



## Requisition Tips and Reminders

### FY 20/21 (July 1, 2020 – June 30, 2021)

*Developed for internal staff use, additional information/documentation may be required*

**Requisition Job Aide Location:**

<https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources>

PCC 20657: It is unlawful to split or separate work for the purpose of evading competitive bidding

**Bid Limit Thresholds:** [Excluding Public Works and Facilities Maintenance]

***Recommendation:*** *Attach supplier quote(s) to expedite the procurement process*

**\$1-\$5,000**

- One quote

**\$5,001-\$25,000** [Informal competitive solicitation]

- **TWO** current quotes
- Multiple quotes may be obtained by requestor or the Purchasing team. To initiate the informal competitive solicitation process submit an Oracle requisition with the budget amount allocated for the expenditure.

**\$25,001-\$96,699** [Informal competitive solicitation]

- **THREE** current quotes
- Multiple quotes may be obtained by requestor or the Purchasing team. To initiate the informal competitive solicitation process submit an Oracle requisition with the budget amount allocated for the expenditure.

**\$96,700 or higher** [Formal competitive solicitation required, PCC 20651]

- To initiate the formal competitive solicitation process submit an Oracle requisition with the budget amount allocated for the expenditure.
- Typically a 6-8 week process
- **Board Approval required [PCC 20651]**

**Technology that requires Information Technology (IT) Approval**

- **Hardware:** That requires IT Technical support for use, repair and maintenance.
- **Software:** That requires network access or connection, as it could be a security risk.

**Item Type Selection (See table below):**

Goods billed by <b>quantity</b>	Physically Receiving
Services billed by <b>amount</b>	Physically <b>NOT</b> Receiving
Services billed by <b>quantity</b>	<b>DO NOT USE THIS OPTION</b>
Purchasing <b>does not</b> have the functionality to change item type selection. If entered incorrectly, the requisition will need be <b>returned</b> .	

## Submit Requisition in Oracle As:

<p><b>Confirming and Reimbursements</b> (Expenditure that Bypassed the Procurement Process)</p>	<ul style="list-style-type: none"> <li>• <b>Item Type:</b> "Services billed by AMOUNT".</li> <li>• <b>Category:</b> 1200 (Confirming and Reimbursement)</li> <li>• <b>Line Item Description for Confirming:</b> <ul style="list-style-type: none"> <li>○ Must match description on invoice</li> <li>○ Invoice number &amp; Invoice Date</li> <li>○ Everything <b>MUST</b> be itemized including Shipping/Handling and Taxes</li> <li>○ A copy of the invoice <b>MUST</b> be attached to the requisitions</li> </ul> </li> <li>• <b>Line Item Description for a Reimbursement:</b> <ul style="list-style-type: none"> <li>○ Location of purchase and date of purchase</li> <li>○ Purpose for purchase</li> <li>○ An invoice billing the District, from the person requesting reimbursement, including their name, address and billed amount.</li> <li>○ All receipts for the reimbursement <b>MUST</b> be attached to the requisition.</li> </ul> </li> </ul>
<p><b>Contracts</b></p>	<ul style="list-style-type: none"> <li>• <b>Item Type:</b> "Services billed by AMOUNT".</li> <li>• <b>Category:</b> 3900 (Contract)</li> <li>• <b>If using multiple accounts, requester must enter one line per account.</b></li> <li>• <b>Line Item Description:</b> <ul style="list-style-type: none"> <li>○ SJDC contract # if applicable (Contract #'s are assigned to contracts over \$5,001, Revenue, No-Cost and Non-District Agreements)</li> <li>○ Description of services</li> <li>○ Term of agreement (Example: 2018 – 2023)</li> <li>○ Year of agreement (Example: Year 1 of 5)</li> <li>○ Not to exceed amount</li> <li>○ Deposit required (include amount, if applicable)</li> <li>○ The requisition <b>MUST</b> have a copy of the fully executed Contract and Cover page attached including Insurance.</li> </ul> </li> </ul>
<p><b>Emergency Purchase Orders (XPO) Part 1</b></p>	<p><b>Request an emergency purchase order for the following emergency circumstances.</b></p> <ul style="list-style-type: none"> <li>○ Emergency supplies or repairs needed to avoid interruption of services and/or instruction</li> <li>○ Safety concerns</li> </ul> <p><b>IMPORTANT:</b> Suppliers performing work for the District on site <b>MUST</b> provide a certificate of insurance and additional insured endorsement, before performing the work.</p> <p>To request an emergency purchase order send an email to <a href="mailto:purchasing@deltacollege.edu">purchasing@deltacollege.edu</a> with a CC to <a href="mailto:patricia.samford@deltacollege.edu">patricia.samford@deltacollege.edu</a> &amp; include the following:</p> <ul style="list-style-type: none"> <li>○ Title the email: Emergency Purchase Order Request</li> <li>○ State the emergency</li> <li>○ Supplier name</li> <li>○ Estimated dollar amount</li> <li>○ Insurance if applicable</li> </ul> <p><b>IMPORTANT: Only the Emergency Purchase Order number is provided. There is no paper/physical copy of the Emergency Purchase Order.</b></p>

