2021- 2022

REVISED 4-30-2021

This guide was prepared for distribution by the Fullerton College Business Office. For feedback, edits, and suggestions, please contact the Business Office.

Fullerton College Business Office Supplemental Resource Guide

Table of Contents

BUSINESS OFFICE PROCEDURES

BANNER Purchase Requisition Submission (RQ)

Detailed procedures can be found on the NOCCCD website under the Accounting Department or by using this link: [Banner Requisition Training Manual](#)

- Enter Requisition in BANNER screen FPAREQN.
- Never override system by creating your own requisition number. The system will automatically create/generate it.
- Order Date, Transaction Date, and Delivery Date <u>must</u> be within the <u>same</u> fiscal year.
- Use corresponding templates provided by the Fullerton College Business Office.
- If using copy method for creating a new requisition, all screens must be updated with current information. Remove information that does not pertain to the new RQ. A common problem with copying requisitions is copying errors. Remember to always update document text and item text.
- Use the commodity code for the corresponding buyer for your department/division/office as listed on the Purchasing Buyer Assignment.
- Do not use Caps Lock function to enter item/document text in all capital letters. Even if quote provided by vendor is in all capital letters, use proper lower case and caps for item codes or abbreviations (i.e. LCD, LED, USB, etc.).
- Discounts Given by Vendor: If a discount is provided by the vendor, itemize the discount in the Item Text area only. Then reflect the discounted amount in the "Amount" field (i.e. $100 item, discounted by $10, enter $90 in the unit price "Amount" field). Do not use "Discount" field.
- When you submit a Requisition to buy or lease a new piece of equipment that requires maintenance (such as Toshiba equipment), you <u>must</u> include a second (in some cases a third or a fourth) commodity earmark to pay for the maintenance.
- District is <u>not</u> tax exempt. Out-of-state purchases must be submitted as taxable, even when the quote/order/invoice does not include sales tax.
- If some or all of the line items on a requisition are components (of a system or of the equipment) that work together as one unit in the function capability of connection to this item, make this statement in the requisition document text area. The same budget <u>must</u> be used for all line items (except for Maintenance Agreements.)
- Include appropriate administrator approval name and title and date when you pay for Field Trips, Honorariums, Hospitality, Independent Contract Agreements, Performer/Guest Speaker, Referee Agreement, Travel, etc.
- To deny/disapprove a requisition for changes before it is approved see FOADOCU attachment. This screen will let you see what you started and where it stands.
- To see if your RQ got turned into a Purchase Order or if any payments have been started or made against that Purchase Order, see FOIDOCH attachment. This screen will let you query all documents that are related, from Requisition to the Checks that have been cut.
- The District will allow the invoice to be greater than the PO amount provided that the difference does not exceed 10% of the PO amount and is less than $250.00, otherwise you will need to submit a change order. With Travel POs, you can submit $20 over the PO amount.

Sales Tax

District is not tax exempt. If we were not charged for sales tax from out-of-state purchases, District is still responsible for accruing the use taxes and pays them to the State Board of Equalization.

- <u>Do not</u> create a separate line for sales tax.
- Select the correct Tax Group.
- Orange County sales tax rate for calendar year 2021 is 7.75%.
- If the purchased item is picked up at the vendor's location, select the sales tax rate for the vendor's location.
- Resale items are non-taxable.
- Freight and shipping are non-taxable.
- Handling is taxable.

Lottery Funds – Prop 20 Restricted Portion

Lottery funds (Fund 17050) are restricted and must be used for instructional purposes.

Reference: California Legislative Information
PART 33. INSTRUCTIONAL MATERIALS AND TESTING (60000 – 60901) (Part 33, enacted by Statute 1976, Chapter 1010.)

The Governor recently signed a trailer bill on September 18, 2020, SB 820, which amended Ed Code Section 60010, which defines "instructional materials", which is the terminology used in Prop 20 for the use of Restricted Lottery Funds.   It now reads:

Section 60010

- (h) "Instructional materials" means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or nonprinted, and may include textbooks, technology-based materials, other educational materials, and tests.

- (m) (1) "Technology-based materials" means basic or supplemental instructional materials that are designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audiotapes, lesson plans, and databases.

- (m) (2) Technology-based materials also includes the electronic equipment required to make use of those materials used by pupils and teachers as a learning resource, including, but not limited to, laptop computers and devices that provide internet access.

Allowable Lottery Expense Account #s:
41000 – Software (new version software, any amount)
42000 – Books, Magazines, and Periodicals
43000 – Instructional Supplies & Materials (If the total cost of one unit is less than $500.00)
     If the total cost including tax and shipping per unit is more than $500.00, the purchase falls into the equipment category and lottery funds cannot be used. Consumable instructional supplies (e.g. chemicals) can be posted to 43000 account even if the unit price exceeds $500.00.
44500 – Computer Related Supplies
51200 – Contracted Services (Computer Related)
63000 – Library Books

Equipment over $1,000

Detailed procedures can be found in Banner Requisitions Training Manual page 16.

