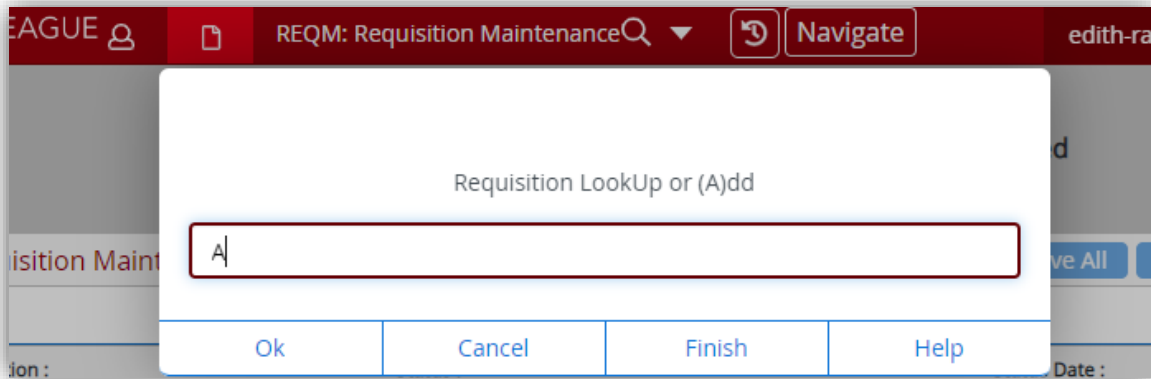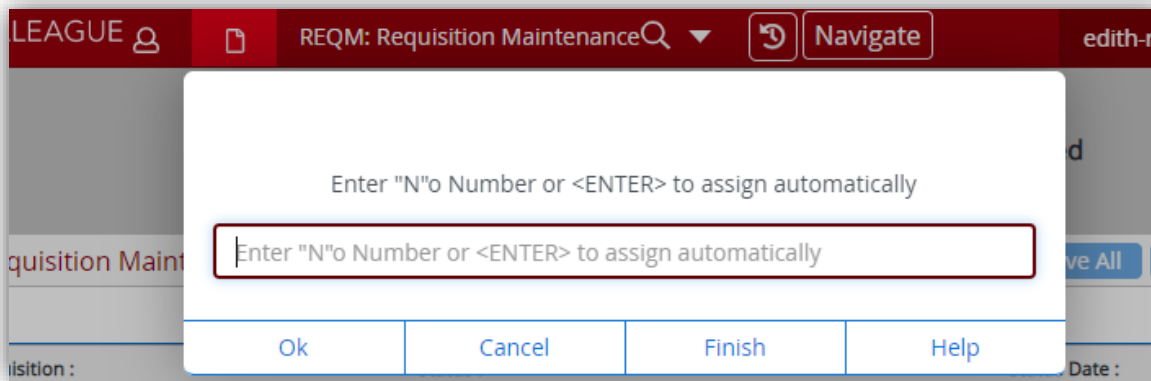# ENTERING A REQUISITION

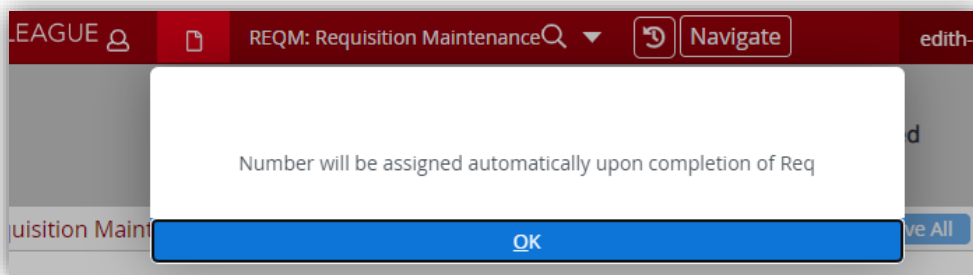Start on REQM
Enter "A" for Add, then click "Ok".

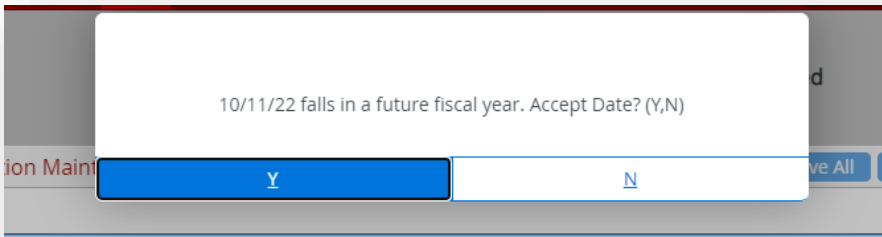The window below will automatically appear.

