee chooses to better characterize the purchase and correcting the error is more efficient. Classifying an object code in the general category, i.e. 2000 or 3000 will not be corrected nor will omitting the vendor. The on-line purchasing system will not allow using two account numbers with different object codes on Screen 250. Also you may not use Screen 250 header accounting when processing more than one account number. Processing more than one type item as partial receiving may cause improper allocation of costs.

If you use the wrong Expenditure Category or Object Code you have to do the following: **__Correcting Information After Trailering__**

A. Access the screen where the error occurred, usually **Screen 250, Requisition Header Maintenance.**
B. Locate the area where the mistake was made. Correct the information by retyping the correct information in the area. Be sure the area is populated with only the correct information, such as if you needed to change the Expenditure Object Code.
C. Enter a * in the Print Req field, this will enable the Requisition to print in Purchasing after your corrections are made and the Requisition has again gone through the approval process. If you fail to put a *, your requisition will not process and in ninety (90) days it will be deleted as stale. This process is repeated until a requisition is approved by Purchasing.

D. PRESS ENTER.
E. **Go to Screen 256, Requisition Trailer and retrailer the requisition.**
F. **Once you make the correction and retrailer, your requisition goes back through the <u>entire</u> approval process, therefore causing additional delays.**

GO TO SCREEN 030:
OPEN/CLOSE FA SESSION: (Attachment B)
OPEN SESSION:

2. Before submitting any requisitions on SCT Purchasing Module, go to Screen 030 and open a batch. **On Screen 030, Open/Close FA Session**, Session Reference, Enter P your 4 digit user ID-Z (P1234Z). The date will be entered automatically when you press Enter. For Session Status, Enter the letter O for Open session. For Description, enter Encumber. **For Bank Code, leave blank**. PRESS ENTER. **You will have to close each batch at the end of the day. Enter C in Session Status to close.**

**************SIMPLE REQUISITION STEPS**********

<u>NOTE:</u> For Complex Requisition steps go to step 37.

GO TO SCREEN 202
VENDOR NAME SEARCH (Attachment C)

3. **Field 1 Vendor on Screen 250**
If you know the vendor number, enter it in the vendor field on Screen 250. You must go to Screen 203 for the vendors' information to appear then you can proceed to Screen 250 and begin your requisition. If you do not know the vendor number continue as follows:

Locate the vendor in system by entering first few letters in Vendor Field and PRESS ENTER. A list of vendors will appear. If there is more than one page of vendors, PRESS ENTER to go to additional pages. If you find your vendor, enter line number associated with your vendor at the blank on bottom of Screen 202. PRESS ENTER. Go to Screen 250 and the vendor name and number will now appear. If your vendor does not appear in a list on Screen 202, submit by fax a completed Vendor Create/Modification Form **(Attachment Z)** to Business Affairs (fax number 4378). When Vendor Number is assigned, complete the requisition steps. (Do not submit a Purchase Requisition without a Vendor or it will be canceled). If you are entering more than one Purchase Requisition, you must clear out the vendor number on your next requisition on Screen 250.

NOTE: **If you put a Vendor in the system by mistake you cannot change the vendor. You will have to cancel the Purchase Requisition on Screen 253. (See Error Correction Section).**

NOTE: **You should verify the vendors' order-from and remit-to address on Screen 203 and to make any changes to the addresses listed you must submit by fax a completed Vendor Create/Modification Form (Attachment Z) to Business Affairs (fax number 4378). If you are submitting a request to modify information on an existing vendor, you must also submit the source document verifying the details of your request to modify the current information on file for this vendor. Do not modify existing information on a current vendor if the vendor you are requesting is for an additional or subsidiary location. This would be submitted as a request to create a new vendor on the Vendor Create/Modification Form (Attachment Z).**

NOTE: **Some vendors may have multiple locations so it is pertinent that you are sure to choose the vendor with the correct location for your order.**

GO TO SCREEN 250:
REQUISITION HEADER MAINTENANCE: (Attachment D)

4. This Screen is Limited to only one (1) 10-digit account number (6-Digit Account Number/4-Digit Object Code) because of certain system complications. **IF YOU MUST USE MORE THAN ONE (1) 10-DIGIT ACCOUNT NUMBER, YOU MUST USE LINE ACCOUNTING ON SCREEN 254, Requisition Line Item Create/Modify. REFER TO SCT ONLINE COMPLEX PROCEDURES WHEN ENTERING MORE THAN ONE (1) 10-DIGIT ACCOUNT NUMBER.**

5. **Field 2 Purchase Requisition Number:** Enter (R) and a number zero (0) and PRESS ENTER. System will generate Requisition

Responsibility	Action

Number and Requisition Date, which is the computer date.

6. **Fields 3 - 5**
   These fields are not required for this process.

7. **Field 6 Requisition Type:**
   Enter the two alpha letters:
   CO = Confirming Purchase Order.

8. **Fields 7 - 20**
   These fields are not required for this process.

9. **Field 21 Account Number:**
   Enter 6 digit account number/4 digit object code with no spaces between (10 digit account number). You must use the correct expenditure object code for the commodities you are purchasing or your order **will be flagged as pending** or denied on **Screen 252, Requisition Approval**. Screen 252 is used to notify the Budget Unit Head of the status of the Requisition. Only one (1) 10-Digit Account can be done on Screen 250, Requisition Header Maintenance.

NOTE: **Minor errors in requisitions my be corrected by the Director of Purchasing/Designee instead of flagging the requisition as pending status. The type errors that can be corrected after review are object codes and requisition types where the Director of Purchasing/Designee chooses to better characterize the purchase and correcting the error is more efficient. Classifying an object code in the general category, i.e. 2000 or 3000 will not be corrected nor will omitting the vendor. The on-line purchasing system will not allow using two account numbers with different object codes on Screen 250. Also you may not use Screen 250 header accounting when processing more than one account number. Processing more than one type item as partial receiving may cause improper allocation of costs.**

10. **Field 22 Percent:**
    Enter 100.00 in the Field.

11. **Field 23 Amount:**
    DO NOT ENTER AMOUNT IN THIS FIELD.

12. **Fields 24 - 34**

These fields are not required for this process.

13. **Field 35 Contact:**
    Enter the Requesting Agent's name and Requesting Agent's department name. **Example: Susie Smith - Golf Shop**
    This information is needed to indicate who is entering the Requisition and where they are located. **PRESS ENTER**

14. **Fields 35a - 35e**
    These are status indicators.

GO TO SCREEN 251:
REQUISITION HEADER - Shipping & Text: (Attachment E)

15. **Fields 1 - 7**
    These fields are not required in this process.

16. **Field 8 Deliver to Address:**
    Enter proper **delivery code** at the address line. Enter:
    1 for Central Receiving - Natchitoches
    2 for Nursing - Shreveport
    3 for Departmental Pick Up
    4 for Leesville Campus
    5 for Cenla Campus
    6 for Child/Family Network - Shreveport

17. **Field 9 Delivery Date:**
    Leave blank.

18. **Fields 10 - 16**
    These fields are not required for this process.

