Technology
Training
Services

College Financial System Requisitions

Center for Employee and Organizational Development

MARICOPA COMMUNITY COLLEGES

College Financial System
Requisitions

Written by

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Technology Training Services

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(Slightly revised – new Category Codes)

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Technology Training Services
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Technology Training Services Vision & Mission

Vision

Technology Training Services improves employee job performance at all levels by exceeding expectations in the areas of technology training, instructional design, and customer support.

Mission

We design, develop, and deliver quality and effective technology training, materials, and support to the employees of the Maricopa Community Colleges.

To fulfill this mission we:

- Provide responsive and accessible technology training on a variety of administrative systems and desktop applications.
- Design and develop comprehensive training and reference materials.
- Provide technology training support in a variety of ways including telephone helplines, one-on-one assistance, online help, troubleshooting, consultation, and referral services.
- Support the colleges' technology training efforts by delivering on-site technology training, delivering Train-the-Trainer sessions, and providing training materials.
- Provide leadership and support to the teams implementing new technologies and administrative systems within the organization.
- Cultivate positive partnerships with our colleges to meet and exceed their training needs and expectations.
- Collaborate with organizational teams to develop strategies to meet future technology training needs.
- Chair and host the Regional Training Committee (RTC) to collaboratively develop training strategies, maintain technology training consistency, and overcome the challenging technology training needs throughout the District.
- Expand and update our knowledge and skills in the areas of technology, training, and instructional design.

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Objectives

This workshop has been designed to present the following competencies:

1. Create an online blanket requisition.
2. Create an online regular requisition.
3. Submit requisitions to the approval process.
4. Find Rejected requisitions.
5. Modify requisitions:
    - edit field information.
    - change an account code.
    - change a supplier.
    - add a new requisition line.
    - cancel a requisition line.
    - cancel an entire requisition.
    - delete a requisition line.
    - delete an entire requisition.

College Financial System (CFS)

CFS is the College Financials System. CFS is Maricopa's system of record for all business services transactions including purchasing, accounts payable, fixed assets, accounting processes, and other financial activities. CFS is used by a variety of Maricopa employees to create, review, and act upon online requisitions, purchase orders, invoices, payments, assets, and financial information.

CFS is a system comprised of four integrated applications:

- Purchasing
- General Ledger
- Accounts Payable
- Fixed Assets

Purchasing is the application used for the procurement of goods and services for the Maricopa Community Colleges. This component of CFS is used to enter, modify, approve, and track requisitions. Purchasing is also used to create and track Purchase Orders. Of the four CFS integrated applications, Purchasing has the widest base of users.

General Ledger is the application used to reconcile all budget and expenditure transactions. This component of CFS is used to track a budget. General Ledger shows how much money was budgeted, how much money has been spent, how and when money was spent, and how much money is left.

Accounts Payable is the application used to pay invoices matched to purchase orders that were created in the Purchasing module. This component is used to perform online searches for invoices, payments (checks), and supplier payment information.

Fixed Assets is the application used to account for and maintain detailed information related to fixed assets of the District. Fixed assets include computer equipment, capital equipment, buildings and building improvements, land and land improvements. The Fixed Assets module has a more limited base of users than the other applications.

CFS Online Requisitions are created when requesting goods and services for your department. Everything you pay for has to be done through CFS – except for petty cash. (Contact your fiscal agent for information regarding petty cash and other fiscal services.)

Important Notes:

- For Purchasing Guidelines, please refer to the Employee Purchasing Guide in Appendix A or on the Purchasing website: http://www.maricopa.edu/purchasing/epg.pdf
- Always check with your college fiscal agent regarding college-specific processes.
- Internet Explorer is the required browser for CFS.

Creating a CFS Blanket Requisition – an Open Purchase Order

A blanket requisition is created when requesting an Open Purchase Order with a specific supplier for a specific dollar amount. This allows you to purchase frequently-bought items without having to create numerous requisitions. The Purchase Order is "open" for you to buy things you need without specifying everything out on a specific requisition. An Open Purchase Order with a supplier is similar to a pre-approved line of credit for a certain dollar amount.