Requisition numbers are assigned automatically, select "Ok" or press enter on your keyboard.
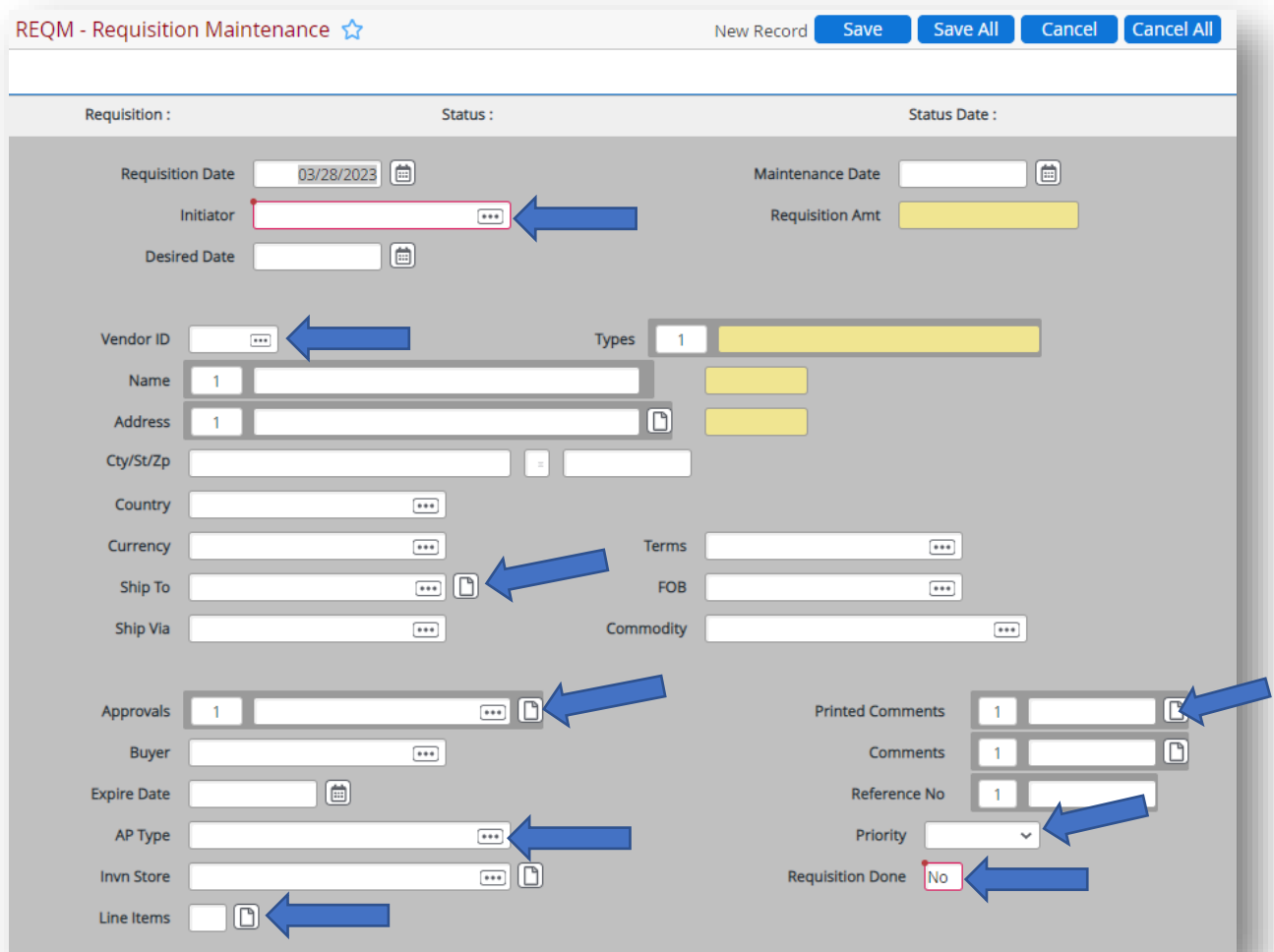The window below will automatically appear.

Select "OK"

Select "Y" This window will appear until the books are closed.

On the next window fields marked with arrows are required fields with a brief description below.

Initiator –Your Datatel ID#. If you don't know your ID# enter your first name and last name.

Vendor ID – If you don't know the vendor's ID# you can search by name.