- If an individual item is over $1,000 including taxes, District Purchasing Department tags equipment for inventory purposes.
- BANNER Document Accounting Box <u>must</u> be <u>un</u>checked. (In order to tag an asset for inventory purposes this box must be unchecked.)
- Location code <u>must</u> be included.
- If <u>ALL</u> of the line items on a requisition are components (of a system or of the equipment) that work together as one unit, make this statement in the document text area of the requisition. The same budget <u>must</u> be used for all line items (except for Maintenance Agreements). Sample Verbiage:
  - *All line items on this requisition are components that work together as one unit.*
  - *If <u>SOME</u> of the line items on a requisition are components (of a system or of the equipment) that work together as one unit, make this statement in the document text area of the requisition. The same budget <u>must</u> be used for the related line items (except for Maintenance Agreements).*
- The related expenses that add value to the asset are: Freight, delivery, shipping and handling, labor, installation, recycling fees, waste fees (for computers and laptops), CA State Disposal Fee, DMV fees, Testing Certification, and sales taxes. (Same budget information must be used for all related expenses)
- Training Charges and Travel related expenses do not add value to the asset. Account number 51900 (Personal & Consultant Services) should be used. Location code is not required.
- Support, warranty, extended service agreement, Care plan, Care Pack, and protection plan are optional and do not add value to the cost of the asset. Account number 52230 - Maintenance Agreements should be used. Account number 51200 - Contracted Services (Computer Related) should be used for computer related. Location code is not required.

Most Common Accounts for Equipment (one piece) over $1,000.00:
64110 – Equipment (**must include Location Code**)
64310 – Computer & Related Equipment (**must include Location Code**)
64410 – Media Services Equipment (**must include Location Code**)

Most Common Accounts for Equipment (one piece) between $500.00 and $1,000.00:
64120 – Equipment **(no location code is required)**
64320 – Computer Equipment **(no location code is required)**
64420 – Media Equipment **(no location code is required)**

Supplies & Materials Accounts (one piece) less than $500 including taxes and freight:
43000 – Instructional Supplies & Materials **(no location code is required)**
44110 – Noninstructional Supplies & Materials **(no location code is required)**
44500 – Computer Related Supplies **(no location code is required)**

Software

If funds other than Lottery funds are used to buy new software for installation or a new version of an existing software, over one-year of useful life, it should be capitalized as equipment (considered equipment when purchased for the first time). If you know the location of the computer where the software will be installed, you still can enter the location code, otherwise no location code is required in the requisition. The beginning and ending period of the software or license must be included.

Downloadable software (no media, delivered electronically) is non-taxable.

Use account Software #41000:
- Account #41000 (if less than $500.00).

Use account #51200 Contracted Services (Computer Related) (non-taxable) for:
- Backup software site license for campus servers.
- Contracted services.
- License to upgrade new version software.
- Software support and technical support agreements renewal.
- Software License.

Use account #52230 Maintenance Agreements:
- Account #52230 for electronic care packages.

Use Computer & Related Equipment account #643xx (if over one-year of useful life):
- Account #64320 ($500.00 to $1,000.00).
- Account #64310 (over $1,000.00).

Use Media Svcs. Equip account #644xx (if over one-year of useful life):
- Account #64420 ($500.00 to $1,000.00).
- Account #64410 (over $1,000.00).

Petty Cash Voucher

You can find the detailed procedures at the District's website by clicking the following under nocccd.edu/Departments/Accounts Payable/Petty Cash Reimbursements or at this: Petty Cash Reimbursements

- Petty Cash Voucher system is for the purchase of unforeseen, emergency expenditures that may arise during the course of performing business.
- Submit a BANNER purchase requisition for reimbursements that exceed the $250.00 limit per day under the Petty Cash System and for reimbursements of services that fall under the 50000 category account.
- Submit a Bursar's Requisition for reimbursement if the expense is from a Bursar Account.
- Submit the signed Petty Cash Voucher within a timely manner to the Fullerton College Business Office for review and approval. Please do not hold on to them until the end of the year.
- We encourage staff to combine the receipts on one petty cash voucher form to reduce processing time, auditing and cost of printing checks.
- Use the Petty Cash Voucher template, a self-explanatory form.
- Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose must include that the expenditure is for student's use.
- The District's purchasing policy manual states: "Under no circumstance is the product or service to be delivered or rendered at a private residence. All deliverables must be addressed to the school, District Office, or Will-Called."
- Provide original itemized receipts/invoices and proof of payment for reasonable employee business related expenses and tape them to a sheet of paper (please do not attach them with paper clips). Also, please tape over the margins of the receipt to avoid contact with any important information.
- If the payment was made by:
  - Check: Provide a copy (front and back) of the cancelled check.
  - Cash: The original receipt must read cash payment.
  - Credit card: Submit original credit card receipts.
  - Online by credit card: provide copy of the receipt listing the employee's name and the credit card number (at least the last four digits).
- If the petty cash reimbursement is for hospitality, account 44400 – Noninst Supplies-Food/Hospitality must be used. A copy of the approved hospitality memo must be attached.
- Meals per Diem, field trip expenses, travel expenses, mileage, parking fees, and contracted services **cannot** be reimbursed via petty cash voucher.
- Gift cards to students or vendors in exchange for services are not allowable expenses and **cannot** be reimbursed via petty cash vouchers or purchase requisitions.
- Employee's signature is required.
- Obtain the necessary administrative approvals.