<b>Emergency Purchase Orders</b> (XPO) Part 2	<p>Once the department receives the invoice for the emergency request submit a requisition as followed:</p> <ul style="list-style-type: none"> <li>• <b>Item Type:</b> “<b>Services billed by AMOUNT</b>”.</li> <li>• <b>Category:</b> 1600 (Emergency Purchase Orders)</li> <li>• <b>Line Item Description:</b> <ul style="list-style-type: none"> <li>○ Reference the PO issued for the request, Example: XPOSJDC0000</li> <li>○ Match description on invoice</li> <li>○ Invoice number &amp; Invoice Date</li> <li>○ Do not include tax in the price</li> <li>○ A copy of the invoice <b>MUST</b> be attached to the requisition</li> </ul> </li> </ul>
<b>Memberships, Dues &amp; Subscriptions</b>	<ul style="list-style-type: none"> <li>• <b>Item Type:</b> “<b>Services billed by AMOUNT</b>”.</li> <li>• <b>Category:</b> 2500 (Memberships, Dues and Subscriptions)</li> <li>• <b>Line Item Description:</b> <ul style="list-style-type: none"> <li>○ Name of the association, membership, publication, etc.</li> <li>○ Department name</li> <li>○ Member names if applicable</li> <li>○ Coverage period</li> <li>○ A copy of the invoice must be attached</li> </ul> </li> <li>• Example: <b>Membership to the California Purchasing League for the Purchasing Department. Members: John Doe and Jane Smith, Membership Term: 7/1/2020 - 6/30/2021.</b></li> </ul>
<b>Blanket Purchase Orders</b>	<ul style="list-style-type: none"> <li>• <b>Item Type:</b> “<b>Services billed by AMOUNT</b>”.</li> <li>• <b>Category:</b> Select the category code name from the category code list, for the goods or services the department is purchasing.</li> <li>• <b>If using multiple accounts, requester must enter one line per account.</b></li> <li>• <b>Line Item Description:</b> <ul style="list-style-type: none"> <li>○ Department name</li> <li>○ Not to exceed Amount</li> <li>○ Authorized users</li> <li>○ Coverage period</li> </ul> </li> <li>• <b>No single transaction over \$5,000 shall be purchased on a Blanket PO</b></li> <li>• Requisitions exceeding <b>\$5,000</b> require competitive bidding</li> <li>• Services on a Blanket PO will be reviewed on a case by case basis</li> <li>• Blanket PO’s cannot be used for Federal Grants</li> <li>• Example: Blanket PO for office supplies, Purchasing Department. Not to exceed \$5,000. Authorized users: John and Jane Smith, Coverage period 7/1/2020 - 6/30/2021.</li> </ul>

## **Business Unit (BU)/ Corresponding Fund (when submitting Oracle Requisitions):**

### **VERY IMPORTANT:**

- **Select** the **CORRECT** Business Unit for the Fund
- **DO NOT** mix county codes [**For SJDC BU Only**]
- **DO NOT** split account funds within 1 requisition line

**NOTE:** Purchasing **DOES NOT** have the functionality to change the Business Unit selection. If entered incorrectly, the requisition will need to be **returned**.

Each account resides in a District fund, which belongs to a specific Business Unit. Selecting the wrong business unit, will cause a **HUGE** issues with the District check runs. Contact your Fiscal Analyst for any questions regarding Business Units/Corresponding Funds

Below is a list of Business Units and their Corresponding Funds.

<b>Business Units</b>							
<b>SJDC</b>				<b>AUXILIARY</b>		<b>FOUNDATION</b>	
County Code	Fund	Fund Name		Fund	Fund Name	Fund	Fund Name
1	1100	General Fund		5100	Bookstore	8300	Foundation
1	1200	Grants/Categorical		5200	Food Service		
1	1300	Parking Fund		7100	ASDC - Assoc. Students		
1	3400	Farm		7200	ASDC - Rep Fee		
45	4200	Bond		7500	Scholarship		
6	3300	Child Development		7900	Trust		
9	6100	Self Insurance		8100	Club		
22	3900	RDA					
3	4100	Capital Projects					

**P-Cards:** For any questions, regarding P-CARDS contact Fiscal Services.

**Change Orders:** Please refer to the change order guide on the Purchasing website under purchasing resources <https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources>

**Receiving:** If items purchased on a Purchase Order do not go through Central Receiving, they **will not be received in Oracle** unless the packing slip is forwarded to the receiving department. Please forward all packing slips to [receiving@deltacollege.edu](mailto:receiving@deltacollege.edu)

**ERP Technical System Questions:** Send an email to [erp@deltacollege.edu](mailto:erp@deltacollege.edu)

**Exemptions:** There may be exemptions to the information provided in these tips and reminders. Exemptions will be reviewed and approved on a case-by-case basis.

For additional assistance, contact the Purchasing Team at [purchasing@deltacollege.edu](mailto:purchasing@deltacollege.edu)