> ****DO NOT Type in the vendor information in the "Name" field if you are not able to find it, contact the Purchasing Specialist.**

Ship to – This will be your campus location. Ex: Eureka Campus Warehouse, CR Del Norte Campus, CR Eureka Downtown Site.

Approvals – Who needs to approve this requisition. (See screenshot below)

AP Type – REG for District Payables or FND for Foundation Payables

Line Items – The place where you enter what items have been purchased. (See screenshot below)

Printed Comments – Text in this field will appear on the PO. You need to use the tilde sign ~ before and after typing text~ (See screenshot below)

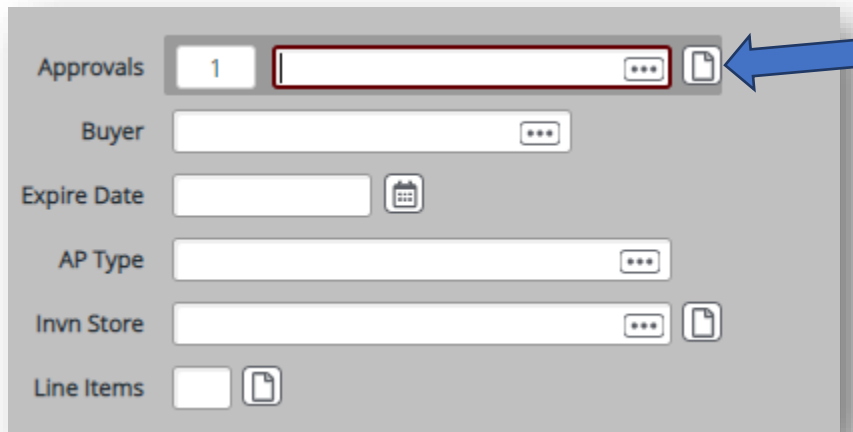**Comments** – If approved to use someone else's GL code and you do not have access to it, you can enter the full GL code here.

Priority – Use this to let Purchasing know if it is a BPO or a PO.

Requisition Done – Mark this as *Yes* if you have completed your requisition.

Approvals Screen Shot

Drill into this box

This will take you to the **APRV** Screen. Enter the name of the manager/administrator who needs to approve the requisition. Ex: John-Smith.

Reminder: If you use an object code starting with 564xx, the Director, Administrative Services will need to be the final approver. Save

Line Items

Drill into the line Items.

That will bring you to this screen. Here you will drill into #1.

That will bring you to this screen. On this window fields marked with arrows are required fields.

Description – What are you buying, be as specific and brief as possible.

Quantity – How many items you are purchasing.

Tax Code –This is only for PO's. Is the order being shipped to the Main Campus, Eureka Downtown, or Del Norte Campus.

After completing this section click the Save icon. This will save your work, and the form will appear blank. If you have more items to enter you will need to repeat the process. If you don't have more items to enter, click the Cancel icon, this will bring you back to the RQIL screen.

REQM ● RQIL - Requisition Item List ☆ ●				New Record	Save	Save All	Cancel	Cancel All

📊 ⏮ ◀	1	of 1	▶ ⏭	Description	Value 1/3

Requisition :   Status :   Status Date :
Vendor : CDW Government Inc

			Description	Quantity	Estimated Price	Extended Price	Tax
1	☐	📄	HP Laser Jet Pro	1.000	335.7900	335.79	
2	☐	📄	HP 50X High Capacity	1.000	293.8200	293.82	
3	☐	📄	Electronic HP Capacity	1.000	68.9000	68.90	
4	☐	📄					
5	☐	📄					
6	☐	📄					
7	☐	📄					
8	☐	📄					
9	☐	📄					
10	☐	📄					
11	☐	📄					
12	☐	📄					
13	☐	📄					

Taxes		Amounts		Item Total	698.51
1				Tax Total	0.00
2				Req Total	698.51

Review your work and if everything is correct click "Save" this will bring you back to the REQM screen.

Printed Comments Screen

Drill into "Printed Comments."

That will bring you to this screen.