Mileage Invoice

Detailed procedures can be found on the NOCCCD website at nocccd.edu/Departments/Accounts Payable/Mileage Reimbursements or by following this link: Mileage Reimbursement

- Use the Mileage Invoice template, a self-explanatory form (found at the District's web site nocccd.edu under Accounts Payable in the Department's Tab).
- Submit the signed Mileage Invoice within a timely manner to the Business Office for review and approval. Please do hold onto requests until the end of the year.
- This procedure should not be used in combination with activities approved in a travel requisition. One method or the other should be used.
- Ensure travel dates are noted.
- Attach a printout using MapQuest, Google maps, etc. if mileage driven is 20 miles or more in one day.
- Attach a printout using MapQuest, Google maps, etc. for regular commute miles (home to work). Regular commute miles must be deducted if actual mileage was driven on a regular/normal work day.
- Mileage reimbursement rate for business miles driven for calendar year 2019 is 58.0 cents per mile. The mileage rate applies to the time period in which the miles are driven and not the date in which the miles are claimed for reimbursement. Do <u>not round</u> the miles. Do <u>not round</u> the amount to the nearest dollar.
- Provide budget. Account #52460 must be used.
- If parking fees are claimed, attach original parking tickets/receipts.
- Employee's initials and signature are required.
- Obtain the necessary administrative approvals.

	Mileage Invoice		
	Mileage Scenarios:		
1)	Work to Event (round trip)	**22.60**	**Total Miles**
2)	Home to Event (round trip)	71.60	Miles
	Home to Work (commute round trip)	(7.50)	Miles
		64.10	**Total Miles**
3)	Work to Event	22.60	Miles
	Event to Home	6.70	Miles
		29.30	Miles
	Home to Work (commute one way)	(3.75)	
		25.55	**Total Miles**
4)	Home to Event (one way)	42.20	Miles
	Home to Work (commute one way)	(26.90)	Miles
		15.30	Miles
	Event to Work	19.60	
		34.90	**Total Miles**

Retrieving a Document in Approval Process

Document Query in Banner 9

FOADOCU

(Document By User)

Want to deny/disapprove an RQ or JV before it was approved?

Did you forget you had even started an RQ or JV?

This screen will let you see what you started and where it stands.

1. Type **FOADOCU** to enter the screen in BANNER.

2. User name will default to your name. You can query other names, for instance, other staff working in your office if you need to search for an RQ they entered.

    a. You can choose to query on the Fiscal Year, a specific date range or more.

    b. You can choose to query on Document Types (REQ, PO, INV, ENC, JV)

    c. You can choose to query on Status – use drop down box to select (Completed, Approved, Incomplete, Cancelled, or all (blank)

3. Once you have entered your selections, click Go.

4. A list of all documents you have created will populate (or for a specific user name).

5. Scroll row by row with your cursor to highlight the row for the RQ you wish to deny.

6. If the RQ document has been approved, as indicated by an "A" in the "Status" column, you will not be able to deny the document and you will have to notify your buyer to delete the RQ if you no longer require it.

7. To deny the document, make sure there is a "C" in the "Status" column and confirm you have highlighted the row containing the RQ you wish to deny.

8. Click the icon in the "Deny document" column and this will put the document back "in process" so you can make changes and complete the RQ once again.

Viewing Document History

Document Query in Banner 9

FOIDOCH

(Document History)

Did your RQ get turned into a PO?

Have any payments been started or made against that PO?

This screen will let you query all documents that are related to your RQ, such as the PO#, Vendor Invoice #, District Invoice # assigned, the Check # and date your invoice was paid against your PO:
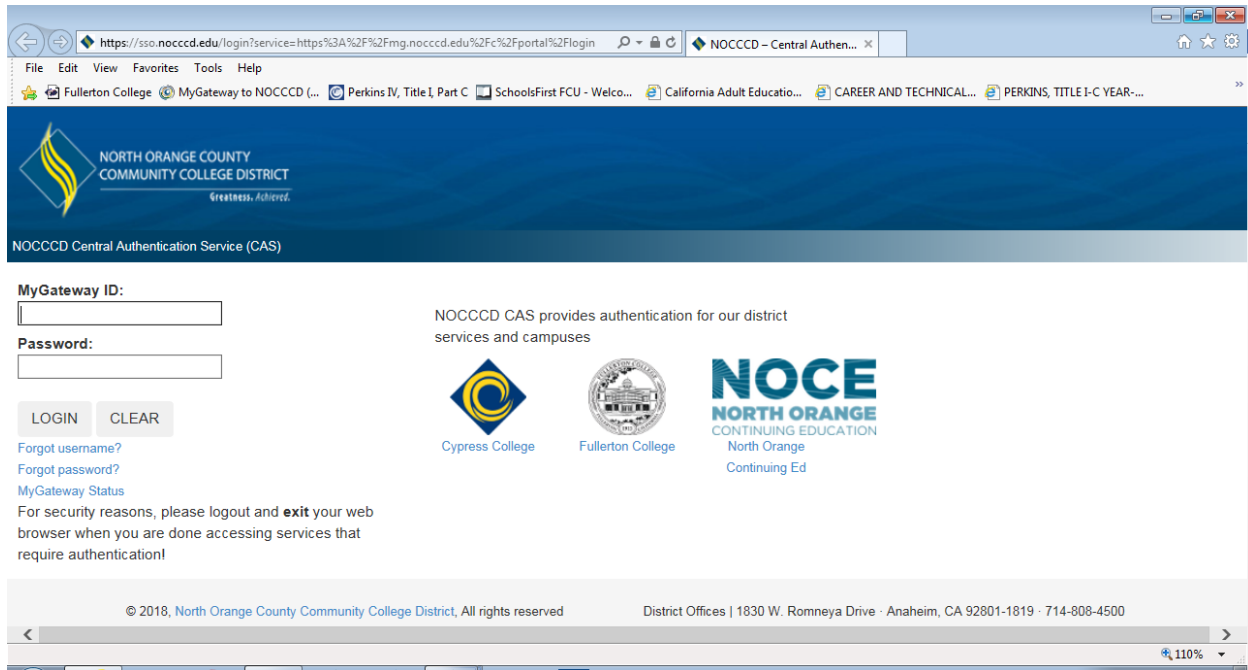
1. Type **FOIDOCH** to enter the screen in BANNER.

