ABC 2015 Fall Summit

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*.
you want me to buy thousands of tonnes of wood, enough animal feed for 40,000 animals for a year, and you want it next week!!??

Project ArK

BIBLICAL PROCUREMENT TALES #17
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.
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
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!

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