19. **Field 17 Requisition Text:**
    Enter Departmental Destination Point as follows:
    Delivery Point: (Name of Building)
    Building Number: (Building Number)
    Room Number: (Room Number)
    PRESS ENTER

    The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.

GO TO SCREEN 254:

Responsibility	Action

REQUISITION LINE ITEM CREATE/MODIFY: (Attachment F)

<u>**NOTE:**</u> **There are two screens which can be used to enter multi line item descriptions. Screen 254, Requisition Line Item Create/Modify, should be used when long descriptions are required. Screen 25L, PR Multi-Line Item Create/Modify, gives the user the capability to enter three (3) line items on one screen. However, the line space is limited to brief descriptions.**

20. **Fields 1 - 4**
    These fields are not required in this process.

21. **Field 5 Quantity: Specifies Quantity**
    Enter quantity of the item(s). Must use a decimal after the quantity. **Example: 10.**

22. **Field 6**
    This field is not required for this process.

23. **Field 7 UOM: Unit of Measure**
    Enter the Unit of Measure. See Unit of Measure List (UOM) **(Attachment DD). You must use the UOM's!**

24. **Field 8 Unit Price:**
    Enter unit price of the item(s) requested. Must use a decimal point in unit price. **Example: 25.00 for $25.00.**

25. **Fields 9 - 10**
    These fields are not required for this process.

<u>**NOTE**</u>: **The UPO field should always be "blank" for Confirming Purchase Orders. DO NOT put any value in Field 10, UPO, for Confirming Purchase Orders, <u>DO NOT</u> put an F if you feel you must put any value. An <u>F</u> will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter an <u>F</u>!**

26. **Field 11 - Description (THIS IS WHERE YOU ENTER YOUR SPECIFICATIONS)**
    Complete item description. The text is single line spacing. **You must not skip a line or the system will drop all information after the spaced line.**

Include all specifications: Title of the item, Brand, Color, Size, Speed/Capacity, etc.

Enter any Shipping, Handling, Hazardous Waste, and any other Freight Processing Charges billed by the vendor as a separate line item.

This information is needed so your approver(s) will know what you have purchased.

27. **Fields 12 - 16**
These fields are not required for this process.

28. **Field 17 More Lines:**
Enter "Y" to create additional line items when you purchase multi items on one Purchase Order. **PRESS ENTER**

<u>NOTE:</u> **Use Screen 25L, PR Multi-Line Item Create/Modify for more than one (1) line item on a Requisition.**

GO TO SCREEN 25L:
PR MULTI-LINE ITEM CREATE/MODIFY:
(Attachment G)

29. **Fields 1 - 4**
These fields are not required in this process.

30. **Field 5 Quantity: Specifies Quantity**
Enter quantity of the item(s). Must use a decimal after the amount. **Example: 10.**

31. **Field 6**
This field is not required in this process.

32. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See the Unit of Measure List (UOM) **(Attachment DD)**. **You must use the UOM's!**

33. **Field 8 Unit Price:**
Enter unit price of the item(s) requested. Must use a decimal point in unit price. **Example: 25.00 for $25.00.**

34. **Fields 9 - 10**

These fields are not required for this process.

NOTE: The UPO field should always be "blank" for Confirming Purchase Orders. DO NOT put any value in Field 10, UPO, for Confirming Purchase Orders, DO NOT put an F if you feel you must put any value. An F will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter an F!

35. **Field 11 Description: (THIS IS WHERE YOU ENTER YOUR "LIMITED" SPECIFICATIONS)**
Line space is limited on 25L, PR Multi-Line Item Create/Modify. Use brief descriptions.

Enter any Shipping, Handling, Hazardous Waste, and any other Freight Processing Charges billed by the vendor as a separate line item.

Repeat steps 30 to 35 for the additional line items. You must go to additional pages for more than three (3) line items.

36. **Fields 12 - 14**
These fields are not required in this process. **PRESS ENTER.**

******************COMPLEX REQUISITION STEPS****************

NOTE: For Simple Requisition Steps go to step 3.

GO TO SCREEN 202
VENDOR NAME SEARCH (Attachment C)

37. **Field 1 Vendor:**
If you know the vendor number, enter it in this field. You must go to Screen 203 for the vendors' information to appear then you can proceed to Screen 250 and begin your requisition. If you do not know the vendor continue as follows.

Locate a vendor in system by entering first few letters in Vendor Field and PRESS ENTER. A list of vendors will appear. If there is more than one page of vendors, PRESS ENTER to go to additional pages. If you find your vendor, enter line number associated with your vendor at the blank on bottom of Screen 202. PRESS ENTER. Go to Screen 250 and the vendor name and number will now appear. If your vendor does not appear in a list on Screen 202, submit by fax a completed Vendor Create/Modification Form **(Attachment Z)** to Business Affairs (fax number 4378). When Vendor Number is assigned complete the requisition steps. (Do not submit a Purchase Requisition without a Vendor listed or it will be canceled). If you are entering more than one Purchase Requisition, you must clear out the vendor number on your next requisition on Screen 250.

<u>NOTE:</u> **If you put a Vendor in the system by mistake you cannot change the vendor. You will have to cancel the Purchase Requisition on Screen 253. (See Error Correction Section).**

<u>NOTE:</u> **You should verify the vendors' order-from and remit-to address on Screen 203 and to make any changes to the addresses listed you must submit by fax a completed Vendor Create/Modification Form (Attachment Z) to Business Affairs (fax number 4378). If you are submitting a request to modify information on an existing vendor, you must also submit the source document verifying the details of your request to modify the current information on file for this vendor. Do not modify existing information on a current vendor if the vendor you are requesting is for an additional or subsidiary location. This would be submitted as a request to create a new vendor on the Vendor Create/Modification Form (Attachment Z).**

<u>NOTE:</u> **Some vendors may have multiple locations so it is pertinent that you are sure to choose the vendor with the correct location for your order.**

GO TO SCREEN 250:
REQUISITION HEADER MAINTENANCE: (Attachment D)
This screen is limited to only one (1) 10-Digit account number (6-Digit Account Number/4-Digit Object Code) because of certain system complications. **<u>DO NOT ENTER ACCOUNTING CODES ON THIS SCREEN, BUT COMPLETE OTHER FIELDS AS INDICATED BELOW.</u>**

38. **Field 2 Purchase Requisition Number:** Enter (R) and a zero (0) and PRESS ENTER. System will generate requisition number and the current date.

39. **Fields 3 - 5**

Responsibility	Action

These fields are not required for this process.

40. **Field 6 Requisition Type:**
Enter the two alpha letters:
CO = Confirming Purchase Order.

41. **Fields 7 - 34**
These fields are not required for this process.

42. **Field 35 Contact:**
Enter the Requesting Agent/contact and department account title. **PRESS ENTER**

GO TO SCREEN 251
REQUISITION HEADER - SHIPPING & TEXT: (Attachment #E)

43. **Field 1 - 7**
These fields are not required for this process.

44. **Field 8 Deliver to Address:**
Enter proper **delivery code** at the **address line**. Enter:
1 for Central Receiving - Natchitoches
2 for Nursing - Shreveport
3 for Departmental Pick Up
4 for Leesville Campus
5 for Cenla Campus
6 for Child/Family Network - Shreveport

45. **Field 9 Delivery Date:**
N/A Leave blank.