2. Enter Document Type - (REQ, PO, INV, etc..).

3. Enter Document Code – this is your document number.

4. Document history will display.

5. To view additional information, highlight the row and click "related" to make selections.

6. Click either "Requisition Info" or "Query Document by type" to query requisition or other data and click Go to view the details.

7. Use arrows at the bottom of the screen to scroll through pages.
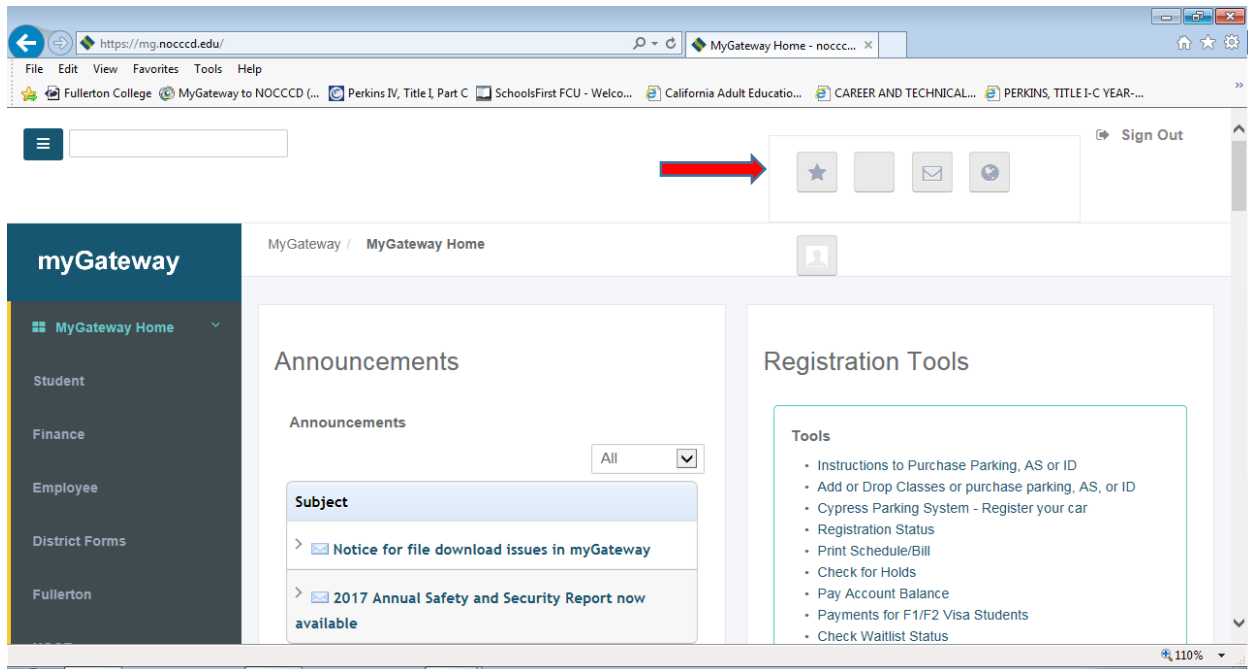
How to View a Document in MyGateway

Directions:

Login to MyGateway → Click on WebStar icon in top right hand corner → Finance → View Document → Enter Requisition Number in Document Number Field → Click on View Document.

Login to MyGateway

Click on WebStar icon in top right hand corner

Continued on next page…

Finance

View Document

Continued on next page…

Enter Requisition Number in Document Number Field and Click on View Document

REQUIRED INFO FOR A <u>COMPLETE</u> PURCHASE REQUISITION
TEMPLATE

<mark>**Document Text Information**</mark>:

New Vendor Information (If applicable): Please insert all the pre-set item text lines for a new vendor requisition.

The Quote info below is not necessary for Amazon Orders, Blanket Orders, Invoice Payments and Reimbursements.

Quote#: "xxxxx" **Dated:** MM/DD/YYYY   *(Enter required info for each line)*
Rep Name:
Phone:
Fax:
Email:

Reason for Purchase/Service: *(Choose either Purchase or Service and Explain Reason for Purchase)*

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, add text below for equipment components when using accounts 64320, 64420, 64310, & 64410:
**All line items on this requisition are
components that work together as one unit.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

If applicable, add text: **Special Indications/Instructions:** *(for A/P, Purchasing, mailing, late RQ submission, etc.)*

<mark>**Commodity Field**</mark>: XY   *(Buyer Initials of your assigned Buyer)*

<mark>**Description Field**</mark>:   *(Include a description of the item)*
       "Computer Monitor LED LCD 20"

<mark>**Item Text Information**</mark>:   *(Include specifications of the item you are purchasing)*
       Item#: "###"

<mark>**On the last Line Item**</mark>: It is not necessary to include the following information on each individual line item in multiple line item RQs, so please only include the following information on the last line item as it applies to the entire RQ. If there is only one line item, enter this information at the end of the item text.

