

NORTHWESTERN STATE UNIVERSITY
SCT Online Purchase Requisition
for
SPECIAL MEALS
(REQUISITION TYPE = R)
(PURCHASE ORDER TYPE = SM)

Simple Purchase Requisition:

Simple purchase requisitions are those requisitions with ONLY one (1) 10-Digit Account Number. Header Accounting on Screen 250, Requisition Header Maintenance (Attachment D), 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 (Attachment F) or Screen 25L, PR Multi-Line Item Create/Modify (Attachment G) and use Line Item Accounting. You cannot enter accounting codes on both Screens 250 and 254 or 25L.

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 (Attachment H). Each department must be aware of budget limitations as indicated on Screen 019 (Attachment A), 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 Special Meals using the SCT Online Purchasing System, in accordance with the current Governor's Small Purchase Executive Order. Unauthorized Procurement of Special Meals is the responsibility of the requisitioner.

II. Reference: General Travel Policy - Revised Policy and Procedure Memorandum No. 49 (State General Trave Regulations); University Purchasing Policy (refer to the NSU Fiscal Policy and Procedure Manual section, Purchasing Policies and Procedures, VIII-5 for specific Purchasing rules, regulations, laws, policies and procedures.

III Responsible Area: Business Affairs

NOTE: Calls to Business Affairs-Purchasing Section should be limited to procedures regarding rules and regulations.

General Process for Purchases for Special Meals

Special Meals reimbursement is designed for those types of University sponsored occasions (events or functions) when, as a matter of extraordinary courtesy or necessity, it is appropriate to and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

Special Meals are subject to the constraints of the Division's PPM No. 49, the "State General Travel Regulations", and for University sponsored functions as outlined in Permissible Occasions, in accordance with Attorney General Opinion Number 89-38.

The Board staff has defined a "special meal event" to be one where an actual meal is served. An "official function" is an event where refreshments, etc. are served, but no meals.

University costs for food and refreshments should not be extravagant and should be similar to that provided to students on other occasions. Routine non-alcoholic beverages and food may be provided by the University's personnel or contracted caterer.

The current special meals reimbursement limits for University sponsored occasions should not exceed the current out-of-state meal rates, in accordance with "Division of Administration PPM No. 49".

State Tier II		State Tier II Rates w/25% overage
Meals:	Breakfast \$9.00/person	Breakfast \$11.25
	Lunch \$13.00/person	Lunch \$16.25
	Dinner \$19.00/person	Dinner \$23.75
		25% overage must be approved by appropriate Vice President

- Refreshments:
- a. Served on state property - not to exceed \$2.00 per person, per morning and/or afternoon session for departmental meetings (meetings for employees within a single budget unit).
 - b. Served on hotel properties - not to exceed \$4.50 per person, per morning and/or afternoon sessions.

Restrictions

- 1) Off-campus special occasions (functions/events) such as the Christmas festival, etc. will not be approved. These occasions (functions/events) must be paid for by outside funds.

- 2) It is the opinion of the Division of Administration that it is not permissible for the University to reimburse prospective students and

their parents for meals while visiting the campus. On-campus functions where meals are served are permissible, but meals served off-campus are not permissible.

- 3) Expenses for spouses and children of employees may not be paid from public funds.
- 4) The University specifically prohibits special meal reimbursement for employees who meet with other employees to discuss University business while at breakfast, lunch or dinner unless the meal is reimbursable while under travel status. Meals will be reimbursed in accordance with PPM No. 49 while in official travel status.
- 5) The University specifically prohibits special meal reimbursement for departmental parties. Requests from self-generated accounts do not justify these types of special meals unless the cost is fee-based, that is, the individual consuming the meals actually paid the cost of participation in the fee based activity.
- 6) Attorney General Opinion No. 03-0387 prohibits expenditure of public funds for Christmas/Holiday parties and functions for university retirees.
- 7) Food purchases or catering service from University employees is prohibited.
- 8) Costs of all executive entertainment meals relating to athletic occasions (functions/events) and expenses associated with luxury boxes will be paid from outside sources and in accordance with University of Louisiana System Policy Number IA-V.(1).

Routine non-alcoholic beverages and food may be provided by the university's personnel or contracted caterer. University costs for such food and refreshments should not be extravagant and should be similar to that provided to students on other occasions.

Only official "Presidential" Athletic Occasion Special meals can be paid by public funds.

Reimbursement monies received from individuals by the University athletic departments to be deposited in University accounts must be account specific and cannot be transferred to private foundation accounts.

**Catering events with
(University Contracted Food Service Provider)**

- 1) Budget Unit Head/Designee contacts the University Contacted Food Service Provider requesting meal service for on-campus event. Prices for meals must be in accordance with the university policy and procedures and PPM 49 (State General Travel Regulations).

- 2) The University Contracted Food Service Provider provides Budget Unit Head/Designee with a special service event document for review and signature of approval.
- 3) Budget Unit Head/Designee checks for funds availability. If funds are not in the proper food expenditure category, (Object Code), a budget revision must be processed in accordance with the **NSU Fiscal Policy and Procedure, Request for Budget Revision, XII-1**, before a Purchase Requisition can be entered.
- 4) Budget Unit Head/Designee enters an on-line purchase requisition (Purchase Order type (SM - Special Meals)).
- 5) After all approvals are completed and the requisition is turned to a purchase order, Budget Unit Head/Designee writes the purchase order number on the special service event document and returns to the University Contracted Food Service Provider to begin the process for the catered event.
- 6) Upon completion of the event, process your online receiving. Screen Print 284, sign, date and forward to Business Affairs - Accounts Payable Section.
- 7) The University Contracted Food Service Provider will attach the special service event document to their billing document and forward to Business Affairs - Accounts Payable Section.