46. **Fields 10 - 16**
These fields are not required for this process.

47. **Field 17 Requisition Text:**
Enter Departmental Destination Point as follows: (Leave No Blank Spaces Between Lines).
A vendor already on file:
Delivery Point: (Name of Building)
Building Number: (Building Number
Room Number: (Room Number)
PRESS ENTER

The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.

NOTE: **There are two screens which can be used to enter item descriptions. Screen 254 should be used when long descriptions are required. Screen 25L gives the user the capability to enter three (3) line items on one screen. However, the line space is limited to brief descriptions.**

GO TO SCREEN 254
REQUISITION LINE ITEM CREATE/MODIFY: (Attachment #F)
When entering complex purchase requisitions, multiple account codes can only be distributed **one line at a time**. Each line item entered on Screen 254 must have only one (1) 10-Digit Account Number (6-Digit Account Number/4-Digit Object Code). You must use the correct object code for this commodity on each line or your order will be flagged as pending or denied on Screen 252 to notify the Budget Unit Head.

COMPLEX LINE ACCOUNTING EXAMPLES:
One Account with Two Object Codes:
Object Code for Clothing/Uniforms: **4440**
Object Code for Athletic Supplies: **4430**

#	Qty.	UOM	Unit Price	Description	Account
1.	25	Each	$40.00	Tennis Shoes	(417325**4440**)
2.	10	Each	$45.00	Basketball	(417352**4430**)

More Than One Account with One Object Code:
Yearly Contract for Garbage Disposal for Nursing ($5,000.00 Total PO)

#	Qty.	UOM	Unit Price	Description	Account
1.	1	Each	$1,000.00	Garbage	(**101320**3364)
2.	1	Each	$1,000.00	Garbage	(**101358**3364)
3.	1	Each	$2,000.00	Garbage	(**101740**3364)
4.	1	Each	$1,000.00	Garbage	(**104639**3364)

Two Accounts with Two Object Codes:
Object Code for Office Supplies: **4010**
Object Code for Computer Supplies: **4470**

#	Qty.	UOM	Unit Price	Description	Account
1.	75	Each	$1.00	Pentel Pens	(106230**4010**)
2.	10	Each	$5.00	Comp. Disks	(528175**4470**)

ACTION LINE (top line on the screen) will provide a message indicating an overage on any particular account.

48. **Fields 1 - 4**

These fields are not required for this process.

49. **Field 5 Quantity: Specifies Quantity**
Enter quantity of the item(s). Must use a decimal after quantity. **Example: 10.**

50. **Field 6**
This field is not required for this process.

51. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See Unit of Measure List (UOM) **(Attachment DD). You must use the UOM's!**

52. **Field 8 Unit Price:**
Enter unit price of the item(s) requested. You must use a decimal in the amount. **Example: 12.00 for $12.00.**

53. **Field 9 and 10:**
Leave Blank. These fields are not required for this process.

NOTE: **The UPO field should always be "blank" for Confirming Purchase Orders. DO NOT put any value in Field 10, UPO, DO NOT put an "F" if you feel you must put any value. An "F" will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter an "F!"**

54. **Field 11 Description: (THIS IS WHERE YOU ENTER YOU SPECIFICATIONS)**
Complete item description - Leave no blank spaces between text.

55. **Field 12 Account No.:**
Enter 10 digit accounting code after each line item is entered.

56. **Fields 13 - 16**
These fields are not required for this process.

57. **Field 17 More Lines:**
Enter "Y" to start another page/line description (002).
PRESS ENTER

GO TO SCREEN 25L:
PR MULTI-LINE ITEM CREATE/MODIFY:

Responsibility	Action

(Attachment #G)

58. **Fields 1 - 4**
These fields are not required for this process.

59. **Field 5 Quantity: Specifics Quantity**
Enter quantity of the item(s). Must use a decimal after quantity. **Example: 15.**

60. **Field 6**
This field is not required for this process.

61. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See Unit of Measure List (UOM) **(Attachment DD). You must use the UOM's!**

62. **Field 8 Unit Price:**
Enter unit price of the item(s) requested. You must use decimal in price. **Example: 15.00 for $15.00**

63. **Fields 9 - 10:**
These fields are not required for this process.

<u>NOTE:</u> **The UPO field should always be "blank" for Confirming Purchase Orders. DO NOT put any value in Field 10, UPO, <u>DO NOT</u> put an "F", if you feel you must put any value. An "F" will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter an "F!"**

64. **Field 11 Description: (THIS IS WHERE YOU ENTER YOUR "LIMITED" SPECIFICATIONS)**
Line space is limited on 25L. Use brief descriptions.

65. **Field 12**
This field is not required for this process.

66. **Field 13 Account Number:**
Enter 10-Digit Account after each line item. **PRESS ENTER**

<u>How to Process a Corrected Requisition</u>

Once a **Requisition** has gone through the approval process and prints in Purchasing, the **Requisition** is checked for correct and complete information being entered. If all information is not entered correctly, Purchasing will mark the requisition as **"P"** (Pending). The Requesting Agent should be checking the status of all submitted Requisitions daily on **Screen 282, Document List, (Attachments I & J)**. When the Requisition is found to be **Pending**, corrections must be made as noted in the comments on **Screen 252, Requisition Approval, (Attachment Q).** After corrections are made, you must go to **Screen 250, Requisition Header Maintenance (Attachment D)** and in **Field 16 change** the **print code** from **"N"** to **"*"**. This will enable the **Requisition** to print in Purchasing after your corrections are made and the **Requisition** has again gone through the approval process. **If you fail to put a *, your requisition will not process and in 90 days it will be deleted as stale.** This process is repeated until a **Requisition** is approved by Purchasing.

ENCUMBER A REQUISITION

NOTE: **This process on Screen 256, Requisition Trailer/Encumber, encumbers your requisition when completed.**

67. **GO TO SCREEN 256:**
REQUISITION TRAILER/ENCUMBER:
(Attachment H)
This screen summarizes the number of lines on requisition and a total amount encumbered by requisition. **When you use screen 256, Requisition Trailer, the Trailer/Encumber process is completed, which means your Requisition is encumbered and ready for approval.**

If the message "**Insufficient Funds**" appears at the top of Screen 256, a Budget Revision will need to be submitted before your Purchase Requisition can be processed.

NOTE: **Departments will not receive an official copy of the Purchase Order from the Business Affairs-Purchasing Section. You must use this on-line procedure for printing your copy of all Purchase Requisitions and Purchase Orders that have been processed.**

68. **TO PRINT A COPY OF PR:**
GO TO SCREEN 250 - REQUISITION HEADER MAINTENANCE IMMEDIATELY AFTER SCREEN 256, Requisition Trailer to print a copy of your Purchase Requisition. If you do not print a Purchase Requisition at this time, you have to use **Screen 282, Document List (Part 1 and Part 2)** to access your requisition.