For example, an Open Purchase Order with Office Max for $1000 allows you to buy office supplies and "charge" them against the Open Purchase Order – up to $1000 – without having to create separate requisitions for those items. The cost of the items is then invoiced against the Open Purchase Order. As invoices are charged and paid against an Open Purchase Order, the balance on the Purchase Order (the "available credit") decreases.

First Time Vendor?

Before creating your requisition, if this is the first time you are using a vendor, it is recommended that you View Supplier information to make sure the vendor is in our system and that the classification type is Supplier. The View Vendor instructions are in Appendix C – page 77.

Important Notes:

- **Do not** purchase anything until a Purchase Order has been created from your requisition. Otherwise, it is considered an unauthorized purchase!

- You are notified by email when a Purchase Order has been created from your requisition.

- **Do not** go over your Open Purchase Order amount! You must increase the existing Purchase Order prior to spending over your existing available balance. Instructions on increasing your Purchase Order amount are on page XX 16.

- The Employee Purchasing Guide states that Blanket Requisitions can be created in any amount up to $50,000 for small purchases not to exceed $2,500 per day.

- Please refer to the Employee Purchasing Guide in Appendix A for more information regarding purchasing procedures. You can also access the Employee Purchasing Guide online at: http://www.maricopa.edu/purchasing/epg.pdf

Notes Page

Create a Blanket Requisition – Logging into CFS

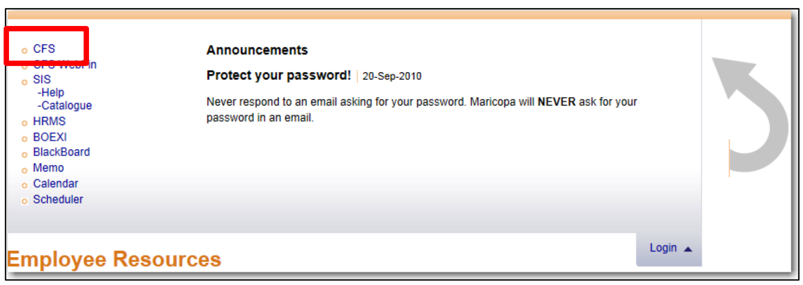
There are 4 main steps to creating a requisition: Logging into CFS, Entering Preferences, Completing the Requisition, and Submitting the Requisition to the Approval Process.

Create a Blanket Requisition for Office Max. Use the Data Sheet provided for a training account number, vendor, and category code.

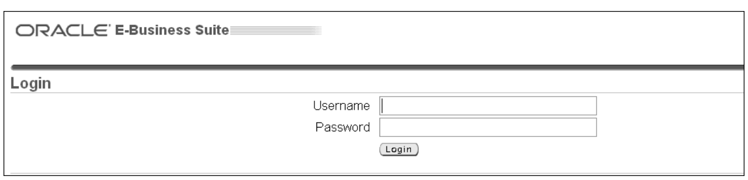
Log In To CFS

1. Start Internet Explorer.
2. In the Address field, enter: www.maricopa.edu/employees.
3. On the Employee Resources page, click the login button:

4. On the left side of the screen, click CFS:



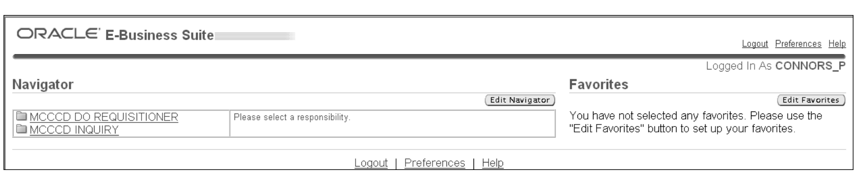
The CFS login page displays:



- It's a good idea to set this website as a Favorite in Internet Explorer.

