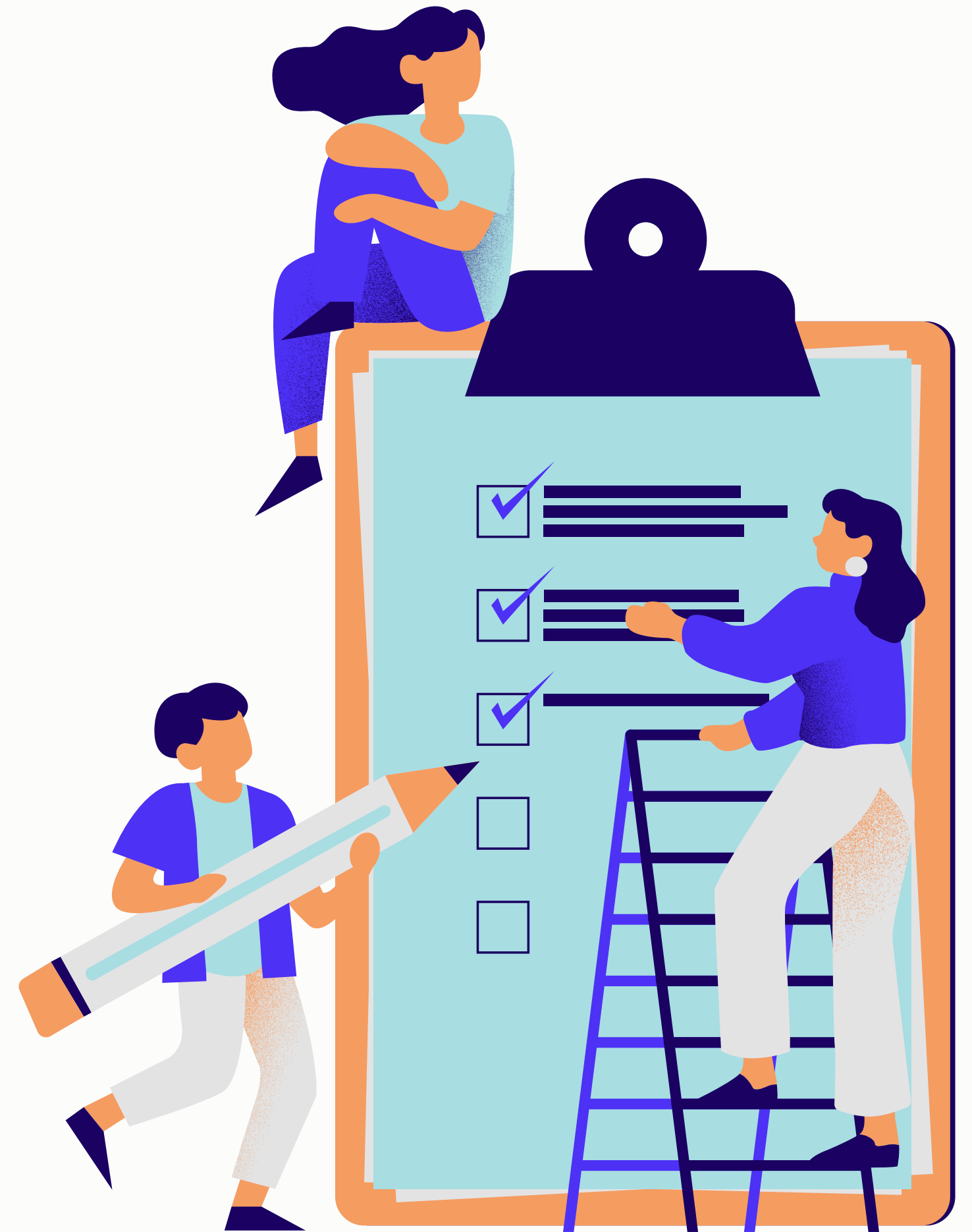# From Submitting A Requisition

To Conducting Business

PURCHASING DEPARTMENT
RCCD

Before Submitting a Requisition

Obtain Quotes from Vendors
(varied minimum requirements dependent on price and nature of business)

&

Verify the vendor you wish to proceed with is in Galaxy and accepts Purchase Orders for payment

Quote Requirements

Goods and Services

Under $10K – 3 Verbal Quotes

$10K to $109,300 – 3 Written Quotes

**$109,300 and Above -
Requires Formal Bidding
OR the use of a Piggyback Agreement**

**If utilizing a piggyback for any goods or services, the piggyback must be listed on the quote and the requisition.
Double check with Purchasing to see if a piggyback has gone to board.
If not, work with Purchasing to ensure all required documents are submitted to board.**

Public Works

Under $10K – 3 Verbal Quotes

$10K to $59K – 3 Written Quotes

**$60K and Above -
Requires Formal Bidding; Please contact
Facilities Planning Specialist Myra Nava
for further instructions**

**$25K and Above -
Work with the vendor to ensure the bonds fee is included in the quote/proposal prior to submitting the requisition
-This will prevent needing to resubmit and re-approve the req. for the updated amount.-
Complete PWC-100 Notes in the Internal Notes of the req.
-This must be completed in it's entirety in order for Purchasing to complete DIR Registration
Certificates of Insurance, CA State Licensing & DIR Registration will be required prior to converting into a Purchase Order**

New Vendors

Good to Know

When doing business with a vendor, they must have an active Vendor ID Number in Galaxy in order to generate a requisition/ purchase order.