If applicable, please add text for **Coverage of Period/Term** for Licenses, Maintenance Agreements, Software, Subscriptions, etc.: **Coverage from MM/DD/YYYY to MM/DD/YYYY**

If applicable, please add text: **Contract No**: NASPO 7-15-457-1457

Authorized Signatures for Payment:

List Names   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

NEW VENDOR PURCHASE REQUISITION
TEMPLATE

How to add the New Vendor Document Text Items into your Requisition

First time only – If you searched for the vendor and it does not have an associated BANNER ID#, add the following info in the Document Text area:

- In Modify Clause Box Enter "VENDOR"

  Modify Clause: VENDOR ▼

- Then Hit F6 (or Insert Record). This will insert all the pre-set <u>item text lines</u> for the new vendor requisitions.

- Then, you can "Next Block" to get to the actual clauses inserted and input the new vendor specifics.

```
* Company Name:
  Contact:
  Sales Rep email address:
* Address:
* City:
* State:              Zip Code:
* Phone:
  Fax:
  Website Address:
  Fed. Tax ID #
* Required Information
```

TOSHIBA MAINTENANCE AGREEMENT PURCHASE REQUISITION
TEMPLATE

When submitting a 2021-22 Toshiba Maintenance Requisition **(select Tax Group TAX)** and use the following information:

Account Number must be 52230. Please customize the Requisition to your needs.

Requestor/Delivery Information Tab: *(Enter "MAIN" in the Ship To field)*

Ship To:	MAIN ▼
Street Line 1:	Maintenance Agreement
Street Line 2:	
Street Line 3:	

Document Text Information:

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: CH   *(Always use Buyer Initials of **CH for Christine Hoang**)*

Description Field (Item 1): Toshiba – Serial #123456789 Black & White Copies

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price		
Item 1 of 1	EA ▼	TAX ▼	50,000.00 X	0.0039 =	Extended:	195.00
Commodity ▼		Description ▼			Discount:	0.00
					Additional:	0.00
CH	Toshiba - Serial #123456789 Black & White Copies		☐ Commodity Text		Tax:	15.12
			☑ Item Text	Commodity Line Total:		210.12
			☐ Add Commodity	Document Commodity Total:		210.12
			☑ Distribute			

Description Field (Item 2): Toshiba – Serial #123456789 Color Copies (if applicable)

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price		
Item 2 of 2	EA ▼	TAX ▼	10,000.00 X	0.0390 =	Extended:	390.00
Commodity ▼		Description ▼			Discount:	0.00
					Additional:	0.00
CH	Toshiba - Serial #123456789 Black & White Copies		☐ Commodity Text		Tax:	30.23
CH	Toshiba - Serial #123456789 Color Copies		☐ Item Text	Commodity Line Total:		420.23
			☐ Add Commodity	Document Commodity Total:		630.35
			☑ Distribute			

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Maintenance Agreement for the Period of Coverage
Beginning July 1, 2021 and Ending June 30, 2022
Fiscal Year 2021-22

Maintenance Plan includes all Service & Supplies
except Paper and Staples

Certificate of Insurances are on file with
District Purchasing Department

Campus: Fullerton College
Department: xyz   *(Enter required info for each line)*
Location: Room 1234
Address: 321 E. Chapman Ave
Fullerton CA 92832
Contact: xyz
Phone Number: (714) xxx-xxxx
Email Address: xyz@fullcoll.edu

If applicable, use the following Item Text verbiage for Line Item #2, #3, or #4:

Line Item #1 information
applies to Line Item #2

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **This template should also be used for Ricoh and Xerox maintenance agreement requisitions and modified to your needs.**
- **Submit maintenance agreement requisitions as soon as the new Fiscal Year opens.**

For FY 2021-22 the <u>Toshiba Copier</u> rates are:
Black & White Copies 0.0039 cents
Color Copies 0.039 cents

For FY 2021-22 the <u>Lexmark Copier</u> rates are:
Black & White Copies 0.0049 cents
Color Copies 0.040 cents

KONICA MINOLTA MAINTENANCE AGREEMENT
PURCHASE REQUISITION
TEMPLATE

When submitting a 2021-22 Konica Minolta Maintenance Requisition **(select Tax Group NT)** and use the following information:

Account Number must be 52230. Konica Minolta is not contracted with the same Mono CPP Rate (Unit Price). The rate <u>varies</u> for each equipment. Please customize the Requisition to your needs.