5. Enter your CFS Username and Password and press Enter or click the Login button.

- Your list of responsibilities displays. Responsibilities determine the forms to which you have access in CFS. Each responsibility gives you access to different forms.

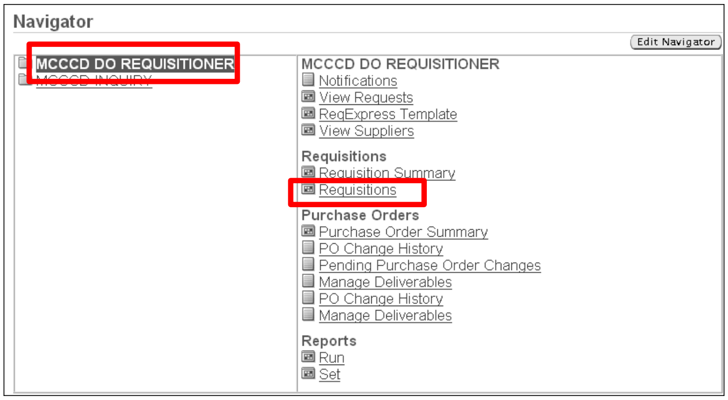


Blanket Requisition – Logging In Continued

6. Click once on the MCCD Requisitioner link.

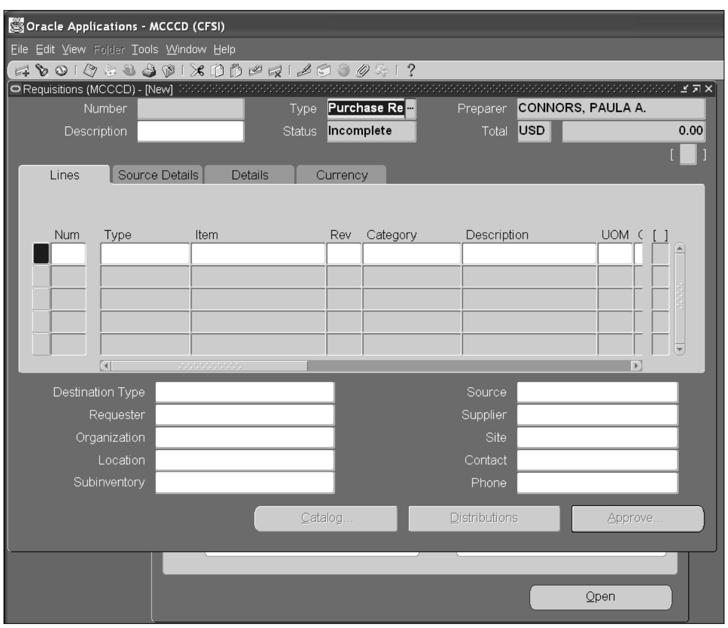
- The Requisitioner Navigator (the main menu) lists the CFS forms to which you have access in the Requisitioner responsibility.

7. To the right of the Requisitioner responsibility, click once on the Requisitions link.



- This action causes the JInitiator to run on your computer. This is a "mini application" that runs in the background when using CFS. Without the correct JInitiator, CFS does not work properly. Please keep this window open! (It'll be open in the background.)

- When the JInitiator is finished loading, the Requisitions window displays:

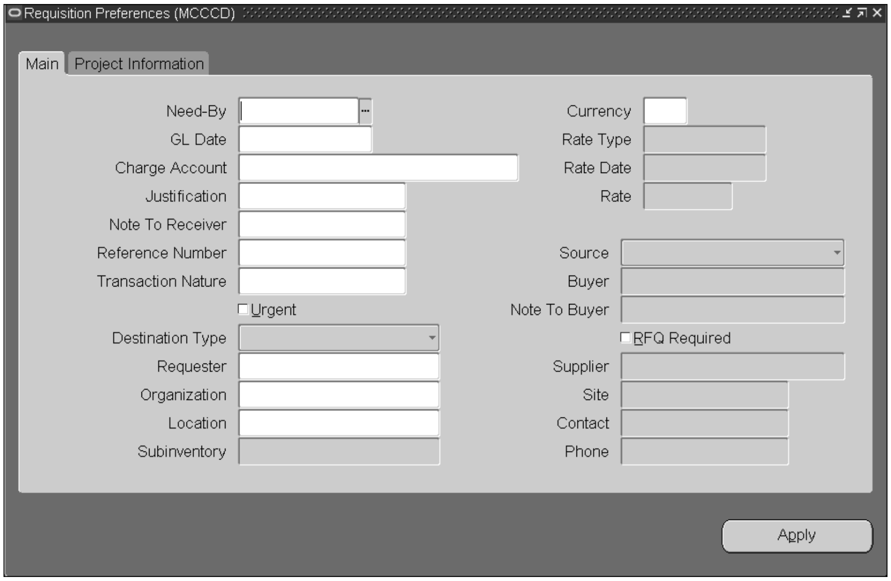


Blanket Requisition Continued – Entering Preferences

Enter Preferences

The very first thing to do when creating a requisition is to set Preferences. Preferences are default options that are applied to every item ordered on the requisition.

1. From the Tools menu, select Preferences.



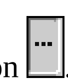
- Although a Blanket Requisition only has one line item, Preferences still save data entry time by having all of these fields available on one screen.
- Not all of the fields in this Preferences form are required. You will only enter the information that is required. In addition, some of the fields autofill in the requisition.

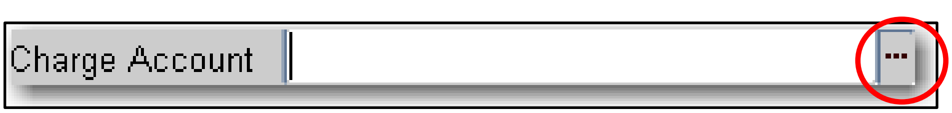
2. Skip the Need By Date field.

- This date was causing extra work for our buyers because the date being entered would conflict with the order date. The buyer would then have to change the date on every single line in the requisition. It's easier for everyone if this field is left blank.

3. Skip the GL Date field.

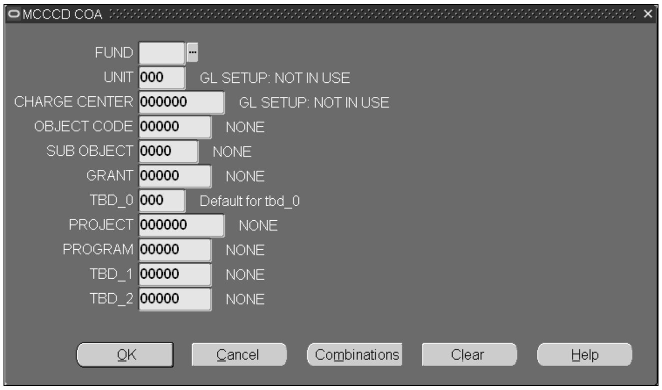
- It is very important not to enter anything in this field or a Purchase Order cannot be created from your requisition. This field autofills in the requisition form.

4. Click in the Charge Account field, and click the List of Values icon .



Blanket Requisition - Preferences Continued

The Charge Account window displays:



5. Enter the budget account code that is to be charged for these items, and press Enter.

- In most cases, only the first four segments of the budget code are required: Fund, Unit, Charge Center, and Object Code.

  - Fund is the type of fund of the budget account code.
  - Unit is your college number.
  - Charge Center is your department budget number.
  - Object Code is the specific budget category number.

  In some instances, more numbers are required.

  - If the object code is a 57xxx or 58xxx number, then a sub object code and possibly a project number are required.
  - If the Fund type is 3xx, then a grant number is required.
  - If the Fund type is 7xx, then a sub object code and possibly a project number are required.