There are THREE primary forms* that must be completed by the vendor in order for the Purchasing Department to create their Vendor ID Number in Galaxy.

*Additional forms will be required if they operate outside of the state of CA and/or the United States

THE BIG 3

Vendor Maintenance Information

This form provides us with pertinent contact information for the vendor, including what e-mail address PO's should be sent to.

PO Requirement & Acknowledgement

This form is the vendor's acknowledgement of our PO terms and conditions and confirmation that they accept PO's for payment.

W-9 Tax

This is a tax form required in order to have all payments made by the District to the vendor properly reported to the IRS.

WHILE YOU WAIT

If your requisition is a rush request, you can utilize the "New Vendor" ID Number, 50736, as a placeholder in your requisition.

This will allow you to submit the requisition in Galaxy and begin to obtain approvals while you wait for the vendor to return the completed forms to you.

DON'T FORGET

The "New Vendor" Galaxy template should be used in the External Notes of the requisition when using "New Vendor" ID Number 50736 as a placeholder.

Once Purchasing provides you with the vendor's ID number, add it to the external notes of your requisition.

P.R. Number: R0000NEW

External

Select a Note

Topic	Description
NEW VENDOR x	_____ x
NEW VENDOR	Vendor Name: Vendor ID Number:

Attach

Save

OK   Cancel

Things to Keep in Mind for ALL Reqs

✗ **Leave 'Bill To Location' as the Auto-generated District office address:**
This does not effect the shipping address, which is determined based off of the "Ship To Location" code entered by the creator of the requisition

Bill To Location:	CORPORATE	...	RIVERSIDE COMMUNITY COLLEG...
Ship To Location:		...	
Worksite Location:	015	...	DISTRICT