-*-*-*-*-*- REMEMBER TO CLOSE YOUR BATCH -*-*-*-*-*-

ENCUMBERING PURCHASE ORDER

Once the Purchase Requisition completes the procurement process, a Purchase Order is trailered on **Screen 226, Purchase Order Trailer**, by the Business Affairs-Purchasing Section or other delegated office which encumbers your Purchase Order.

TO PRINT A COPY OF PURCHASE REQUISITION OR PURCHASE ORDER

Steps to Print Purchase Requisition

If you do not know the requisition number, complete the following steps. If you have your requisition number, go to step 75.

GO TO SCREEN 282 (Part 1):
DOCUMENT LIST (PART 1): (Attachment I)

69. **Fields 1 - 5**
These fields are not required for this process.

70. **Field 6**
Enter “1" for Requisition. PRESS ENTER to see a list of all purchase requisitions.

71. **Fields 7 - 14**
These fields are not required for this process.

72. **Field 15 Account Number/Mask:**
To see requisitions for specific account number enter your 6-digit account number, PRESS ENTER. This will take you to screen 282 Part 2. This provides you with a list of your requisitions.

73. **Fields 16 - 23**
These fields are not required for this process. **PRESS ENTER**

GO TO SCREEN 282 - Part 2:
DOCUMENT LIST (PART 2): (Attachment J)
Check the list for Reference Number (PO Number). Either use F2 Key to Print Screen or Write Down the PO Number.

GO TO SCREEN 250: REQUISITION HEADER MAINTENANCE (ATTACHMENT D)

Responsibility	Action

74. Enter PR Number on Action Line in PR Field and PRESS ENTER to retrieve PR information. Press F2 key to Print Screen for the following Purchase Requisition information:
    254 **(Attachment F)**Requisition Line Item Create/Modify,
    25L **(Attachment G)** PR Multi-Line Item Create/Modify.

Steps to Print Purchase Order

GO TO SCREEN 220:
HEADER MAINTENANCE-PURCHASE ORDER:
(Attachment K)

75. **Field 1**
    This field is not required for this process.

76. **Field 2**
    Enter PO Number on Action Line in PR Field and Press Enter to Retrieve PO information. Press F2 Key to Print Screen for the following Purchase Order information:
    224 **(Attachment L)**, Purchase Order Line Item Create/Modify,
    22L **(Attachment M)**, PO Multi-Line Item Create/Modify,
    228 **(Attachment N)**, Purchase Order Line Item Inquiry, to list commodities purchased for your records.

NOTE: **If a PO Is Not Referenced on Screen 282, Document List (Part 2) - Check Your Requisition Status on Screen 252, Requisition Approval.**

STEPS TO CHECK FOR REQUISITION APPROVAL

GO TO SCREEN 252:
REQUISITION APPROVAL: (Attachment Q)

77. **Field 1**
    This field is not required in this process.

78. **Field 2**
    Enter Purchase Requisition Number from Screen 214 list in PR field.

79. **Fields 3 - 4**

Responsibility	Action

These fields are not required in this process.

80. **Field 5**
Check status of PR:
P = Pending
Y = Approved
N = Denied
Check **Field 6** for any comments from Approver(s) or Purchasing.

__NOTE__: If an incorrect expenditure object code was entered, refer to the ERROR CORRECTION Section below. The Purchase Requisition must be changed by the Budget Unit Head/Requesting Agent to the correct object code. The PR will then go through the entire approval process again. Remember to check for funds available in the CORRECT expenditure category by using Screen 019, SL Account Summary.

APPROVING A REQUISITION

GO TO SCREEN 214:
SELECT AND APPROVE DOCUMENT (PART 1):
(Attachment O)

81. **Fields 1 - 4**
These fields are not required for this process.

Project Director/ Dean/Approving Agent/ Vice President/ President/etc.

82. **Field 5 Document Type:**
Enter “1" and press enter, that will take you to list of Requisitions to approve. DO NOT enter 0, this is for **__Purchasing Authority Only__**.

83. **Field 6 Previous Posting:**
Leave blank

84. **Field 7 Previously Reviewed:**
Leave blank

AFTER PRESSING ENTER YOU ARE TRANSFERRED TO SCREEN 214:
SELECT AND APPROVE DOCUMENTS (PART 2):
(Attachment P)

85. This screen will display a listing of requisitions that require your approval. Screen print (F2) for your requisition numbers.

86. **Reviewing Requisition Information**

To review the contents of a requisition you must go to the following screens:
250 - Requisition Header Maintenance Screen for Accounting **(Attachment D)**
251 - Requisition Header Shipping & Text for Delivery **(Attachment E)**
254 - Requisition Line Item Description for 1 Item **(Attachment F)**
258 - Requisition Line Item Description for 3 Items **(Attachment R)**
256 - Requisition Trailer/Encumbrance for Total Amount **(Attachment H)**

87. Type in the Purchase Requisition Number from your list of **Screen 214, Select and Approve Document** in the Purchase Requisition Field of Screen 250. The requisition number will stay active for Screen 251, 254, 258 and 256. After reviewing the purchase requisition, go to Screen 252 and post your approval and **PRESS ENTER.**

    Go to Screen 252, Requisition Approval, to approve and/or disapprove requisitions.

SCREEN 252:
REQUISITION APPROVAL: (Attachment Q)

88. **Field 1**
    This field is not required for this process.

89. **Field 2 Purchase Requisition Number**
    Type in the Purchase Requisition Number from your list of Screen 214. PRESS ENTER. The screen displays a line for each approval to be recorded. If any action has been taken, you will see an entry in the Post Field beside the Approval ID. All lines except the one for your own approvals are protected.

90. **Fields 3 - 4**
    These fields are not required for this process.

91. **Field 5 PR Post Approval**
    In the Post Field beside your Approval ID, enter your decision:
    “Y” - Approve (PRESS ENTER)

"N" - Deny Approval (Go to Field 5 to enter comments)
"P" - Indicate Approval is **Pending** (Go to Field 6 to enter comments)
"Blank" - Approval Has Not Been Posted

92. **Field 6 PR Approval Comments**
If approved, no comment is required. If disapproved, explain reason and any actions required for approval. Explain your approval action in the comment Field and PRESS ENTER. This screen will be used by all users to track status of all requisitions.

The system records your approval action, operator name and the approval date. If you select another person as an alternate to approve in your absence, their name will appear next to your approval ID line. Be aware that if you approve a requisition where the lower level of priority is currently blank, an "H" will fill in approvals for all lower levels except in those cases where a "Y" appears in the priority field.

To continue posting approvals, tab back to **Field 2** and enter the next Purchase Requisition Number. PRESS ENTER.

<u>NOTE</u>: **The Action Line (Field 1 - Vendor and Field 2 - Purchase Requisition Number) must be cleared of previous information before beginning a new requisition.**

<u>NOTE:</u> **Remember after you have made corrections you must put a * in the Print Req, Field 16 on Screen 250, Requisition Header Maintenance, to cause your requisition to reprint in purchasing. Requisitions over 90 days old will be deleted from the system if not approved.**

ERROR CORRECTION

Budget Unit Head/ Project Director

<u>Correcting Information Prior to Trailering:</u>

1. Access the screen where error occurred.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. Go to the area where the mistake is located.
4. Retype the correct information and delete the incorrect information if it is still present on the screen.
5. Finish entering your information on your requisition and trailer/encumber on Screen 256, Requisition Trailer.