- Your fiscal agent will provide you with the correct charge account codes.

6. Skip the next 4 fields: Justification, Note to Receiver, Reference Number, and Transaction Nature. They are not required.

7. Click in the Destination Type field, and select Expense.

- This field will <u>always</u> be Expense. We do not have in-house inventory nor a shop floor.

Blanket Requisition - Preferences Continued

8. Skip the next 3 fields, they will auto-fill in the Requisitions Form.

- Requestor will autofill with your name.
- Organization will autofill with MCCCD.
- Location will autofill with your college's two initials.
  - Back at the requisition, verify that this autofills with your correct college. If you have recently moved colleges, you may need to change this to your current college.

9. On the right side of the form, skip the currency fields.

- Our currency is always USD – United States Dollars, so we do not have to worry about currency or conversion rates.

10. Click in the Source field, and click Supplier.

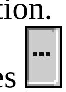
- This field will <u>always</u> be Supplier. We do not have in-house inventory.

11. Click in the Buyer field. What you enter *depends* . . . :

- If the requisition is less than $2,500, enter your fiscal agent's last name and press Enter. If a list displays, double-click your fiscal agent's name.
- If the requisition is over $2,500, leave the Buyer field blank.

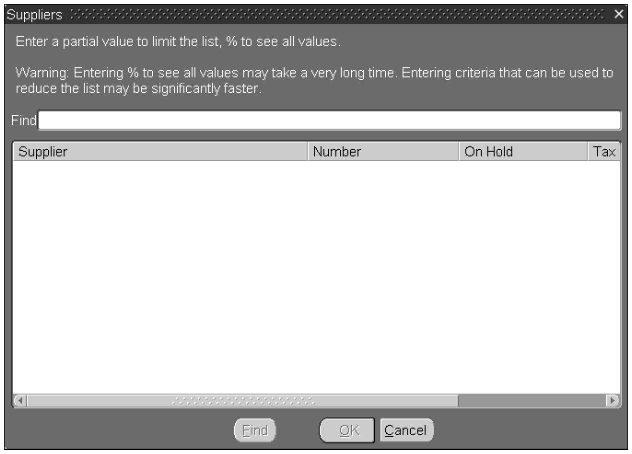
12. Skip the Note to Buyer field.

- This field is cumbersome for fiscal agents to access, so they rarely view it. Notes can be added later when forwarding the requisition.

13. In the Supplier field, click the List of Values  or press Ctrl+L.

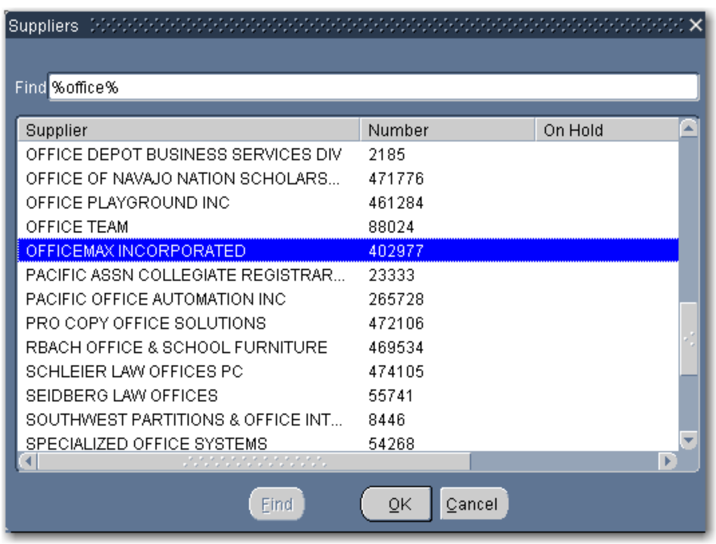
- You <u>must</u> use the List of Values to enter your supplier. This verifies your supplier is a "registered vendor" with Maricopa. <u>Do not</u> simply "type in" your supplier name.