NOTE: Invoices received from the University Contracted Food Service Provider without a Purchase Order number will not be processed for payment and will be returned to the University Contracted Food Service Provider.

The University Contracted Food Service Provider should contact the person placing the order to resolve any billing issues.

The Budget Unit Head/Designee must contact the University Contracted Food Service Provider when they successfully obtain a Purchase Order Number and provide the Purchase Order Number to the University Contracted Food Service Provider before the University Contracted Food Service Provider can submit an "invoice" for payment.

The Budget Unit Head/Designee that approves special meals catering without an approved Purchase Order may be personally liable for payment of services.

Special Meals: Athletic

In general, costs of all executive entertainment functions relating to athletic events and expenses associated with luxury boxes shall be paid from outside sources.

Routine non-alcoholic beverages and food may be provided by the university's personnel or contracted caterer. University costs for such

food and refreshments should not be extravagant and should be similar to that provided to students on other occasions. The current special meals reimbursement rates are:

State Tier II		State Tier II Rates w/25% overage
Meals:	Breakfast \$9.00/person	Breakfast \$11.25
	Lunch \$13.00/person	Lunch \$16.25
	Dinner \$19.00/person	Dinner \$23.75
		25% overage must be approved by appropriate Vice President

Student Team and Group Meals

Reimbursement for student team and group meals must be supported by a complete **Student Team and Group Travel Roster** which lists each participant's name, as well as, identifying the meal provided and the value of the meal. The roster must be signed and dated by each participant acknowledging receipt of the funds indicated or that the meal listed was provided. The **Student Team and Group Travel Roster** must be submitted for reimbursement on a **Travel Expense Account** or **Special Meals (SM) Purchase Order**.

Professional Services

Professional Services Contracts are responsible for their meals and lodging unless the contract specifically allows for reimbursement in accordance with **Division of Administration Policy and Procedure Memorandum No. 49**. Employees "treating" professional services contractors to meals are personally responsible for the meals.

Professional Services Contracts will not be amended to allow for meals and lodging after entering into contract unless approved by the Director of Purchasing.

Whenever University employees travel with someone who is under a professional services or other contractual relationship with the University, the employee must travel under an approved **"Travel Expense Account"** for reimbursement of expenses.

"Professional Travel" is for travel expenses incurred by professional non-state personnel on a fee expenses agreement. When a contract includes travel, the contractor will be reimbursed in accordance with the terms of the contract and **Division of Administration Policy and Procedure Memorandum No. 49**. The contractor cannot bill for employee's travel expenses.

100% Reimbursement Limitations

In the case of employees with authority for 100% reimbursement who are on travel status and pay the meal cost of other employees who are also on travel status, the 100% reimbursement is limited to the authorized person with submission of separate receipts. Reimbursement for the cost of the other employee meals is limited to the receipt amount or allotment (whichever is less).

Specific Procedure

The Division of Administration has approved delegation from the President to the employee's appropriate Vice President for the approval of special meals in order to be reimbursed. Authorization for purchase of special meals must be approved prior to the purchase of meal(s) by the employee's appropriate Vice President and should be approved only when no other source of funds is available.

Special Meals Authorization On-line Requisition Approvals

All university purchases of food for consumption must be by authorized requisition in the SCT on-line system purchase order type = SM. The requisition will authorize the special meal and must not exceed the special meals price caps. Each requisition should list the place, date and time of function/event; complete description and purpose of function/event; complete menu details when quotes and formal bids are required; number of participants; and price per meal. In cases where competitive bidding is required best estimates will have to be made.

For those occasions where individual names of participants are known, the requisition should list all participants and their position or title.

Those occasions that are open invitation function/events without individual specific guest lists are considered a generic group and must be specified on the requisition, along with the nature of the function/event. Classifications and examples of individual participants and generic group participants are identified in "**Permissible Occasions**" section below:

Steps for Payment/Reimbursement Request for Special Meals, (Attachment AA)

In order to pay PO's issued for special meals involving individual participants, the following steps are necessary:

1. The authorized employee claiming reimbursement must complete and sign a **Payment/Reimbursement Request for Special Meals** form, along with any bill(s)/receipt(s) and route to the Budget Unit Head of the account charged for review and processing.
2. The Budget Unit Head must complete the on-line receiving process, sign the **Payment/Reimbursement Request for Special Meals** form and forward to the appropriate Vice President for review and processing.

3. The Vice President must approve by signing the **Payment/Reimbursement Request for Special Meals** form as delegated authority for Special meals approval and route to Business Affairs/Purchasing for processing.

The **Payment/Reimbursement Request for Special Meals** form provides the actual guest list attendees and must include the following information, in accordance with PPM No. 49:

- a. name and position/title of the employee requesting authority to incur expenses and assuming responsibility for such;
- b. statement of the nature of the activity and clear justification of the necessity and appropriateness of the request;
- c. names, official titles and affiliations of all persons for whom reimbursement of meal expenses is being requested.
- d. detailed breakdown of all expenses incurred identified on any bill(s)/receipt(s);
- e. subtraction of cost of any alcoholic beverages;
- f. original of prior written approval from the Vice President with delegated authority.

Permissible Occasions are:

1. Individual Participants

Examples:

- a. Candidates for employment at the University who are being hosted at a meal by University personnel. The number of University personnel participating should be kept to three (3) and should be included only to the extent that their official capacity would indicate their presence as desirable.

Object Code: 4211

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is required.

- b. Guest lecturers, visiting scholars and other visiting dignitaries or executive-level persons from other governmental units, business, or industry and persons providing identified gratuity services to the University. This explicitly does not include normal visits, meetings, reviews, etc., by federal or state representatives.