Requestor/Delivery Information Tab: *(Enter "MAIN" in the Ship To field)*

Ship To:	MAIN ▼
Street Line 1:	Maintenance Agreement
Street Line 2:	
Street Line 3:	

Document Text Information:
Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: CH   *(Always use Buyer Initials of **CH for Christine Hoang**)*

Description Field (Item 1): Konica – Serial #123456789 Black & White Copies

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price	
Item 1 of 1	EA ▼	NT ▼	22,500.00 X	0.0133 =	Extended: 299.25

Commodity	Description		
▼	▼		Discount: 0.00
CH	Konica - Serial #123456789 Black & White Copies	☐ Commodity Text	Additional: 0.00
		✔ Item Text	Tax: 0.00
		☐ Add Commodity	Commodity Line Total: 299.25
		✔ Distribute	Document Commodity Total: 299.25

Description Field (Item 2): Konica – Serial #123456789 Color Copies (if applicable)

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion

	U/M	Tax Group	Quantity	Unit Price	
Item 2 of 2	EA ▼	NT ▼	5,000.00 X	0.1065 =	Extended: 532.50

Commodity	Description		
▼	▼		Discount: 0.00
CH	Konica - Serial #123456789 Black & White Copies	☐ Commodity Text	Additional: 0.00
CH	Konica - Serial #123456789 Color Copies	☐ Item Text	Tax: 0.00
		☐ Add Commodity	Commodity Line Total: 532.50
		✔ Distribute	Document Commodity Total: 831.75

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Item Text Information:
Maintenance Agreement for the Period of Coverage
Beginning July 1, 2021 and Ending June 30, 2022
Fiscal Year 2021-22

Maintenance Plan includes all Service & Supplies
except Paper

Certificate of Insurances are on file with
District Purchasing Department

Campus: Fullerton College
Department: xyz   *(Enter required info for each line)*
Location: Room 1234
Address: 321 E. Chapman Ave
Fullerton CA 92832
Contact: xyz
Phone Number: (714) xxx-xxxx
Email Address: xyz@fullcoll.edu

If applicable, use the following Item Text verbiage for Line Item #2, #3, or #4:

Line Item #1 information
applies to Line Item #2

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **Submit maintenance agreement requisitions as soon as the new Fiscal Year opens.**

2021-2022

SODEXO PURCHASE REQUISITION
TEMPLATE

Please submit your Sodexo Requisitions as **non-taxable, Tax Group "NT"**, to avoid discrepancies due to sales tax and include the total with tax using the following information:

Account number for this RQ must be 51950 – Contracted Svcs-Food/Hospitality.

Blanket Orders are not allowed. You can submit one requisition with multiple line items to pay for more than one Sodexo invoice.

Document Text Information:

Reason for Hospitality Expense: *(Please explain)*

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: XY   *(Buyer Initials of your assigned Buyer)*
Description Field: Invoice #: 1234567890, dated MM/DD/YYYY

Item Text Information:

Sodexo Invoice Number: *(Enter required info for each line)*
Invoice Date: MM/DD/YYYY
Department Name: FC *(Enter Your Department)*
Event Name:
Event Date: MM/DD/YYYY
Amount: $
Sales Tax: $
Total: $

Hospitality Approved by: *(You must submit a Hospitality MEMO form to*
Dr. Greg Schulz, FC President   *the President's Office – template is on the J: Drive)*
Hospitality Approval date: MM/DD/YYYY   *(Enter approval date on this line)*

Authorized Signatures for Payment:
List names   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **State *Hospitality Approved by: Board Members*, when applicable.**
- **If alcohol is being served at the event, it needs to be Board Approved prior to the event.**

TRANSPORTATION CHARTER SERVICES PURCHASE REQUISITION
TEMPLATE

Account number for this Requisition must be:

51900 – if it **is not** field trip related
52450 - if it is field trip related

Document Text Information:
Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: XY   *(Buyer Initials of your assigned Buyer)*
Description Field: Invoice No: 1234567890, dated MM/DD/YYYY

Item Text Information:
Transportation Charter Services Invoice No: xxxxx   *(Enter required info for each line)*
Invoice Date: MM/DD/YYYY
Invoice Total: $
Department:
Event Name:
Event Date(s): MM/DD/YYYY
Destination(s):
Purpose/Comments *(if applicable)*:

Approved by:
Approval date: MM/DD/YYYY

Authorized Signatures for Payment:
List name(s)   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

Note: The parentheses are prompts, so please personalize and remove.

BLANKET ORDER PURCHASE REQUISITION
TEMPLATE

==**Document Text Information**==:
Reason for Purchase/Service: (*Select either Purchase or Service and explain*)

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

==**Commodity Field**==: BO   (*Always use "BO" for Blanket Orders*)
==**Description Field**==: Blanket Order for FC *(Enter Your Department)*

==**Item Text Information:**==
Blanket Order for FC *(Enter Your Department)*   (*When using* **Lottery Funds**, *include the clause*
Fiscal Year 2021-22   *listed in the "***Notes***" section below*)
for the purchase/payment of …   (*Select either purchase or payment*)
for the period beginning
July 1, 2021 and ending June 30, 2022   (*When entering RQ after July 1,
                                        use current date for the period beginning date*)

Not to exceed $x,xxx.xx
Employee identification shall be provided
prior to the completion of any sale/service

Authorized Signatures for Purchase/Service: (*Select either Purchase or Service*)
(List names)
Authorized Signatures for Payment:
List name(s)   (*The name(s) listed cannot be the RQ Requestor/Inputter*)

**NO SINGLE ITEM THAT COSTS $450 OR HIGHER
  IS ALLOWED TO BE PURCHASED ON THIS PO****

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **When using Lottery Funds, the Item Text area must include the verbiage "*for the purchase of instructional supplies for the purpose of student's use".*
- **The **NO SINGLE ITEM… ** clause only applies to Supplies RQs using the 40000 category account number, do not include this clause in Services RQs using the 50000 category account number.**
- **When entering a requisition after July 1, use current date "for the period beginning" section.**

BLANKET ORDER OFFICE SOLUTIONS PURCHASE REQUISITION
TEMPLATE

Office Solutions Blanket Orders (BO) RQs are not allowed for the purchase of food, drinks, equipment $450.00 or higher, and personal items. They may be up to a maximum of $5,000.00, and additional increments of up to $5,000.00 may be requested by entering additional RQs. **ALL** supplies purchased through Office Solutions must go through a Blanket Purchase Order, *except equipment.*

Document Text Information:
Purpose: To maintain supplies and materials
necessary for FC (Enter Your Department)
daily operational needs.