Dropping the Line in a Requisition Prior to Trailering:

1. Go to Screen 254, Requisition Line Item Create/Modify.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to delete.
3. Check the "Line" Field and make sure it displays the correct line number that you would like to drop.
4. Tab to the "UPO" Field and enter an "X" in this Field.

NOTE: **The UPO field should always be "blank" for Confirming Purchase Orders. DO NOT put an F in the UPO field. An F will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT ENTER F!**

5. PRESS ENTER.
6. Finish entering your information on your requisition and trailer/encumber on Screen 256, Requisition Trailer.

Canceling an Entire Requisition Prior to Trailering:

1. Go to Screen 253 **(Attachment S)**, Requisition Flag Set.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. PRESS ENTER.
4. Tab to the "Drop" Field and type in the number "1".
5. PRESS ENTER.

Correcting Information After Trailering

Go to Screen 030, Open/Close FA Session, and Open a Session.

1. Access the screen where error occurred.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. Locate the area where the mistake was made. Correct the information by retyping the correct information in the area. Be sure the area is populated with only the correct information.
4. PRESS ENTER.
5. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your error correction. **The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.**

6. Go to Screen 256, Requisition Trailer and retrailer the requisition.
7. If your correction changes any accounting Fields (Quantity, Price, Object Code), your requisition goes back through the <u>entire</u> approval process, therefore causing additional delays.

<u>Dropping a Line in a Requisition After Requisition has Been Trailered:</u>

Go to Screen 030, Open/Close FA Session, and Open a Session.

1. Go to Screen 254, Requisition Line Item Create/Modify.
2. Tab to "Line" Field on "Action Line". Enter the line number of the line you wish to delete/drop.
3. Tab to the "UPO" Field. Enter a "D" in this Field.

<u>NOTE:</u> **<u>DO NOT</u> put an <u>F</u> in the UPO field. An <u>F</u> will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT ENTER F!**

4. PRESS ENTER.
5. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your error correction. Leave no blank spaces between lines.
6. Go to Screen 256, Requisition Trailer and retrailer the requisition.
7. If your correction changes any accounting fields (Quantity, Price, Object Code), your requisition goes back through the <u>entire</u> approval process, therefore causing additional delays.

<u>Canceling an Entire Requisition Already Trailered:</u>

Go to Screen 030, Open/Close FA Session and Open a Session.

1. Go to Screen 253, Requisition Flag Set.
2. Tab to the "PR" Field and type in the requisition number that you wish to cancel.
3. PRESS ENTER.
4. Tab to the "Delete Lines" Field and type in the letter "Y" for "Yes".
5. PRESS ENTER.
6. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your cancellation. Leave no blank spaces between lines.

<u>NOTE:</u> **Question:** *What happens when you make an error correction on a purchase requisition that has been* *trailered and is now in the approval process?* (Go to Screen 252, Requisition Approval, to check approval status).

Answer: *Once you make the correction and retrailer, your requisition goes back through the* *entire* *approval process, therefore causing additional delays.*

Budget Unit Head/
Project Director

Determining When a Purchase Requisition Has Been Transferred to a Purchase Order:

1. Go to Screen 282, Document List (Part 1 and Part 2).
2. Tab down to "Acct No./Mask" Field. Enter the account number charged against your Purchase Requisition.
3. PRESS ENTER.
4. This will access "Screen 282 Document List Part 2". "Doc No" Field lists the Purchase Requisition(s) charged to this account.
5. If your Purchase Requisition(s) has been transferred to a Purchase Order, the Purchase Order number will appear in the "Ref No" Field.
6. Go to Screen 284, PO Summary.
7. Tab to "PO" Field. Enter the Purchase Order number you obtained from Screen 282.
8. PRESS ENTER.
9. This screen provides information on vendor name and number; quantity ordered; date ordered; invoiced and receiving quantities; and payment information.

R-FZ080 INVALID ACCOUNT FOR THIS SCREEN
019 SL Account Summary

Fiscal Year: XX

Screen: _____ Acct: _____________

Department: Resp Person:
Map Code: Flags: Del Frx Rvw Drp Sup ABR

Ojb	Description	Budget	Actual	Encumb	Avail

030 Open/Close FA Session

Screen:______ Acct:___(1)____

Session Reference: ___(2)___
Session Date: ___(3)___
Session Status: __ (4)
Description: ___(5)___________
Bank Number: ___(6)
Special Processing: ___(7)
Fiscal Year: (8) ___ Year Selected is Current
Campus Code: ___(9)

Trans Processed: Amount Processed:

R-FZ577 NO SEARCH KEY SPECIFIED
202 Vendor Name Search

Screen: ____ Vend:_______(1)______ PO: __(2)____ Inv: _____(3)_____ Line: __(4)__

Ln	Vendor Name/Address	City/State	Vendor No.	Drop Alias
----	-------------------------------	-------------	---------------	---------------

Line Number: _____ Previous Screen: 202 Search Key:

R-Z0062 REQUIRED FIELDS ARE MISSING
250 Requisition Header Maintenance

Screen:______ Vend: ____(1)____ PR:___(2)___ Inv: ___(3)___ Line: _____

Req Date:	(5)	Req Type:	(6)		
Ref No.:	(7)	Buyer/Phone:	(8) (8a)		
Start Date:	(9)	End Date:	(10)		
Quote Date:	(11)	Quote Ref:	(12)		
Change Date:	(13)	Change No.:	(14)		
Status:	(15)	Print Req:	(16)	Req Fiscal Year:	(17)

Vendor Terms: (18a) (18b) (18c) (18d) Currency: (19) FOB: (20)

Account No.	Pct	Amount	Account No.	Pct	Amount
(21)	(22)	(23)			

Auth ID 1:	(24)	Auth ID 2:	(25)	Dept:	(26)
Division:	(27)	School:	(28)	Fd Grp:	(29)
Sub Dept:	(30)	Exec. Lvl:	(31)	Security:	(32)
Purpose:	(33)	Campus:	(34)	Contact:	

(35a)	(35b)	(35c)	(35d)	(35e)
Delete:	Freeze:	In Proc:	Tfr/Appr:	Req Total:

R-Z0062 REQUIRED FIELDS ARE MISSING
251 Requisition Header - Shipping and Text

Screen: _____ Vend: ____(1)________ PR: ___(2)____ Inv: ______(3)______ Line: _(4)_

Deliver-to Address
Name: __________(6)__________________________
Addr: __________(8)__________________________
____
____
____
City: _____(10)__________________ St: _(11)_
Zip: _________(12)_________ Country: _(13)_
Phone: ______ _(14)_ _________ Ext: _(15)_

FO _(5)_
Rte: _(7)_
Delivery Date: _____(9)____

Requisition Text Codes:
(16)_ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____

Requisition Text:
_____(17)______________________________________
____
____
____
____
____

Document Notes: (18)

R-Z0062 REQUIRED FIELDS ARE MISSING
254 Requisition Line Item Create/Modify

Screen: ____ Vend: ____(1)________ PR: ___(2)____ Inv: ______(3)______ Line: __(4)__