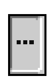
- CFS displays a search window for Suppliers.



14. In the Find field, enter a portion of your supplier's name in between % signs, and press Enter. For example, %office%.

15. When the list of suppliers displays, double-click on your supplier:



16. In the Site field, click the List of Values  or press Ctrl+L.

- You <u>must</u> use the List of Values to enter the supplier site. Do not simply "type in" your supplier site. This information is tied to the valid vendor registration form.

- If there is only one site, it autofills. If there is more than one site, double-click the appropriate site.

Blanket Requisition - Preferences Continued

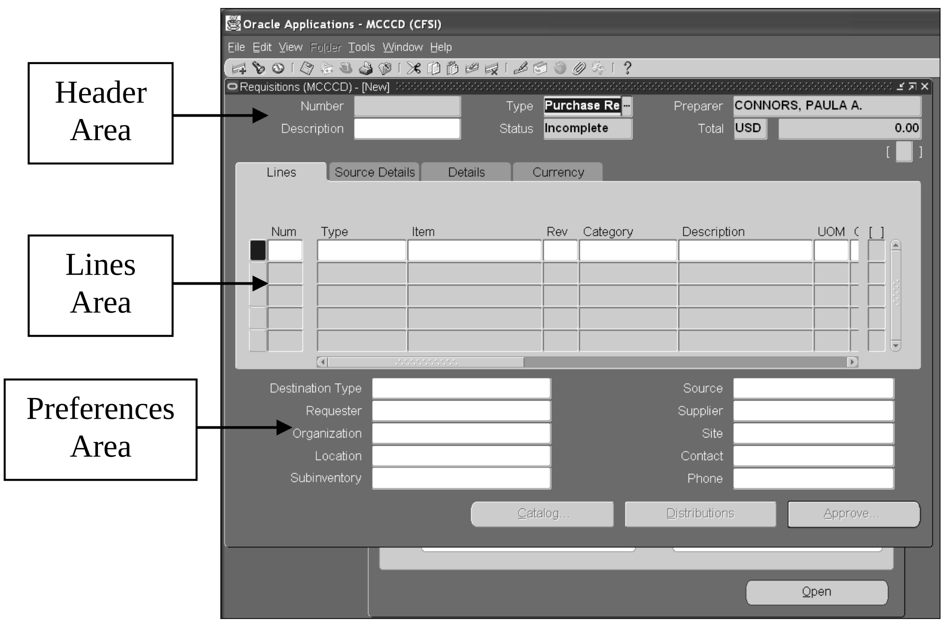
17. The Contact and Phone number fields are optional. You can skip them or you can enter information <u>from the List of Values</u>. Do not simply "type in" this information. If there is no information on the List of Values, leave the fields blank.

18. When finished entering your Preferences for this requisition, click the Apply button.

- It seems like nothing happened, but read the message in the lower-left corner of the screen: "New preferences now in effect." This means your preferences – the information you just entered – will be applied to any new lines entered on the req.

19. Click the close X of the Preferences window in the upper-right corner.

- The Requisitions form displays:



- The Requisition form has three areas: Header, Lines, and Preferences.
  - ➢ **Header**: All of the fields in the Header area, except one (Description) are grayed out. This means these gray fields cannot be edited. The information in these gray fields is auto-entered by CFS. The Description field is not gray; it can be edited.
  - ➢ **Lines**: The area in which you enter specific information about the items or service you're ordering.
  - ➢ **Preferences**: This shows some of the preferences you entered in Preferences. The different tabs in the Lines area also contain some of the Preferences. You won't see the Preferences until you tab to the Lines area.

Blanket Requisition Continued – Completing the Requisition

Complete the Requisition

- Your cursor is in the Type field in the Header area. The Type is Purchase Requisition.