Here you are going to enter the following information:

- Department.
- Fiscal Year.
- Quote Number.
- Description of items ordered.
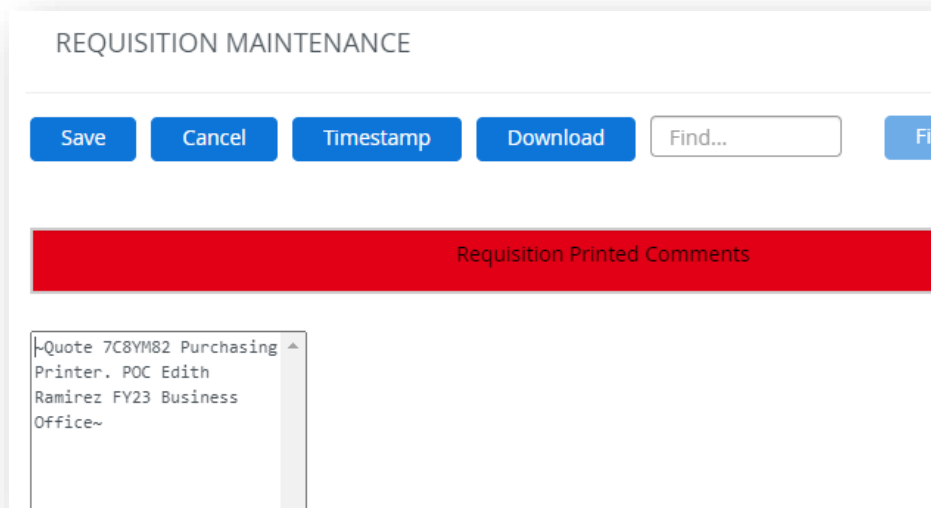- Contract Number, if using a contract.
- Point of Contact (POC) at CR.
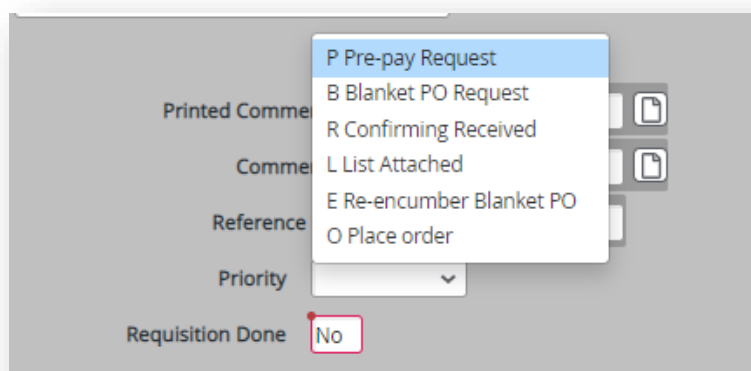- Place or person to deliver items to.

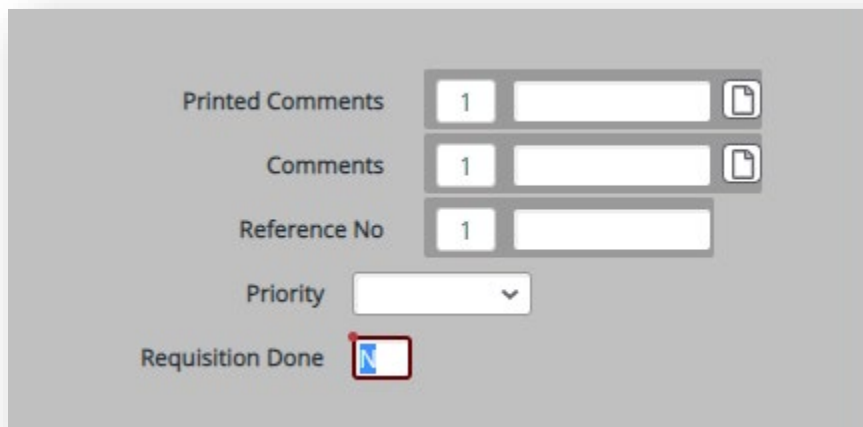## Priority

Choose from the drop down menu

P, R, and O = Purchase Order

B = Blanket Purchase Order

Requisition Done

You need to change this from NO to YES.

Prompt for REQ# comes up, save this number to be added to email for approval.

Email the cost center manager for approval. The email should have the REQ# and vendor name on the subject line.

Once the REQ has been processed, the initiator will receive the PO or BPO to forward to the vendor to purchase items.

APPROVING INVOICES FOR PAYMENT

Cost Center Managers, VP's and the President are the only people who can give "okay to pay" on invoices.

- ❖ $0 to $10,930 Cost Center Manager has authority to sign the invoice.
- ❖ $10,931 to $54,650 Cost Center Manager signs the invoice, as well as the Senior Administrator over the cost center manager's area signs the invoice.
  - o Senior Administrators are: VP of Instruction, VP of Student Services, VP of Human Resources, VP of Administrative Services, or the President
- ❖ $54,651 to $437,200 Cost Center Manager, Senior Administrator, and VP of Administrative Services signs the invoice.
- ❖ $437,201 and greater Cost Center Manager, Senior Administrator, VP of Administrative Services, and the President each sign the invoice.