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
(5)	(6)	(7)	(8)	(9)	(10)	

Description: ________(11)____

Account No.: ____(12)______ Override BBA: (13) W (15)
Inventory No.: ____(14)______

Print Line: (16) More Lines (Y/: (17)

R-Z0062 REQUIRED FIELDS ARE MISSING
25L PR Multi-Line Item Create/Modify

Screen: ____ Vend: ____(1)_______ PR: ___(2)____ Inv: ______(3)______ Line: _(4)_

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price UPO
	(5)	(6)	(7)	(8)	(9)	(10)

Description: ____(11)____________________________________
____ Print Ln: (12)
Account No.: ____(13)___ Override BBA: (14)

	________	__________	_____	_________	______	_____________

Description: ____
____ Print Ln:
Account No.: ___________ Override BBA:

	________	__________	_____	_________	______	_____________

Description: ____
____ Print Ln: More Lns
Account No.: ___________ Override BBA: ___

R-Z0062 REQUIRED FIELDS ARE MISSING
256 Requisition Trailer

Screen: ____ Vend: ____(1)_______ PR: ___(2)___ Inv: _____(3)_____ Line: _(4)_

Total Lines:
Total Amount:

PRESS ENTER

Account No.:
Header Pct:
Header Amt:

Amt Distr:

Amt Available:
Amt Required:

Override BBA: _____

282 Document List (Part 1)

Screen: _____ Vend: ____(1)_______ PR: ___(2)____ Inv: ______(3)______ Line: _(4)_

Selection Criteria: Retain Criteria: N (5)

Doc Type	_(6)_	Vendor No.:	_______(7)______
Start Doc. No.:	__(8)____	PO Type:	_(9)__
Reference No.:	__(10)___	Buyer:	_(11)_
Route:	__(12)___	Status Codes:	__ __ __ (13)
Department:	__(14)___	Acct No./Mask:	__(15)____

Exclude Frozen Documents (Y): ____(16)
Exclude Deleted Documents (Y): ____(17)
Tfrd/Approved/Not Approved (A/Y/N): ____(18)
List Documents In Process (Y): ____(19)
Needing My Approval Only (Y): ____(20)

	Begin	End
Date Created:	01-01-1985	12-31-2099 (21)
Doc Date:	01-01-1985	12-31-2099 (22)
Exp Delivery Date:	01-01-1985	12-31-2099 (23)

Press ENTER to list documents

I-F782 MORE RECORDS; PRESS ENTER TO CONTINUE
282 Document List (Part 2)

Screen: ____ Vend: ____(1)_______ Doc: ___(2)___

(3) Doc No.	(4) Flags D F S P	(5) Suggested Vendor No.	(6) PO Type	(7) Ref No.	(8) Dept	(9) Byr	(10) Rte	(11) Doc Dt	(12) Doc Amount
R000006	0 0 0	V4114269731	CO	C000001	3****	DC		02-21-02	
								Approved/Transferred: Y	
R000002	0 0 0	V7104270070	CO	P000002	3****	DC		02-21-02	
								Approved/Transferred: Y	
R000003	0 0 0		TQ	P000009	3****	JC		03-04-02	
								Approved/Transferred: Y	
R000005	0 0 0	V7208335680	CO	D000003	3****	DC		02-25-02	
								Approved/Transferred: Y	
R000006	0 0 0	V0369490000	SC	S000004	3****			02-25-02	
								Approved/Transferred: Y	

R-Z0062 REQUIRED FIELDS ARE MISSING
220 Purchase Order Header Maintenance

Screen:______ Vend: ______(1)______ PR:___(2)____ Inv: ___(3)_____ Line: _____

PO Date:	(5)	PO Type:	(6)		
Ref No.:	(7)	Buyer/Phone:	(8) (8a)		
Quote Date:	(11)	Quote Ref:	(12)		
Start Date:	(9)	End Date:	(10)	EDI Ind:	(10a)
Change Date:	(13)	Change No.:	(14)	Extract PO:	(10b)
Status:	(15)	Print PO:	(16)	Inv. Method:	(10c)

Vendor Terms: (18a) (18b) (18c) (18d) Currency: (19) FOB: (20)

Account No.	Pct	Amount	Account No.	Pct	Amount
(21)	(22)	(23)			

Auth ID 1:	(24)	Auth ID 2:	(25)	Dept:	(26)
Division:	(27)	School:	(28)	Fd Grp:	(29)
Sub Dept:	(30)	Exec. Lvl:	(31)	Security:	(32)
Purpose:	(33)	Campus:	(34)	Contact:	

(35a)	(35b)	(35c)	(35d)	(35e)
Delete:	Freeze:	In Proc:	Tfr/Appr:	PO Total:

R-Z0062 REQUIRED FIELDS ARE MISSING
224 Purchase Order Line Item Create/Modify

Screen: ____ Vend: (1) PR: (2) Inv: (3) Line: (4)

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
(5)	(6)	(7)	(8)	(9)	(10)	(11)

Description: (12)

Account No.: (13) Override BBA: (13) W (15)
Inventory No.: (16)

Print Line: (17) More Lines (Y/: (18)

R-Z0062 REQUIRED FIELDS ARE MISSING
22L PO Multi-Line Item Create/Modify

Screen: ____ Vend: ____(1)________ PR: ___(2)____ Inv: ______(3)______ Line: __(4)__

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Description: ____(12)__________________________________
____ Print Ln: (13)
Account No.: ____(14)___ Override BBA: (15)

________ __________ _____ ________ ______ ____________

Description: ____
____ Print Ln:
Account No.: ___________ Override BBA:

________ __________ _____ ________ ______ ____________

Description: ____
____ Print Ln: More Lns
Account No.: ___________ Override BBA: ___

R-Z0062 REQUIRED FIELDS ARE MISSING
228 Purchase Order Line Item Inquiry

Screen: ____ Vend: ____(1)______ PR: ___(2)___ Inv: _____(3)_____ Line: _(4)_

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc	Disc Type	Extended Price	UPO

Acct No.: Desc:
Ref No.:
Qty Recd: Qty Inv: Amt Inv:

Acct No.: Desc:
Ref No.:
Qty Recd: Qty Inv: Amt Inv:

Acct No.: Desc:
Ref No.:
Qty Recd: Qty Inv: Amt Inv:

I-FZ2977 ENTER SEARCH CRITERIA TO DISPLAY LIST
214 Select and Approve Documents

Screen:______ Vend: _______(1)_______ PR:___(2)____ Inv: ___(3)____ Line: _(4)___

Selected Criteria

Document Type: __(5)
‘0' = Purchase Orders
‘1' = Requisitions

Previous Posting: __(6)
‘P’ = Pending
‘ ’ = Blank
‘B’ = Both

Previously Reviewed: __(7)
‘A’ = All (default)
‘R’ = Reviewed
‘N’ = Not Reviewed

Press ENTER to list documents

I-FZ759 NO MORE RECORDS FOUND ON FILE
214 Select and Approve Documents (Part 2)

Screen:______ Vend: ________(1)________ PR:___(2)_____ Inv: ___(3)_____ Line: _(4)__