Object Code: 4211

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is required.

- c. Extraordinary situations when University employees are required by their supervisor to work more than a 12-hour weekday or a 6-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

Object Code: 4211

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is required.

- d. Other official "Vice President" occasions when requested or approved by the appropriate Vice President, including but not limited to:

Lunch with community leaders
Departmental breakfast, lunch & dinner meetings
Departmental appreciation lunches
Breakfast, lunch & dinner committee meetings
Breakfast with SGA officers
Recruiters dinner
Party for completion of Summer Bridge Program

NOTE: The examples listed in "section d." have been extracted from the June 30, 2002 University's Operating Fund Special Fund Special Meals Report that is submitted to the Division of Administration each year. These are examples of employees who meet with other employees to discuss University business while at breakfast, lunch or dinner and are prohibited if not in travel status...(re: Restrictions #4 on page 3). Therefore, any "working breakfast/lunch/dinner meals must be deemed necessary by the Vice President prior to request.

Object Code: 4211

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is required.

2. **Generic Group Participants**

Examples:

- a. University sponsored open invitation functions, programs, and various other occasions where the University serves as a center for local education cultural, and economic development activities, including but not limited to:

President's Council, Vice President's Council, Dean's Council
Advisory Board Meeting
Quarterback Club Luncheon
Faculty & Staff Appreciation Luncheon
Junior Day, Senior Day, Parents Day, Career Day, Journalism Day
Semi-annual Field Instruction Banquet
Literary Rally
L.O.B. brunch
Freshmen Fair, Career Fair, Teacher Job Fair
Award Banquet
Homecoming, Graduation and Honor Students receptions
Refreshments for LSC orientation
Lunch for football spring practice
Band/pep band/cheerleader meals
Graduating services and Alumni functions
Dormitory functions
Nursing student functions

Object Code: 4210

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is not required.

- b. Fee based workshops, seminars, camps, including but not limited to:

Cheerleader Camp (excludes employees)
Space Science Camp (excludes employees)
On-Line Learning Workshop
Duke-Tip participants breakfast

Object Code: 4210

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is not required.

- c. Presidential functions/events requested and approved by the President that exceed the PPM No. 49 out-of-state meal rates, in accordance with Attorney General Opinion Number 89-38, including but not limited to:

Lunch with Board of Supervisors
Lunch with Board of Regents
Pre-game meal for guests in President's Box

Object Code: 4212

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is not required.

- d. Student team and group travel, including but not limited to:

Football
Men's and Women's Basketball
Baseball
Softball
Tennis
Volleyball
Soccer
Study groups

NOTE: All requests for special meals involving student team and group travel require completion of a Student Team and Group Travel Roster (Attachment D). This form must be completed by the University employee responsible for the student team/group, reviewed and approved by the appropriate Budget Unit Head and Vice President and routed to Business Affairs/Purchasing for processing in accordance with Fiscal Policy and Procedure, Student Team and Group Travel, VIII-8.

Object Code: 4210

Payment/Reimbursement Request for Special Meals Form (Attachment A) is not required.

- e. Food purchases for snacks, etc for Child and Family Centers.

Object Code: 4210

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is not required.

f. Food purchased for instruction use, including but not limited to:

Family and Consumer Science Lab classes
Experiments and other classroom instructional purposes

Object Code: 4410

Payment/Reimbursement Request for Special Meals Form (Attachment FF) is not required.

The University's food service contractor is the required vendor for providing meals/refreshments for all on-campus functions/events. Budget Unit Heads must receive prior approval from the University's food service contractor administrator when requesting other food providers. This also includes approval for Budget Unit Heads that purchase food from grocery chain stores and prepare their own meals/refreshments for a University function/event. In every case, a cost per person must be calculated and specified.

The University must pay the agreed price to the vendor even when all invitee's do not attend unless the vendor shall agree to a reduction in price.

All Special Meal purchases contracted with the University's food service contractor are non-competitive, regardless of price. Therefore, the following procedures A, B, C, or D are required when contracting with off-campus vendors:

A. General Process for Special Meal Purchases \$1,000 or Less

Purchases not exceeding \$1,000, no competitive bidding is required.

Purchases of food costing \$1,000 or less may be purchased from the University's food service contractor or an off-campus vendor without getting competitive prices from additional sources, so long as the price is current. It is the responsibility of the Budget Unit Head to obtain a price quote (including all costs) per person before processing a Purchase Requisition.

Increases in quantities/number of participants are allowed as long as the increase does not exceed 10% of the quantity requested and the total Purchase Order does not exceed \$1,000.

B. General Process for Special Meal Purchases for Purchases exceeding \$1,000 but not exceeding \$5,000 (Telephone/Fax Quote)

For Special Meal purchases exceeding \$1,000 but not exceeding \$5,000, departmental procurement is allowed. The Budget Unit Head has authority to solicit quotations by telephone, facsimile, or other means from three (3) or more bona fide, qualified vendors. Whenever possible, at least one (1) of the bonafide, qualified vendors shall be certified small and emerging business or a small entrepreneurship. **Contact Business Affairs - Purchasing Section for this vendor information.**

Agency files shall document and list all quotations received, indicate the successful vendor, and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor; or

Soliciting three quotations may be waived when making purchases from a Small Entrepreneurship or Small and Emerging Business that is currently certified by the Louisiana Department of Economic Development, when the price is determined to be reasonable. Reasonable is a best value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.

Purchase Requisitions that are received in Business Affairs-Purchasing Section will not be processed without; 1) signed, tabulated **(TQ) Telephone Quotation/Comparisons Form (Attachment #EE)**; 2) a signed written confirmation of the quotation from the successful vendor; and 3) Screen print of **Screen 250, Requisition Header Maintenance (Attachment D)**.