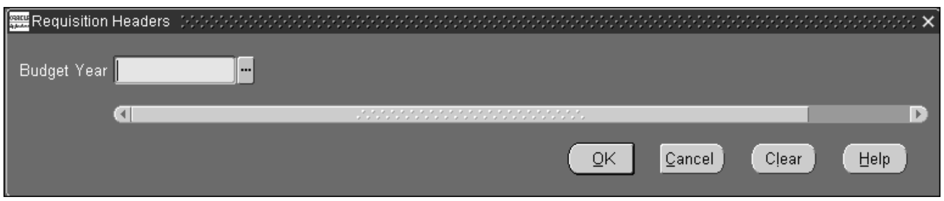
1. Tab or click in the Description field and enter a “name” for the requisition.

- For Blanket Requisitions, enter BLKT and the name of the supplier. For example, BLKT Office Max.

- Check with your college fiscal office on any specific naming conventions for blanket requisitions.

2. **<u>Tab</u>** to advance to the lines area.

- It is important to press **Tab** after entering the Description in the Header area because during the months of April – June, this Tab generates a new budget window:

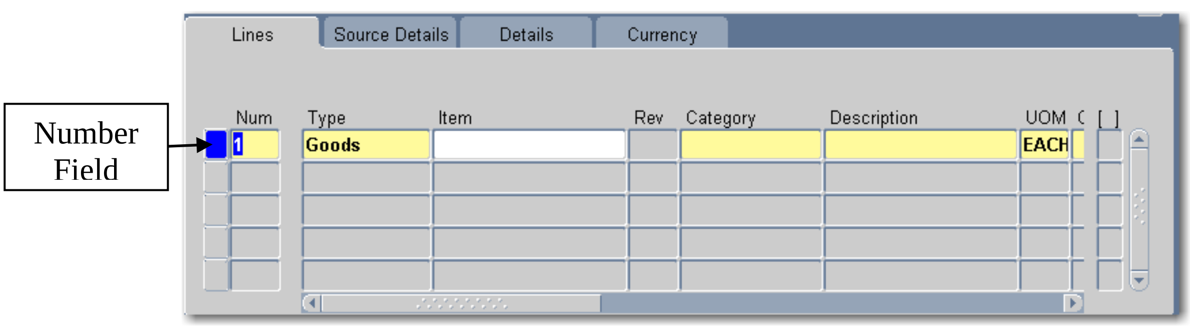


- In the Budget Year field, click the List of Values icon. (This window only displays during the months of April - June.)

- Double-click the appropriate budget year (this fiscal year or next).

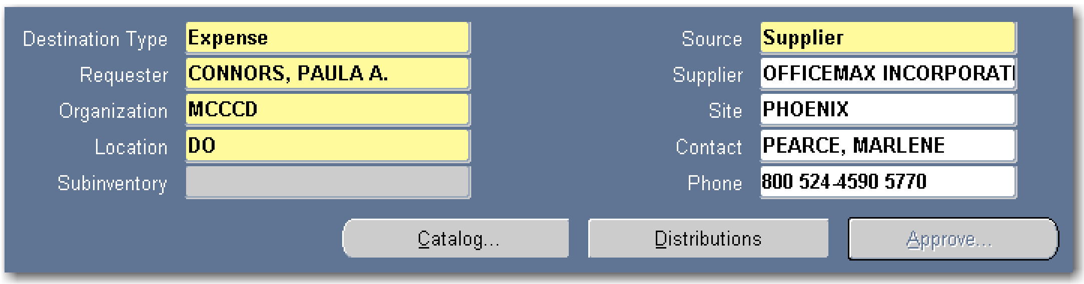
- Click OK.

- When you Tab to the Lines Area, your cursor is in the Number field.