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

Commodity Field: BO   *(Always use "BO" for Blanket Orders)*
Description Field: Blanket Order for FC *(Enter Your Department)*

Item Text Information:
Blanket Order for FC *(Enter Your Department)*
Fiscal Year 2021-22
for the purchase of office supplies   *(When using **Lottery Funds**, please include the*
for the period beginning   *verbiage "**for the purchase of instructional***
July 1, 2021 and ending June 10, 2022   ***supplies for the purpose of student's use**")*

Not to exceed $x,xxx.xx

Authorized Signatures for Purchase:
(List names)
Authorized Signatures for Payment:
List name(s)   *(The name(s) listed **may** be the RQ Requestor/Inputter to sign the packing list or invoices)*

**NO SINGLE ITEM THAT COSTS $450 OR HIGHER
   IS ALLOWED TO BE PURCHASED ON THIS PO****

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **When using Lottery Funds, the Item Text area must include the verbiage "*for the purchase of instructional supplies for the purpose of student's use".***
- **When entering a requisition after July 1, use current date "for the period beginning" section.**
- **Office Solutions is an exception to the rule…it's the only type of RQ that allows the RQ Requestor/Inputter to be an authorized signer of the Packing List/Invoice in order to expedite the A/P payment process.)**

TRAVEL REQUISITION
TEMPLATE

Document Text Information:
If applicable, add text: **Special Indications/Instructions for A/P:** (Please mail check to home address…*)*

Commodity Field: 3TR   *(Always use "3TR" for Travel)*
Description Field: *(Enter the full Conference Name – up to 50 characters allowed)*

Item Text Information must read:

Name of Conference: *(Enter the Conference Info)*
Sponsoring Organization:
Inclusive Dates:
City and State:
Breakdown of Estimated Costs *(The following info is required and must be entered)*:
  Airfare:
  Hotel:
  Registration:
  Car Rental/Mileage:
  Meals:
  Other:

Reason for Attending:

Statement of Purpose for Grants: If applicable, please justify the use of any Categorical funds as allowable expenses by the funding agency. If not applicable, enter N/A.

** PAR Approval Name and Title:
(List name)
** PAR Approval Date: MM/DD/YYYY

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

**PAR stands for: Professional Activity/Travel Request Form

Notes:
- **If you do not auto populate the Travel Template (see next page), the item text area must include the above information.**
- **Do not abbreviate the Conference's Name in both Description field and Item Text area. Banner allows 50 characters in the Description field.**
- **If the Travel RQ is limited to a certain amount, please modify the RQ sums in the Item Text area to match the total amount being reimbursed.**
- **If multiple travel RQs are going to be submitted for the same event, please submit the first RQ. As soon as it's fully approved, use the "Copy" feature to create the rest of the travel RQs.**

How to auto populate Travel Item Text Items into your Travel RQ:

- In Modify Clause Box Enter "FC TRVL"

  Modify Clause: FC TRVL ▼

- Then Hit F6 (or Insert Record). This will insert all the pre-set <u>item text lines</u> for the travel requisitions.

- Then, you can "Next Block" to get to the actual clauses inserted and input the travel specifics.

Text	Clause Number	Print
Name of Conference:		✔
Sponsoring Organization:		✔
Inclusive Dates:		✔
City and State:		✔
Breakdown of Estimated Costs (Required):		✔
Airfare:		✔
Hotel:		✔
Registration:		✔
Car rental/Mileage:		✔
Meals:		✔
Other:		✔
Reason for Attending:		✔
Statement of Purpose for Grants: If applicable,		✔
please justify the use of Categorical funds as		✔
allowable expenses.		✔
** PAR Approval Name and Title:		✔
** PAR Approval Date:		✔

**PAR stands for: Professional Activity/Travel Request Form.

Notes:
- **If you populate FC TRVL template, please remove the information that reads *(delete asterisk)*.**
- **Do not remove the blank row.**

CHANGE ORDER TO <u>BLANKET ORDER</u> PURCHASE ORDER
TEMPLATE

Use the same FOAPAL budget information as the Purchase Order you are increasing.
If you are going to use a different budget for the change order, please submit the purchase requisition as a <u>new</u> blanket order, and <u>not</u> as a change order.