Route required documents to the Purchasing Section for review prior to releasing a purchase order (3-Way Match). Quantities, conditions and costs will be established prior to issuance of purchase order. Food and Invoice should both agree with the original quotation. No tolerances are allowed for this type of order.

When a Budget Unit Head elects to use the **"Telephone/Fax Quotation"** procedure he/she is accepting delegated purchasing authority and is responsible for and agrees to procure food 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 they should not have paid it", etc.**

Increases in quantities/number of participants on Purchase Orders are allowed as long as the increase does not exceed 10% of the quantity requested and the total Purchase Order does not exceed \$5,000.

C. General Process for Special Meal Telephone/Fax Quote Purchases exceeding \$5,000 but not exceeding \$25,000 (PURCHASING OFFICE ONLY)

The Business Affairs-Purchasing Section has sole authority to solicit quotations for Special Meal purchases exceeding \$5,000 but not exceeding \$25,000. Special Meal requests must include place, date and time of function/event; complete description and purpose of function/event; menu details; number of participants and other information sufficient for a vendor to make an acceptable quotation. Increases in quantities/number of participants on Purchase Orders are allowed as long as the increase does not exceed 10% of the quantity requested.

Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding five thousand dollars (\$5,000) but not exceeding twenty-five thousand dollars (\$25,000). Quotations may

be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses or small entrepreneurships. The requirement to solicit certified small and emerging businesses or small entrepreneurships is waived for those agencies that post on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.

A minimum of three (3) working days shall be allowed for receipt of quotations.

D. General Process for Special Meal Purchases Over \$25,000
(PURCHASING OFFICE ONLY)

For Special Meal exceeding \$25,000 (Competitive Sealed Bidding), the Business Affairs-Purchasing Section has authority to solicit bids by sending out written Invitations for Bids to persons in a position to furnish the supplies, services, or major repairs required and by advertising in accordance with Act 433. Invitations for bids shall state the date and time when bids will be received, opened and publicly read. Bidding time should be a minimum of 21 days unless the chief procurement officer or his/her designee deems that shorter time is necessary for a particular procurement. Special Meals requests must include place, date and time of function/event; complete description and purpose of function/event; complete menu details; number of participants and other information sufficient for a vendor to make an acceptable bid.

For purchases exceeding \$25,000, departmental procurement for Competitive Sealed Bidding is not allowed.

Increases in quantities/number of participants on Purchase Orders are allowed as long as the increase does not exceed 10% of the quantity requested.

E. Request for Special Meals During Travel Status

Employees that plan to travel and purchase special meals for individuals must complete a **Request for Authorized Travel** (PO type TA) requisition, listing a line item for travel with appropriate travel object code and a line item for special meals with object code 4211. Upon completion of travel, the authorized employee claiming reimbursement must:

1. Complete and sign a **Travel Expense Account** form a **Payment/Reimbursement Request for Special Meals** form, along with any bill(s)/receipt(s) and route to the Budget Unit Head of the account charged for review and processing.
2. The Budget Unit Head must complete and sign the **Payment/Reimbursement Request for Special Meals** form and forward with the **Travel Expense Account** form to the appropriate Vice President for review and processing.

3. The Vice President must approve by signing the **Payment/Reimbursement Request for Special Meals** form as delegated authority for Special Meals approval and route with **Travel Expense Account** form to Business Affairs-Purchasing section for processing.

Examples:

Dr. John Doe is requesting approval for travel to attend the XYZ Conference and pay for his dinner meal, and two (2) guests: Dr. Dan Peters, professor from ULM University; Dr. Sally Miles, professor from Southeastern University.

Employees that complete an approved **Request for Authorized Travel** (PO type TA) but did not anticipate the purchase of a special meal until while in travel status, must submit his **Travel Expense Account** form along with a **Payment/Reimbursement Request for Special Meals** form as stated in the above steps. However, since the special meal was not planned and did not receive prior approval, a SCT Online **Purchase Order Change/Cancellation** form is required to add a line item for special meals for individuals with object code 4211.

Employees in travel status should not plan for or provide any special meals for generic groups. All special meal requests for generic groups must be submitted in accordance with the Special Meals (PO type SM) procedure.

Purchasing Authority Delegated for Special Meal Purchases

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 Special Meals, 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 Budget Unit Head understands that if the purchasing policies and procedures are not followed, their Special Meals procurement authority will be suspended. Then the Budget Unit Head must have his/her Vice President process all Special Meal purchase requests.

Furthermore, the Budget Unit Head understands that all 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 Special Meal Purchases

Budget Unit Heads should plan for less frequent Special Meal purchases rather than frequent Special Meal purchases. Budget Unit Heads should plan for the longest period possible within a fiscal year and make as few Special Meal purchases as possible. Frequent unnecessary Special Meal

purchases are not economical or efficient and could result in an adverse performance audit finding.

To avoid excess Special Meal purchases, the Budget Unit Head should requisition food for functions/events allowing sufficient time to have an official Purchase Order issued.

Misuse of the Special Meal 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 Purchase 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 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 Special Meal purchases be suspended.

Artificial division of Special Meal purchases, splitting Special Meal purchases \$1,000 or less, can be outlined as follows:

- A. Budget Unit Head submitting two or more requisitions that combined total exceeds \$1,000 for Special Meals on the same day or within the same week.
Example: (1) catered event @ \$650 to Sonny's Catfish scheduled on 02/21/02 and (1) catered event @ \$425 to Savoie's scheduled on 02/22/02.
- B. Budget Unit Head submitting two or more requisitions that combined total exceeds \$1,000 for Special Meals to the same vendor on the same day or within the same week.
Example: (1) catered event @ \$980 to Rhyme's Catering Inc. scheduled on 04/13/02 and (1) catered event @ \$150 to Rhyme's Catering Inc. scheduled on 04/15/02.
 - 1. Budget Unit Head submitting separate requisitions for the same requester totaling \$1,000 each or less which meet criteria A or B 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 Special Meals to be used together which meet criteria A or B above.

