Requisition Training

Contracts & Procurement

https://afd.calpoly.edu/cprm/procurement.asp

September 9, 2015

Agenda

- Requisition (Purchase Request) vs Purchase Order
- Purchase Requisitions
- Req to Check Process
- PeopleSoft Financials - Requisitions
  - Tips and Tricks
Requisition vs Purchase Order

- **Purchase Request – Requisition**
  - A request from a department to Contracts & Procurement to purchase a good/services on their behalf.
  - Not a binding agreement, nor obligated or “encumbered” funds

- **Purchase Order**
  - A binding agreement between the University and the supplier.
  - Delegated authority by the President to the Contracts & Procurement *only*.
Purchase Requisition

- Plan accordingly with a Procurement Specialist
- A requisition is the first step in the procurement process (allocation of staff time/commitment) with the Procurement Specialist.

Requisition to Check Process

- Department **Requestor** enters requisition into PeopleSoft Financials
- Department **Approving** official reviews and budget checks (approves) requisition
- Contracts & Procurement reviews the requisition and assigns to a Procurement Specialist, creates a purchase order number.
- **Procurement Specialist** reviews requests, reviews pricing, obtains additional quotes, contacts supplier/departments, collects insurance if necessary.
Requisition to Check Process

- Procurement Specialist issues purchase order to supplier
- Department Requestor receives email notification of purchase order from PeopleSoft Financials
- Supplier ships the goods/provides services
- Department receives invoices, reviews invoice for accuracy, approves invoices and send to Accounts Payable for payment.

Req Tip-Tricks Homepage

- **Use Saved Search** – ability to identify approved, open, closed requisitions
- **Requisition Status** – open and approved
- **Requestor Name** – assists approving officials
- **Add New Value** – Copy from function
6 (Six) Steps to Create a Requisition

- Enter supplier (when to use No Vendor)
- Category
- Unit of Measure
- Distribution – chart of accounts
- Line Details – minimum quantity and price
- Save – requisition is created
**Req Tips-Tricks**

- **Personalization** — hides unused fields and adjust view
- **Review Requisition Inquiry** — identify PO# and Buyer
  - Main menu, purchasing, requisitions, review requisitions info, requisitions
- **Purchase order Inquiry** — Status of PO
  - Main menu, purchasing, purchase orders, review PO info, purchase orders
- **Activity Summary** — Amounts on each PO line, voucher review
  - Main menu, purchasing, purchase orders, review PO info, purchase orders

---

**PS Financials Tips-Tricks**

- **Personalization** — hides unused fields and adjust view
- **Review Requisition Inquiry** — identify PO# and Buyer
  - Main menu, purchasing, requisitions, review requisitions info, requisitions
- **Purchase order Inquiry** — Status of PO
  - Main menu, purchasing, purchase orders, review PO info, purchase orders
- **Activity Summary** — Amounts on each PO line, voucher review
  - Main menu, purchasing, purchase orders, review PO info, purchase orders
Thank you

We appreciate the opportunity to support your operations and to help advance our greater institutional goals

GO MUSTANGS!

Suzanne LaCaro
slacaro@calpoly.edu
6-5190