Line No.	Post	Document No.	Reviewed	Document Date	Document Total Amt .	Approval ID
01	-	D000049	-	08-09-01		PUR
02	-	R000053	-	08-10-01	9,333.58	PUR
03	-	R000066	-	08-14-01	150.00	PUR
04	-	R000070	-	08-15-01	3,000.00	PUR
05	-	R000070	-	08-15-01	49.95	PUR
06	-	R000073	-	08-15-01	9,475.37	PUR
07	-	R000074	-	08-15-01	49.95	PUR
08	-	R000077	-	08-15-01	9,689.88	PUR
09	-	R000085	-	08-22-01	2,233.00	PUR
10	-	R000093	-	08-17-01	80.00	PUR
11	-	R000103	-	08-02-01		PUR
	-		-			

Select Line No. and Next Screen Line No.: ________ Next Screen: _______

R-Z0062 REQUIRED FIELDS ARE MISSING
252 Requisition Approval

Screen:______ Vend: ________(1)________ PR:___(2)_____ Inv: ___(3)_____ Line: _(4)__

Status:

Pritority	Level	Approval ID	Post (P, Y, N)	Name	Date Posted
			___ (5)		

Comments: ________(6)____
____

--

Comments: ____
____

--

Comments: ____
____

--

Comments: ____
____

--

Comments: ____
____

R-Z0062 REQUIRED FIELDS ARE MISSING
258 Requisition Line Item Inquiry

Screen: ____ Vend: ______(1)_________ PR:___(2)___ Line: _(3)__

Line	Quantity	Commodity	UOM	Unit Price	Disc	Extended Price	UPO

Account No.:
Inventory No.:
Reference No.:

Account No.:
Inventory No.:
Reference No.:

Account No.:
Inventory No.:
Reference No.:

R-Z0062 REQUIRED FIELDS ARE MISSING
253 Requisition Flag Set

Screen: _____ Vend:________(1)________ PR: __(2)____ Inv: _____________ Line: __(4)__

Drop: ____(5)
Delete: ____(6)
Freeze: ____(7)

Delete Lines: _____(8)

R-Z0062 REQUIRED FIELDS ARE MISSING
230 Receiving Report Create (Part 1)

Screen: (1)___ Vend:________(2)________ PR: __(3)_____ Inv: _____(4)________ Line: __(5)__

PO Dt: Doc Type: FOB:
Ref No.: Buyer/Phone: Route:
Start Dt: End Dt: Deliver Dt:

Deliver-to Address

Enter Receiving Data:
Location: __(6)__
Receiver ID: __(7)__
Date: 01-05-2002
Carrier: __(8)_
Bill of Ladi ___(9)______
No. of Boxes: _(10)__
Receive All/Multiple Li ________(11)

Phone: Ext:

Contact:
Campus: Div:
School: Dept:

Delete: Freeze: In Process: Press ENTER to continue

230 Receiving Report Create (Part 2)

MEI MICRO CENTER
1100 STEELWOOD RD

Screen:_____ Vend: V1234561300 PO: N000001 Inv: Line:

Purchase Order:

Line	Qty Ord	Qty Recd	UOM	Last Dt Recd	UPO
001	1,000.00		EA	00-00-00	

Description: GOLD SEAL HD DOS FORMAT DISKETTES

	Qty Recd	UOM	Quality	Stat
Receiving Report:		(1)		
Accepted:	(2)		(3)	(4)
Rejected:	(5)		(6)	
Back Ordered:	(7)			
Late:	(8)			
Description:	(9)			

System will attempt to read next line of current PO if next PO not entered.

Next PO: __(10)___

R-Z0062 REQUIRED FIELDS ARE MISSING
239 Receiving Report Line Deletion

Screen: __(1)__ Vend: _______(2)_________ PO: ___(3)____ Inv: ______(4)___ Line: _(5)__

Purchase Order:

Line	Commodity	Qty Ord	Qty Recd	UOM	Dt Recd	UPO
	Desc:					Enter "D" to delete

Receiving Report:

Seq	Loc	ID	Carr	B-o-L	Qty Recd	UOM	Dt Recd	Stat	Qly	Del Flg	Del Dt
	Rejected: Comments: _____________(6)_________________________________								(7)	(8)	
	Rejected: Comments: ____										
	Rejected: Comments: ____										

I-FZ759 NO MORE RECORDS FOUND ON FILE
931 Receive Multiple Lines

MOORE MEDICAL CORP
P O Box 2620

Screen: __(1)__ Vend: V221897821 PO: N000031 Inv: Line:

Receive Entire Order __(2)__ Quality: __(3)__

Receive By Line	Quality	Line	Qty Ord	Qty Recd	UOM	Last Dt Recd	UPO
__(4)__	__(5)__	001	22.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, SMALL, 100/BOX MOORE MEDICAL #35201 OR EQUAL					
_____	_____	002	24.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, MEDIUM, 100/BOX MOORE MEDICAL #35114 OR EQUAL					
_____	_____	003	30.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, LARGE, 100/BOX MOORE MEDICAL #35115 OR EQUAL					
_____	_____	Desc:					

R-Z0062 REQUIRED FIELDS ARE MISSING
284 PO Summary

Screen: __(1)__ Vend: ________(2)______ PO: ___(3)___ Inv: _____(4)______ Line: _____

Type:	Ref No.:
Buyer:	Route:
Phone:	Status:

Last Check		
Date:	Bank No.:	Check No.:
Amount:	Invoice No.:	Voucher No.:

Summary	Ordered	Invoiced	Vouchered	Received
Date:				
Quantity:				
Amount:				

Status of Orders	Status of Invoices	Status of Receiving
In Process:	In Process:	Rejects:
With Tax:	With Tax:	Back Ordered:
With Discount:	With Discount:	Late:
Held/Frozen:	Held/Frozen:	Lines Deleted:

*I-Z0304   MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
226   Purchase Order Trailer

Screen: ______ Vend: __________________ PO: _________ Inv: _____________ Line: _____

Total Lines:
Total Amt:

Account No.:
Header Pct:
Header Amt:

Amt Distr:

Amt Avail:
Ant Required:

Override BBA:
Liquidate Related Requisitions:

NORTHWESTERN STATE UNIVERSITY
VENDOR CREATE/MODIFICATION FORM

FAX FORM TO: 357-4378

Vendor Type (Choose one):
___Purchasing (V) ___Employee/Travel (E) ___Professional Services (P) ___Student/Miscellaneous (M) ___Payroll ®

Note: Figures in Parenthesis Indicate Field Limits

Screen 204 **ORDER MAILING ADDRESS**	**Screen 205** **PAYMENT REMIT ADDRESS** *(Only If Different From Mailing Address)*
Vendor Name: ________________________________(30)	Vendor Name: ________________________________(30)
Federal Tax ID/Social Security Number: ________________________________(9) (For Employee, System Generated Number)	Federal Tax ID/Social Security Number: ________________________________(9) (For Employee, System Generated Number)
Order From Address: ______________________(30) ______________________(30) ______________________(30) ______________________(30)	Remit To Address: ______________________(30) ______________________(30) ______________________(30) ______________________(30)
City: ___________________________(20)	City: ___________________________(20)
State: _______ (2)	State: _______ (2)
Zip Code: ___________-_______(12)	Zip Code: ___________-_______(12)
Telephone: _______-_______-__________(17)	Telephone: _______-_______-__________(17)
Fax: _______-_______-__________(17)	Fax: _______-_______-__________(17)
Company Contact: ______________________(30)	Company Contact: ______________________(30)
E-Mail: ________________________________(40)	E-Mail: ________________________________(40)
	Vendor's Terms:

Prepared by: ____ Date: ________________

Approved by: ____ Date: ________________

Vendor Number Assigned: ____

Entered by: ____ Date: ________________

NORTHWESTERN STATE UNIVERSITY
PAYMENT/REIMBURSEMENT REQUEST FOR SPECIAL MEALS

(All special meals for *"individuals"* must have prior approval from the Vice President in order to be reimbursed)

Purchase Order # ______________________ or Travel Order #_________________________ DATE: _________________________

Budget Unit Title: ____ Account Number(s) ______________________________________

Event/Purpose and Comments (Explain why the meal is in the best interest of the state/university):

____

____

____

Names, Official Titles and Affiliations Of All Persons For Whom Reimbursement of Meal Expenses Is Being Requested:	**Reimbursement Request** To be completed after approval for special meals authorization. Include actual expenses incurred	**Amount**
	ITEMS	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Name & Title:	No. of Breakfasts ________________ @ $__________________ =	
Affiliation:	No. of Lunches __________________ @ $__________________ =	
	No. of Suppers ___________________ @ $ __________________ =	
Use additional forms for more than 8 participants	Total Reimbursement Requested	$

Name of Employee Assuming Responsibility	Position /Title	Signature	Date
Signature of Budget Unit Head	Date	Signature of Vice President/President (If applicable)	Date

Revised 11/02

NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
ACCOUNTS PAYABLE VOUCHER

Account No. & Title: ______________________________ **Date:** ______________

Vendor's Invoice No.	Vendor's Invoice Date	Terms	Remarks & Details	Amount

REMIT TO:

REMARKS:

____
Prepared By

____
Date

P.O.No. |__|__|__|__|__|__|__|

Check No. |__|__|__|__|__|__|

1099 Payment ☐

Voucher Create ☐	Demand Check ☐	Prepaid Voucher ☐	Credit Memo ☐	Ppd Credit Memo ☐	Voucher Modify ☐	Voucher Delete ☐
DC = 167 OL = 104	DC = 167 OL =107	DC = 169 OL = 109	DC = 168 OL = 108	DC = 170 OL =116	OL = 105	OL = 106

TC = O for perm vendor = 2 for temp vendor

Bank Number _______

TC = 9 for separate check

Check:
☐ Computer
☐ Manual

Vendor Number ________________________

Vendor Name ____

Voucher Number	Account Number Object	TC	Invoice No./Description	Prepaid Check No.	Invoice Date MMDDYY	Due Date MMDDYY	Amount	PF	Discount Amount	DTC	DTI	DUP INV	EF

White Copy - Business Affairs Document File
Canary Copy - Vendor
Pink Copy - Budget Unit Head

______________________________ Requested by Budget Unit Head

______________ Date

______________________________ Approved by or for Fiscal Officer

______________ Date

NORTHWESTERN STATE UNIVERSITY
BUDGET REVISION REQUEST

No. BE___|___|___|____

Date of Request ____________________________

Account Title	Account Number	Revenue Object Expenditure Category	Change Increase (Decrease)
______________	______________	______________	$______________
______________	______________	______________	______________
______________	______________	______________	______________
______________	______________	______________	______________

Explanation: (Use attachment if necessary)

Total Net Change $__________________________

*ALL UNBUDGETED NEW RECURRING AND NEW NON-RECURRING EXPENDITURE REQUEST(S) MUST IDENTIFY THE INSTITUTIONAL OBJECTIVE(S) IT SUPPORTS. IF THIS EXPENDITURE SUPPORTS SOMETHING OTHER THAN THE INSTITUTIONAL OBJECTIVE(S) IDENTIFIED BY THE STRATEGIC PLANNING AND BUDGETING COUNCIL INDICATE AND EXPLAIN.

Institutional Objective: ____; ____; ____; ____ Other: (Explain):

*Meets Institutional Objective(s) Yes ____ No ____

Approved by ______________________________________ Date __________________
Budget Unit Head

***Unbudgeted Expenditure or Revenue**

Circle: New Recurring New Non-Recurring

*Meets Institutional Objective(s) Yes ____ No ____

Approved by ______________________________________ Date __________________
Approving Agent

Current Year
Savings, (Cost)$_________________

Future Year:
Savings, (Cost)$________________

*Meets Institutional Objective(s) Yes ____ No ____

Approved by ______________________________________ Date __________________
Vice President/Equivalent

Approved by ________________________________ Date ______________
President (if Applicable)

Business Affairs Section

Budget Revision No. = Document No.

Transaction Date: _____|______|______
MM DD YY

Budget Transfer Only

Debit Account Number	Debit Account Object	T C	Description	Amount	D C	Reference No.	Credit Account Number	Credit Account Object

On-Line:
Screen = 010
TC = (02x)

0 = Original = 084
1 = Revise = 085
2 = Transfer = 086
6 = Pr Year = 087
8 = Past Year = 088
9 = Next Year = 089

Data Collect
TC = None
= Screens

Budget Approval ____ Date ______________
Business Officer

By or for
Business Officer ____ Date ______________
Business Officer

WHITE COPY - Business Affairs Document File CANARY COPY - Business Affairs Batch File PINK COPY - Budget Unit/Approved GOLDENROD COPY - Budget Unit Head

Revised 06/05

UNIT OF MEASURE
(UOM)

BAG = Bag
BDF = Board Feet
BL = Bale
BTL = Bottle
BXS = Boxes
C = Hundred
CAN = Can
CI = Curie
CS = Case
CTN = Carton
CUF = Cubic Feet
CUY = Cubic Yard
CWT = Hundred Weight
CYL = Cylinder
DIS = Lump Sum Discount
DOZ = Dozen
DRM - Drum
DYS = Days
EA = Each
FRT = Freight
GAL = Gallon
GM = Gram
GR = Gross
GRA = Grain
HR = Hour
HRS = Hours
INS = Insurance
JAR = Jar
KEG = Kegs
KG = Kilogram
LBS = Pounds
LNF = Linear Feet
LNG = Lenght
LOT = Lot
LTR = Liter
M = Thousand
MG = Milligram
MIL = Mile
ML = Milliliter
MO = Month
OTH = Other
OZ = Ounce
PC = Piece
PK = Pack
PKG = Package
PKT = Packet
PL = Pail
PR = Pair
PT = Pint
QTR = Quarter
QT = Quart
RM = Ream
RLS = Rolls
ROD = Rod
SET = Set
SHT = Sheet
SQF = Square Feet
SQY = Square Yard
TAX = Tax
TN = Ton
TRD = Trade-In
TUB = Tube
UNT = Unit
VLS = Vials
VOL = Volume
WKS = Weeks
YDS = Yards
YRS = Years