3. Recurring patterns of requisitioning over the course of a fiscal year exceeding \$1,000 for Special Meals from the same or similar vendors.

Artificial division of Special Meal purchases, splitting Special Meal purchases exceeding \$1,000 but not exceeding \$5,000 (Telephone/Fax Quote), can be outlined as follows:

- A. Budget Unit Head submitting two or more requisitions that combined total exceeds \$5,000 for Special Meals on the same day or within the same week.

Example: (1) catered event @ \$1,550 to Sonny's Catfish scheduled at 12:00 noon on 02/21/02; (1) catered event @ \$2,000 to Savoie's scheduled at 6:00 p.m. on 02/21/02; and (1) catered event @ \$1,850 to Rhyme's Catering Inc. scheduled at 9:00 a.m. on 02/22/02.

- B. Budget Unit Head submitting two or more requisitions that combined total exceeds \$5,000 for Special Meals to the same vendor on the same day or within the same week.

Example: (1) catered event @ \$2,500 to Rhyme's Catering Inc. scheduled on 02/21/02; (1) catered event @ \$550 to Rhyme's Catering Inc. scheduled on 02/22/02; and (1) catered event @ \$2,000 to Rhyme's Catering Inc. scheduled on 02/23/02.

1. Budget Unit Head submitting separate requisitions for the same requester totaling more than \$5,000 which meet criteria A or B above.
2. Two or more individuals associated with different Budget Units who knowingly collaborate to submit separate requisitions totaling more than \$5,000 for Special Meals to be used together which meet criteria A or B above.
3. Recurring patterns of requisitioning over the course of a fiscal year exceeding \$5,000 for Special Meals from the same or similar vendors.

Artificial division of Special Meal Telephone/Fax Quote Purchases exceeding \$5,000 but not exceeding \$25,000 (PURCHASING OFFICE ONLY), can be outlined as follows:

- A. Budget Unit Head submitting two or more requisitions that combined total exceeds \$25,000 for Special Meals on the same day or within the same week.

Example: (1) catered event @ \$5,000 to Sonny's Catfish scheduled on 02/21/02; (1) catered event @ \$5,500 to Savoie's scheduled on 02/22/02; and (1) catered event @ \$16,600 to Rhyme's Catering Inc. scheduled on 02/25/02.

B. Budget Unit Head submitting two or more requisitions that combined total exceeds \$25,000 for Special Meals to the same vendor on the same day or within the same week.

Example: (1) catered event @ \$5,900 to Rhyme's Catering Inc. scheduled at 8:00 a.m. on 02/21/02; (1) catered event @ \$5,100 to Rhyme's Catering Inc. scheduled at 12:00 noon on 02/21/02; and (1) catered event @ \$16,500 to Rhyme's Catering Inc. scheduled at 7:30 p.m. on 02/25/02.

1. Budget Unit Head submitting separate requisitions for the same requester totaling \$25,000 or less which meet criteria A or B above.
2. Two or more individuals associated with different Budget Units who knowingly collaborate to submit separate requisitions totaling \$25,000 or less for Special Meals to be used together which meet criteria A or B above.
3. Recurring patterns of requisitioning over the course of a fiscal year exceeding \$25,000 for Special Meals from the same or similar vendors.

**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, regardless of the source of funding, before processing any requisitions.**

Classification of Expenditures

You must use the correct expenditure object code for the special meals you are purchasing or your requisition will be flagged as pending or denied on **Screen 252, Requisition Approval (Attachment Q)**. 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 requisitions 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 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 a Purchase Order number referenced on the document. In order to expedite on-line purchase order processing, the Purchasing Officer 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 number.

Issuance of an Official Purchase Order

Certain purchases require the issuance of an Official Purchase Order to the vendor/provider of food and services. The Director of Purchasing will determine when an Official Purchase Order will be issued for Special Meal Purchase Orders.

When an Official Purchase Order will be issued to the vendor, do not contact the vendor and provide the Purchase Order Number. The Director of Purchasing will release the Official Purchase Order. If you must contact the vendor to release the Purchase Order Number request permission from the Director of Purchasing. If an Official Purchase is being released and you contact the vendor and provide the Purchase Order Number the vendor may provide duplicate services since they may believe they have received, two (2) orders. When this happens, duplicate unnecessary services may be provided resulting in unnecessary effort and expense to resolve causing uneconomical and inefficient operations.

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.

Handling, Catering Service Charges and Other Processing Charges

Handling, Catering Service Charges, and other 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 source which includes all costs associated in transporting food to a destination point.

Vendor Creation

Make sure your vendor is on file by going to **Screen 202, Vendor Name Search (Attachment C)**. If it is not on file, complete a **Vendor Create/Modification Form, (Attachment Z)**, 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, (Attachment S)** (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. 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.

Other Restrictions 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.

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 Office.

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 the "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"

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 Malfesance in Office.

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, (Attachment X)**, 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 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 vendor to provide food or 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 bases. If an invoice contains items not on the original purchase order, the Budget Unit Head must 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 Business Affairs-Accounts Payable to request a credit invoice be issued and forwarded to Business Affairs-Accounts Payable Section for all items exceeding the cost of original quotes/bid.

