



Requisition Quick Tips
[For Internal Use Only]

Step 1. Staff not familiar with how to submit an Oracle requisition should review the Requisition Job Aide before submitting an Oracle requisition, located on the purchasing website:
<https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources>

Step 2. Business Unit (BU)/Corresponding Fund

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

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 be **returned** to the requestor.

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

BUSINESS UNITS						
SJDC			AUXILLARY		FOUNDATION	
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				

Step 3. Item Type Selection

Each requisition line item must be submitted with the correct item type for tax reporting purposes.

NOTE: Purchasing **DOES NOT** have the functionality to change the Line Item selection. If entered incorrectly, the requisition will be **returned** to the requestor.

Goods billed by Quantity	Physically Receiving
Services billed by Amount	NOT Physically Receiving
Services billed by Quantity	DO NOT USE THIS OPTION

Step 4. Staff is encouraged to review the examples below of frequently submitted requisitions, which, includes documentation and/or information required to process the requisition.

Submit Requisition in Oracle As:

<p>Blanket Purchase Orders</p>	<ul style="list-style-type: none"> • Item Type: “Services billed by AMOUNT”. • Category: Select the category code name from the category code list, for the goods or services the department is purchasing. • If using multiple accounts, requester must enter one line per account. • Line Item Description: <ul style="list-style-type: none"> ○ Department name ○ Authorized users ○ Coverage period • No single transaction over \$5,000 shall be purchased on a Blanket PO • Requisitions exceeding \$5,000 require competitive bidding • Services on a Blanket PO will be reviewed on a case-by-case basis • Blanket PO’s cannot be used for Federal Grants
<p>Contracts (Service Agreement)</p>	<ul style="list-style-type: none"> • Item Type: “Services billed by AMOUNT”. • Category: 3900 (Contract) • If using multiple accounts, requester must enter one line per account. • Line Item Description: <ul style="list-style-type: none"> ○ Description of services ○ Term of agreement (Example: 2021 – 2026) ○ Year of agreement (Example: Year 1 of 5) ○ Deposit required (include amount, if applicable) ○ If applicable, the requisition MUST have a copy of the Service Agreement Checklist and Agreement attached including Insurance.
<p>Confirming and Reimbursements (Expenditure that Bypassed the Procurement Process)</p>	<ul style="list-style-type: none"> • Item Type: “Services billed by AMOUNT”. • Category: 1200 (Confirming and Reimbursement) • Line Item Description for Confirming: <ul style="list-style-type: none"> ○ Must match description on invoice ○ Invoice number & Invoice Date ○ Everything MUST be itemized including Shipping/Handling and Taxes ○ A copy of the invoice MUST be attached to the requisitions • Line Item Description for a Reimbursement: <ul style="list-style-type: none"> ○ Location of purchase and date of purchase ○ Purpose for purchase ○ An invoice billing the District, from the person requesting reimbursement, including their name, address and billed amount. ○ All receipts for the reimbursement MUST be attached to the requisition.

<p>Emergency Purchase Orders (EPO) Formally XPO</p>	<p>Emergency purchase orders (EPO) may be used for the following circumstances.</p> <ul style="list-style-type: none"> ○ Emergency supplies and/or repairs needed to avoid interruption of services and/or instruction ○ Safety concerns <p>IMPORTANT:</p> <ul style="list-style-type: none"> ● The Purchasing Team will no longer issue EPO numbers (formally XPO). It is each departments responsible to issue and manage the EPO numbers they provide to suppliers and if applicable, obtain all required insurance. ● Suppliers performing work for the District on-site MUST provide a certificate of insurance and additional insured endorsement, before performing on-site work. Insurance requirements are located at: https://deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources ● If a supplier is unable to provide all required insurance, exceptions to insurance requirements must be submitted to the department manager issuing the EPO, for review and approval before a supplier performs on-site work. ● Departments providing EPO numbers should follow the EPO standards (Date and Department name as the “EPO number”) <p>Once the department receives an invoice submit a requisition as followed:</p> <ul style="list-style-type: none"> ● Item Type: “Services billed by AMOUNT”. ● Category: 1600 (Emergency Purchase Orders) ● Line Item Description: <ul style="list-style-type: none"> ○ Reference the PO issued for the request, Example: EPOXXX ○ Match description on invoice ○ Invoice number & Invoice Date ○ Do not include tax in the price ● A copy of the invoice MUST be attached to the requisition
<p>Memberships, Dues & Subscriptions</p>	<ul style="list-style-type: none"> ● Item Type: “Services billed by AMOUNT”. ● Category: 2500 (Memberships, Dues and Subscriptions) ● Line Item Description: <ul style="list-style-type: none"> ○ Name of the association, membership, publication, etc. ○ Department name ○ Member names if applicable ○ Coverage period ○ A copy of the invoice must be attached ● Example: Membership to the California Purchasing League for the Purchasing Department. Members: John Doe and Jane Smith, Membership Term: 7/1/2021 - 6/30/2022.

NOTE: New suppliers requiring payment from the District will need to complete a Supplier Registration Form W9 located at: <https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources>. Please attach the supplier registration form(s) to the requisition.

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

Disclaimer: There may be exceptions to the information provided in these requisition quick tips.