➡

Ship To

~~~~~~~~~~~~~~

4678 SAUNDERS STREET
RIVERSIDE, CA 92506-1299

Bill To
RIVERSIDE COMMUNITY COLLEGE DISTRICT

ATTN: ACCOUNTS PAYABLE
3801 MARKET STREET
RIVERSIDE, CA 92501

✗ **Do not duplicate information in the Item Name and Item Description**
Item Name should be a brief description of the product while the Item Description should provide additional pertinent details of the item.

P.R. Line Nbr.	Item Name	Description		P.O. Qty.	Unit Cost
0001	MONITOR	Samsung UN58TU7000F Monitor - 58"	...	1.00	454.990000
0002	FLOOR STAND	Tripp Lite Mobile TV Floor Stand	...	1.00	121.180000

Line	Qty	U/M	Item Code (Description below)	Funding	Unit Cost	Total
1	1.00	EACH	**MONITOR**		454.99000	$454.99
			Samsung UN58TU7000F Monitor - 58"	11-AAF-1000-0-6710-0000-6485		494.80
2	1.00	EACH	**FLOOR STAND**		121.18000	$121.18
			Tripp Lite Mobile TV Floor Stand	11-AAF-1000-0-6710-0000-6485		131.78

For Grant Funded Equipment Reqs

Use the "Fed. Grant Funded Equip." Galaxy template:
This template should be added and completed in the Internal notes of
a requisition that includes the purchase of equipment utilizing grant funds.

This allows for thorough inventorying of equipment for future auditing needs and
informs our Capital Asset Inventory Technician what items are federal.

'Modify Purchase Requisition' for regular "P-" Purchase Orders

Original/ New	Include Itemization as shown on the quote.
Increases	Title Item Name as "Add on to P-####"
	Indicate the reason for the increase. Ex: Item price increase, updated quote, additional services, etc.
Decreases	Email AccountsPayable@rccd.edu the request with the appropriate Purchasing Specialist cc'd. -Once A.P. confirms there are no pending invoices, Purchasing can proceed with decreasing the P.O.

'Modify Open Purchase Requisition' for open "B-" Purchase Orders

Original/ New	Confirm with the vendor that they accept open PO's for payment before submitting a req.
	Include at *least* one person under the Authorized Purchaser tab of the req. *some vendors may have a limit
	Use and complete the 'Open Purchase Order' template available to attach in the External Notes of the requisition.
Increases & Decreases	Once a requisitioner has submitted an increase/decrease to an open B-PO in Galaxy, the change will immediately reflect on the PO upon the requisition's approval. **BUT:** For vendors that use an online purchasing platform, (EG: Office Depot, Amazon), Purchasing may require notification to manually increase/decrease the funds to the online accounts.

— External —

THE DISTRICT SHALL NOT BE OBLIGATED TO USE THIS ORDER. THE "NOT TO EXCEED" AMOUNT IS FOR THE DISTRICT'S ADMINISTRATIVE PURPOSES ONLY AND SHALL NOT BE INTERPRETED AS A PURCHASE GUARANTEE.

The purchase of equipment, gift cards, alcohol, and tobacco is STRICTLY PROHIBITED.

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES.

OPEN PURCHASE ORDER FOR THE PERIOD EFFECTIVE 7/1/23 THROUGH 6/30/24 FOR:

'Modifying Purchase Requisition' for open "P-" Purchase Orders

"P-" type purchase orders are used for reoccurring *maintenance/services* throughout the fiscal year and treated as open purchase orders.

New/Original	Title item name as maintenance/services being provided by the vendor
	Include at least one person under the Authorized Purchaser tab of the req.
	Use and complete the 'Open Purchase Order' template available to attach in the External Notes of the requisition.
Increases & Decreases	Submitted just as you would for a regular "P-" Purchase Order and they do _not_ automatically reflect on the Purchase Order once the requisition is fully approved in Galaxy.

Why?

Having maintenance/service Purchase Orders for use throughout the fiscal year entered in as "P-" type purchase orders allows increases to be routed through the Purchasing Department for processing.

Purchasing can then ensure that:
- A vendor's certificates of insurance are still current
- Bid limits are not being exceeded

'Modifying Purchase Requisition' for contract "C-" Purchase Orders

"C-" type PO's are required for any purchases that include an agreement/contract/statement of work from that vendor with it's own terms and conditions and/or requires signature

An A-Type requisition should be created and noted on the Agreement/Contract Transmittal Form.

✕ Up to date copies of the A/C Transmittal Form, with instruction included, can be found in the **_ASUG-Adobe Sign User's Group_** in Microsoft Teams

✕ If the contract spans more than one fiscal year, indicate it as a Multi. Yr. P.R.

Modify Purchase Requisition

| Search | Details | Items | Notes | Approvals | Cost Distribution |

County: 33 - RIVERSIDE COUNTY   District: 07 - RIVERSI

P.R. Type: N - NORMAL

P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)

P.R. Amount: 0.00   Multi. Yr. P.R.

Checking the Status of a Requisition

How to view in Galaxy...

View Purchase Requisitions

Enter the Fiscal Year, Purchase Requisition Number, and Purchase Requisition Type, leaving all other fields blank, and click "Find"

You can now see the 'P.R. Status' column for the requisition:

A - Approved (*requisition is now in Purchasing's queue for review*)
C- Cancelled
F - Finalized (*has become a PO and may be pending approval/signature*)
N - New (*not submitted*)
S - Submitted for Approval (*still en route to obtain all approvals*)

Why Hasn't My Req Been Converted?

Does the P.R. Status show 'A' for Approved?

No:

Check the Approvals Tab:

To determine who is next to approve the requisition.

For comments from the F&T Analyst or Budget on what is required to obtain their approval

Yes:

Check for comments from Purchasing under the Internal Notes Section of the Notes Tab

All correspondence, including emails, phone calls and conversations are included in the notes to keep communication clear between departments.

It is imperative that internal notes not be deleted, unless when utilizing the "copy from" feature when creating a new requisition.

COMMON REASONS
An Approved Req Has Not
Become a Purchase Order

The Requisition Is Missing Information:

Ship-to-Location

P.R. Requestor

Contact Name & Phone Number

Item Name/Description does not detail purpose of req.

Vendor ID not included in notes for 'New Vendor' req.

Pending Documentation/ Communication

Independent Contractor Checklist (ICC) Form is pending review

Pending Certificates of Insurance (COI) from vendor

Pending Quotes from department or Quotes pending review

Vendor is unresponsive to email communications

Purchasing is awaiting response from the department on inquiries

Your Requisition is now a Purchase Order!

But wait...

The Purchasing Department is still working to make sure that none of the pieces to your puzzle are missing.

A Purchasing Specialist has created the official
Purchase Order and has submitted it,
along with any required back-up documentation, for final review.

Once verified, the Purchase Order will be signed.

Once signed, the Purchasing Specialist will email the fully
executed Purchase Order directly to the vendor* along with a
copy of RCCD's PO Terms & Conditions. (*Dept. contact cc'd*).

Work can now commence and/or goods can now be delivered!

*Contract Purchase Orders are added to the A/C T packet and forwarded to the department for submission to the vendor.

Goods and/or services cannot be received until a signed Purchase Order is in place with the vendor, as this indicates an authorized purchase by the District.

Goods and/or services purchased or ordered without an authorized PO in place are considered unauthorized purchases for which the District has no legal liability or obligation to pay vendor claims.

We're Here to Help

Depending on the nature of business, there can be more involved to get from 'submitting a requisition' to 'conducting business'.

If you're ever
unsure of requirements
...just ask!

YOUR PURCHASING SPECIALISTS

#'s, A-C	Amanda Vazquez	amanda.vazquez@rccd.edu
D-J	Melinda Chavez	melinda.chavez@rccd.edu
K-Q	Angela Aguilar	angela.aguilar@rccd.edu
R-Z	Melissa Griffith	melissa.griffith@rccd.edu