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 food or services without a Purchase Order Number except where specifically allowed within these procedures or with express written permission of the Director of Purchasing.

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 Special Meals Purchase Order not exceeding \$1,000 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 all your transactions entered and processed before the end of the last work day of the fiscal year. This includes all receiving information for food 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 all line item and account balance deficits regardless of funding.

The SCT Online Purchasing System does not 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 Investigator 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 food 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.

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 food 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
Special Meals 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	EE	Telephone Fax/Quote

Responsibility

Action

IV. Procedure:

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 Screen, (Attachment A)** to check for funds availability. If funds are not in the proper Food Expenditure Category, (Object Code), 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 Food Expenditure Object Code or your requisition will not be approved. It will remain in pending status until the correct Food 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 code 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

Responsibility

Action

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 Food Expenditure Object Code you have to do the following:

Correcting Information After Trailing

- A. Access the screen where the error occurred, usually **Screen 250, Requisition Header Maintenance, (Attachment D)**.
- 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 Food 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 re trailer the requisition, **(Attachment H)**.
- F. Once you make the correction and retrailer, your requisition goes back through the entire 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 and 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

Responsibility

Action

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*****

NOTE: For Complex Requisition steps go to step 40.

GO TO SCREEN 202

VENDOR NAME SEARCH (Attachment C)

3. Field 1 Vendor:

If you know the vendor number, enter it in the vendor field. You must go to Screen 203 for the vendor's 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 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 the list on Screen 202, (Attachment C) 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 (Attachment D).

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

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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 of a file for this vendor. Do not modify existing 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 (Attachment F). 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 the number zero 0 and PRESS ENTER. System will generate Requisition 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:
SM = Special Meals.

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

Responsibility

Action

correct food expenditure object code for the special meal(s) 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 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 code 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 in 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**

Responsibility

Action

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:

REQUISITION	LINE	ITEM	CREATE/MODIFY:
(Attachment F)			

NOTE: There are two screens which can be used to enter multi line item descriptions. Screen 254, Requisition Line Item Create/Modify, (Attachment F) should be used when long descriptions are required. Screen 25L, PR Multi-Line Item Create/Modify, (Attachment G) 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 (Number of Meals)**

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Action

Enter quantity of meal(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 (Per Person)**
Enter the Unit of Measure. See Unit of Measure List (UOM) (**Attachment DD**). **You must use the UOM's!**
- 24. **Field 8 Unit Price (Per Meal)**
Enter unit price of special meals requested. All handling, catering service charges and other processing charges billed by the vendor should be included in unit price. Must use a decimal point in unit price.
Example: 11.25 for \$11.25.
- 25. **Field 9**
This field is not required for this process.
- 26. **Field 10 UPO**
If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE: DO NOT put any other 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**!

- 27. **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: place, date and time of function/event; complete description and purpose of function/event and why it is appropriate and in the best interest of the state to use public funds for the special meal(s) requested; and complete menu details when quotes and formal bids are required. This information is needed so your approver(s) will know what you have purchased.

Responsibility

Action

For those occasions where individual names of participants are known, list all participants and their position or title.

NOTE: In order to pay PO's issued for special meals involving individual participants, the authorized employee claiming reimbursement must complete and sign a Payment/Reimbursement Request for Special Meals form and complete the receiving process, refer to SCT Online Receiving Report Central Receiving & Shipping Certifies Delivery, IX.A.7.

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

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

NOTE: 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)**

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

31. **Field 5 Quantity: Specifies Quantity - (Number of Meals)**
Enter quantity of meal(s). Must use a decimal after the amount. **Example: 10.**

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

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

34. **Field 8 Unit Price: (Per Meal)**
Enter unit price of special meal(s) requested. All handling, catering service

Responsibility

Action

charges and other processing charges billed by the vendor should be included in the unit price. Must use a decimal point in unit price. **Example: 11.25 for \$11.25.**

35. **Fields 9**

This field is not required for this process.

36. **Field 10 UPO**

If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE:

DO NOT put other 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!

37. **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 description.

If there is not enough space to include all required information of specifications, **Screen 254, Requisition Line Item Create/Modify** should be used. This information is needed so your approver(s) will know what you have purchased.

Repeat steps above for the additional line items. You must go to an additional page for more than three (3) line items.

38. **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)**

39. **Field 1 Vendor:**

Responsibility

Action

If you know the vendor number, enter it in the vendor field. You must go to Screen 203 for the vendor's 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 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 the list on Screen 202, (**Attachment C**) 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 (**Attachment D**).

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 of a file for this vendor. Do not modify existing 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).

Responsibility

Action

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)

40. DO NOT ENTER ACCOUNTING CODES ON SCREEN 250, BUT COMPLETE OTHER FIELDS AS INDICATED BELOW. You must enter accounting coeds on Screen 254, Requisition Line Item Create/Modify or 25L, PR Multi-Line Item Create/Modify. You cannot enter accounting code on both Screen 250 and 254 or 25L.

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

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

43. **Field 6 Requisition Type:**
Enter the two alpha letters:
SM = Special Meals.