Document Text Information:
Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

Commodity Field: BO   (Always use "BO" when increasing Blanket Orders)
Description Field: Change Order to PO# P0xxxxxx

Item Text Information:
Change Order to (Vendor's Name) PO# P0xxxxxx
to increase the amount by $x,xxx.xx   *(When using **Lottery Funds**, the item text must include*
for a grand total of $x,xxx.xx   *the verbiage listed in the "**Notes**" below)*
Fiscal Year 2021-22
for the purchase/payment of…   *(Select either purchase or payment)*
for the period beginning
Month DD, YYYY and ending June 30, 2022   *(Use current date for period beginning)*

Authorized Signatures for Purchase/Service: *(Select either Purchase or Service)*
(List names)
Authorized Signatures for Payment:
(List names)   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **When using Lottery Funds, the Item Text area must include the verbiage *"for the purchase of instructional supplies for the purpose of student's use".***

CHANGE ORDER TO <u>OFFICE SOLUTIONS</u> PURCHASE ORDER
TEMPLATE

Use the same FOAPAL budget information as the Purchase Order you are increasing.
If you are going to use a different budget for the change order, please submit the purchase requisition as a <u>new</u> blanket order, and <u>not</u> as a change order.

Document Text Information:
Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). For Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: BO   *(Always use "BO" when increasing Blanket Orders)*
Description Field: Change Order to PO# P0xxxxxx

Item Text Information must read:
Change Order to Office Solutions PO# P0xxxxxx
to increase the amount by $x,xxx.xx   *(When using **Lottery Funds**, the item text must include*
for a grand total of $x,xxx.xx   *the verbiage listed in the "**Notes**" below)*
Fiscal Year 2021-22
for the purchase of office supplies
for the period beginning
Month DD, YYYY and ending June 10, 2022   *(Use current date for period beginning)*

Authorized Signatures for Purchase:
(List names)
Authorized Signatures for Payment:
(List names)   *(The name(s) listed **may** be the RQ Requestor/Inputter)*

*(Please note that the name(s) listed **may** be the RQ Requestor/Inputter – Office Solutions is an exception to the rule…it's the only type of RQ that allows the RQ Requestor/Inputter to be an authorized signer of the Packing List/Invoice in order to expedite the A/P payment process.)*

Notes:
- **The parentheses are prompts, so please personalize and remove.**
- **When using Lottery Funds, the Item Text area must include the verbiage *"for the purchase of instructional supplies for the purpose of student's use".***

CHANGE ORDER TO <u>TRAVEL</u> PURCHASE ORDER
TEMPLATE

Commodity Field: 3TR   (Always use "3TR" for Travel RQs)

Description Field: To Increase Travel PO# P0xxxxxx

Item Text Information:

Change Order to Travel PO# P0xxxxxx

to increase the amount by $xxx.xx

for a grand total of $x,xxx.xx

Name of Conference: *(Enter full Conference Name)*

Reason for Increasing: *(Specify reason)*

Statement of Purpose for Grants: If applicable, please justify the use of any Categorical funds as allowable expenses by the funding agency. If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Notes:

- **The parentheses are prompts, slease personalize and remove.**
- **When submitting a Travel Expense Report, the total amount to be paid may go over the existing Travel PO amount by $20.00 without the need to submit a Change Order to the existing Travel PO.**

REQUIRED INFO FOR A <u>MEMBERSHIP</u> PURCHASE REQUISITION
TEMPLATE

Document Text Information:
Reason for Purchase: *(Specify reason for purchase)*

Statement of Purpose for Grants: Please justify the use of Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

Commodity Field: XY   *(Buyer Initials of your assigned Buyer)*
Description Field: Membership Name

Item Text Information:
Membership Name: *(Enter info for required lines below)*
Fiscal Year 2021-22
Campus: Fullerton College
Department:

Invoice No: xxxxx
Invoice Date: MM/DD/YYYY
Invoice Total: $x,xxx,xx
Due Date: MM/DD/YYYY
Members(s):
Billing Period: MM/DD/YYYY – MM/DD/YYYY
Additional Information:

Board Approval Date: Month Day, YYYY   *(Insert Board Approval Date)*

Authorized Signatures for Payment:
List Name(s)   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

Note:
- **The parentheses are prompts, so please personalize and remove.**

STAFF REIMBURSEMENT REQUISITION
TEMPLATE

Please use this method for reimbursement of unforeseen emergency expenditures that may arise during the course of performing business. Since a Petty Cash Voucher can only be used to reimburse employees for expenses up to $250.00 per day, a Staff Reimbursement Requisition may be used for items purchased that exceed $250.00, and for any amount paid for services that fall under the 50000 category account.

Document Text Information:

Reason for Service/Payment/Reimbursement: *(Please explain)*

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose <u>must</u> include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, add text: **Charge Back to Bursar:** 3xxxx – 9xxxx

If applicable, add text: **Special Indications/Instructions:**   *(Insert instructions for A/P, Purchasing, mailing, late RQ submission, etc.)*

Commodity Field: XY   *(Buyer Initials of your assigned Buyer)*
Description Field: Reimbursement to…   *(Insert employee name)*

Item Text Information:
Reimbursement for…   *(Please specify item)*

Receipt Vendor: *(Enter name of vendor where item(s) purchased)*
Invoice #: xxxxxxxx   Dated: MM/DD/YYYY
Subtotal: $x,xxx.xx
Sales Tax: $xx.xx   *(7.75%...If vendor did not charge sales tax, then enter text "**Accrue Sales Tax**")*
Freight: $xx.xx
Total: $x,xxx.xx

Authorized Signatures for Payment:
List Name(s)   *(The name(s) listed cannot be the RQ Requestor/Inputter)*

Note:
- **The parentheses are prompts, so please personalize and remove.**