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

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

GO TO SCREEN 251

REQUISITION HEADER - SHIPPING & TEXT:
(Attachment #E)

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

47. **Field 8 Deliver to Address:**
Enter proper delivery code at the address line. Enter:
1 - Central Receiving - Natchitoches
2 - Nursing - Shreveport
3 - Departmental Pick Up
4 - Leesville Campus

Responsibility

Action

- 5 - Cenla Campus
- 6 - Child/Family Network - Shreveport

48. **Field 9 Delivery Date:**
N/A Leave blank.
49. **Fields 10 - 16**
These fields are not required for this process.
50. **Field 17 Requisition Text:**
Enter Departmental Destination Point as follows: (Leave No Blank Spaces Between Lines).
The 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 commodity 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 food object code for the special meal(s) 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 food - Special Meals for Generic Group Participants: **4210**
Object Code for food - Special Meals for Individual Participants: **4211**

#	Qty.	UOM	Unit Price	Description	Account
---	------	-----	------------	-------------	---------

Responsibility

Action

1.	40	Each	\$2.50	Refreshments for President's Council Meeting	(4173254210)
2.	4	Each	\$17.50	Dinner w/perspective faculty	(4173254211)

Two Accounts with Two Object Codes:

Object Code for food - Special Meals for Generic Group Participants: **4210**

Object Code for food - Special Meals for Individual Participants: **4211**

#	Qty.	UOM	Unit Price	Description	Account
1.	40	Each	\$2.50	Refreshments for President's Council Meeting	(1062304210)
2.	4	Each	\$17.50	Dinner w/perspective faculty	(5281754211)

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

How to Set Up Multiple Payments for a Purchase Order

When there are multiple charges to make against a single line item, go to **Field 19, the UPO Field, on Screen 254, Requisition Line Item Create/Modify (Attachment F)** and enter an "M". This will enable multiple receipts/payments to be made against a single line item. Make sure that sufficient funds are encumbered on the Requisition or the Purchase Order created by the Requisition will be finalized because the amount on the Purchase Order line item is depleted. Review your Purchase Order to avoid your line item on the Purchase Order from finalizing before all multiple payments are processed. Submit a **Request for Change and/or Cancellation of Purchase Order** form in accordance with **Request for Change and/or Cancellation of Purchase Order procedures, IX.A.8**, to increase your line item on your Purchase Order before it is finalized. If a Purchase Order is finalized before all multiple payments are made you must submit a new Purchase Requisition for the "unpaid payments" and future payments.

- 51. **Fields 1 - 4**
These fields are not required for this process.
- 52. **Field 5 Quantity: Specifies Quantity (Number of Meals)**
Enter quantity of meal(s). Must use a decimal after quantity. **Example: 10.**
- 53. **Field 6**
This field is not required for this process.
- 54. **Field 7 UOM: Unit of Measure (Per Person)**

Responsibility

Action

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

55. **Field 8 Unit Price:**

Enter unit price of special meal(s) requested. All handling, catering service charges and other processing charges billed by the vendor should be included in unit price. You must use a decimal in the amount. **Example: 11.25 for \$11.25.**

56. **Field 9 Trade Disc:**

Enter a Trade Discount if applicable to be applied to cost of food. Decimal is required.

57. **Field 10 UPO:**

If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE:

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!"

58. **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: place, date and time of function/event; complete description and purpose of function/event and why it is appropriate and in the best interest of the state to use public funds for the special meal(s) requested; and complete menu details when quotes and formal bids are required. This information is needed so your approver(s) will know what you have purchased.

For those occasions where individual names of participants are known, list all participants and their position or title.

NOTE:

In order to pay PO's issued for special meals involving individual participants, the authorized employee claiming reimbursement must complete and sign a

Responsibility

Action

Payment/Reimbursement Request for Special Meals form and complete the receiving process, refer to SCT Online Receiving Report Central Receiving & Shipping Certifies Delivery, IX.A.7.

- 59. **Field 12 Account No.:**
Enter 10 digit accounting code after each line item is entered.
- 60. **Fields 13 - 16**
These fields are not required for this process.
- 61. **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:
(Attachment #G)

- 62. **Fields 1 - 4**
These fields are not required for this process.
- 63. **Field 5 Quantity: Specifics Quantity (Number of Meals)**
Enter quantity of meal(s). Must use a decimal after quantity. **Example: 15.**
- 64. **Field 6**
This field is not required for this process.
- 65. **Field 7 UOM: Unit of Measure (Per Person)**
Enter the Unit of Measure. See Unit of Measure List (UOM) **(Attachment DD)**. **You must use the UOM's!**
- 66. **Field 8 Unit Price:**
Enter unit price of special meal(s) requested. All handling, catering service charges and other processing charges billed by the vendor should be included in unit price. You must use decimal in price. **Example: 11.25 for \$11.25.**
- 67. **Field 9 Trade Disc:**
Enter a trade discount if applicable to be applied to cost of food. Decimal is required.

Responsibility

Action

68. **Field 10 UPO:**
If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE: 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!"

69. **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 description.

If there is not enough space to include all required information of specifications, **Screen 254, Requisition Line Item Create/Modify** should be used. This information is needed so your approver(s) will know what you have purchased.

Repeat step above for the additional line items. You must go to an additional page for more than three (3) line items.

70. **Field 12**
This field is not required for this process.
71. **Field 13 Account Number:**
Enter 10-Digit Account after each line item. **PRESS ENTER.**

How to Process a Corrected Requisition

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**

Responsibility

Action

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, (Attachment H), encumbers your requisition when completed.

72. 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, (Attachment H) 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.

73. TO PRINT A COPY OF PR:
GO TO SCREEN 250 - REQUISITION HEADER MAINTENANCE (Attachment D IMMEDIATELY AFTER SCREEN 256),
Requisition Trailer (Attachment H) 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) (Attachment Q) 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, (Attachment Y) 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 79.

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

- 74. **Fields 1 - 5**
These fields are not required for this process.
- 75. **Field 6**
Enter "1" for Requisition. PRESS ENTER to see the list of all purchase requisitions.
- 76. **Fields 7 - 14**
These fields are not required for this process.
- 77. **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.
- 78. **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)**

- 79. 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)

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

81. **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)

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

83. **Field 2**
Enter Purchase Requisition Number from Screen 214 list.

84. **Fields 3 - 4**
These fields are not required in this process.

85. **Field 5**
Check status of PR:
P = Pending
Y = Approved
N = Denied

Responsibility

Action

Check **Field 6** for any comments from Approver(s) or Purchasing.

NOTE: If an incorrect food 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 food object code. The PR will then go through the entire approval process again. Remember to check for funds available in the CORRECT food expenditure category by using Screen 019, SL Account Summary.

APPROVING A REQUISITION

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

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

- 86. **Fields 1 - 4**
These fields are not required for this process.
- 87. **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**.
- 88. **Field 6 Previous Posting:**
Leave blank
- 89. **Field 7 Previously Reviewed:**
Leave blank

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

- 90. This screen will display a list of requisitions that require your approval. Screen print (F2) for your requisition numbers.
- 91. **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**)

Responsibility

Action

- 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**)

92. 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.
PRESS ENTER

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

SCREEN 252:

REQUISITION APPROVAL: (Attachment Q)

93. **Field 1**
This field is not required for this process.
94. **Field 2 Purchase Requisition Number**
Type in the Purchase Requisition number from your listing 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 approval is protected.
95. **Fields 3 - 4**
These fields are not required for this process.
96. **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
97. **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 this comment field. 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, or 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.

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

NOTE: Remember after you have made corrections you must put a * in 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

Correcting Information Prior to Trailering:

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 Special Meals 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 entire approval process, therefore causing additional delays.

Dropping a Line in a Requisition After Requisition has Been Trailered:

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.

NOTE: **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!**

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 re trailer the requisition.
7. If your correction changes any accounting fields (Quantity, Price, Object Code), your requisition goes back through the entire approval process, therefore causing additional delays.

Canceling an Entire Requisition Already Trailered:

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

1. Goto 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.

NOTE: **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 re-trailer, 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:
Map Code:

Resp Person:
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: _____ (4)
 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)

FO _____ (5)

Rte: _____ (7)

Delivery Date: _____ (9)

City: _____ (10) _____ St: _____ (11)

Zip: _____ (12) _____ Country: _____ (13)

Phone: _____ (14) _____ Ext: _____ (15)

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	<u> (6) </u>	Vendor No.:	<u> (7) </u>
Start Doc. No.:	<u> (8) </u>	PO Type:	<u> (9) </u>
Reference No.:	<u> (10) </u>	Buyer:	<u> (11) </u>
Route:	<u> (12) </u>	Status Codes:	<u> (13) </u>
Department:	<u> (14) </u>	Acct No./Mask:	<u> (15) </u>

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:	<u>01-01-1985</u>	<u>12-31-2099</u> (21)
Doc Date:	<u>01-01-1985</u>	<u>12-31-2099</u> (22)
Exp Delivery Date:	<u>01-01-1985</u>	<u>12-31-2099</u> (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) (10) Byr 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
<u> (5) </u>	<u> (6) </u>	<u> (7) </u>	<u> (8) </u>	<u> (9) </u>	<u> (10) </u>	<u> (11) </u>

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) _____

<u>Line No.</u>	<u>Post</u>	<u>Document No.</u>	<u>Reviewed</u>	<u>Document Date</u>	<u>Document Total Amt .</u>	<u>Approval ID</u>
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:

Priority	<u>Level</u>	Approval <u>ID</u>	Post <u>(P, Y, N)</u> ____ (5)	<u>Name</u> _____	<u>Date Posted</u>
----------	--------------	-----------------------	--------------------------------------	-------------------	------------------------

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					

Receiving Report:

Qty Recd	UOM	Quality	Stat
<u>(1)</u>			

Accepted:	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
Rejected:	<u>(5)</u>	<u>(6)</u>	
Back Ordered:	<u>(7)</u>		
Late:	<u>(8)</u>		
Description:	<u>(9)</u>		

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	
<u>(4)</u>	<u>(5)</u>	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:						

*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**

Vendor Name:	_____	(30)
Federal Tax ID/Social Security Number:	_____	(9)
(For Employee, System Generated Number)		
Order From Address:	_____	(30)
	_____	(30)
	_____	(30)
	_____	(30)
City:	_____	(20)
State:	_____	(2)
Zip Code:	_____ - _____	(12)
Telephone:	_____ - _____ - _____	(17)
Fax:	_____ - _____ - _____	(17)
Company Contact:	_____	(30)
E-Mail:	_____	(40)

**Screen 205
PAYMENT REMIT ADDRESS
(Only If Different From Mailing Address)**

Vendor Name:	_____	(30)
Federal Tax ID/Social Security Number:	_____	(9)
(For Employee, System Generated Number)		
Remit To Address:	_____	(30)
	_____	(30)
	_____	(30)
	_____	(30)
City:	_____	(20)
State:	_____	(2)
Zip Code:	_____ - _____	(12)
Telephone:	_____ - _____ - _____	(17)
Fax:	_____ - _____ - _____	(17)
Company Contact:	_____	(30)
E-Mail:	_____	(40)
Vendor's Terms:		

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Vendor Number Assigned: _____

Entered by: _____ 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 _____ P.O.No. [_____] Date _____ Check No. [_____] 1099 Payment <input type="checkbox"/>
--------------------------	---

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

TC = 0 for perm vendor = 2 for temp vendor
 Bank Number _____
 TC = 9 for separate check
 Vendor Number _____
 Vendor Name _____
 Check: Computer Manual

Voucher Number	Account Number Object	T C	Invoice No./Description	Prepaid Check No.	Invoice Date MMDDYY	Due Date MMDDYY	Amount	P F	Discount Amount	D T C	D T I	DUP INV	E F

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

UNIT OF MEASURE (UOM)

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