Blanket Requisition - Completing Continued

- Notice that when you tabbed to the Lines area, most of your Preferences display in the Preferences Area:

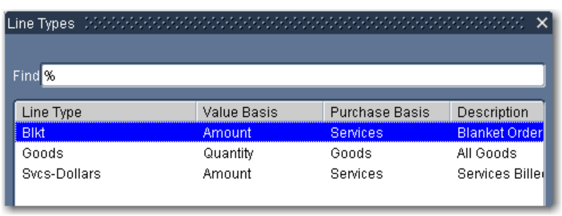


  - ➢ If you have recently moved colleges, verify that your current college is displayed in the Location field. If the college location is not correct, change it by using the List of Values. Then return to the Lines area and click in Type field.

3. Now back in the Lines area, Tab to the Type field.

- This field autofills with Goods, but this is <u>not</u> always the right choice! It is certainly not the right type for a blanket requisition!

4. In the Type field, click the list of values or press Ctrl L.

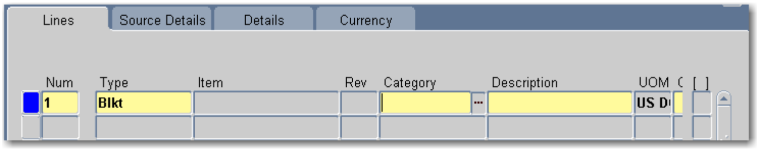


- **Blkt** is used when creating Blanket Requisitions for Open Purchase Orders.
- **Goods** is used when ordering tangible items received through the Receiving Dept.
- **Svcs-Dollars** is used when ordering services for which a dollar amount is paid.

5. Blkt is already selected so press Enter or click OK.

- Blkt is <u>*always*</u> used when creating Blanket Requisitions for Open Purchase Orders.
  - ○ A shortcut is to enter the letter **b** in the Type field and press Tab.
    You do not have to display the List of Values and select from the window.
- Goods and Service Dollars will be discussed in more detail when we create a regular requisition in the next section.

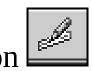
Blanket Requisition - Completing Continued

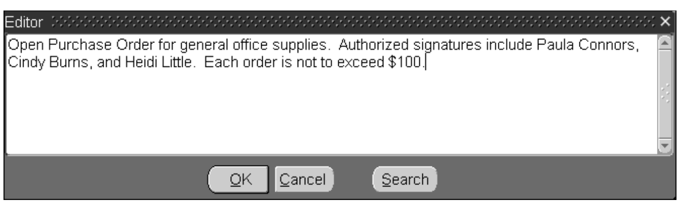


6. In the Category field, enter the correct category code, and press Tab.

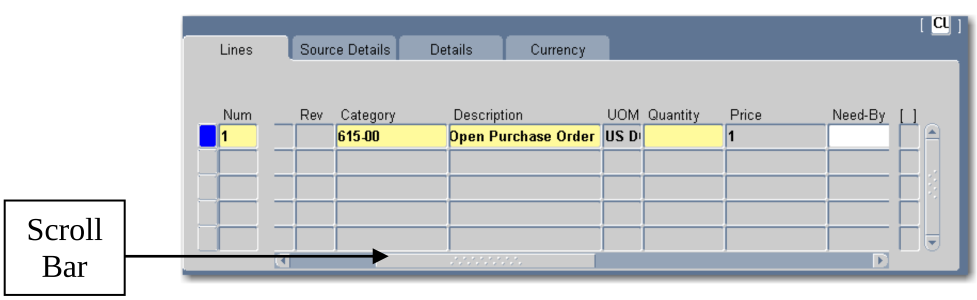
- The Category Code must be in this format: ###-##.
- Primary Category Codes are listed in Appendix E.

7. In the Description field, enter a description for your blanket requisition.

- This Description field prints on the purchase order for your supplier.
- To open an editing window for this field, click the Edit Field icon  in the Toolbar, or press Ctrl+E.
- For example: Open Purchase Order for Office Max for general office supplies.



- Enter any special instructions (if any) for your supplier such as authorized signatures, dollar limits on the orders, per-day limits, etc.
- Click OK to close the Editor window.
- Scroll right, using the bottom scroll bar, to see the next few fields.



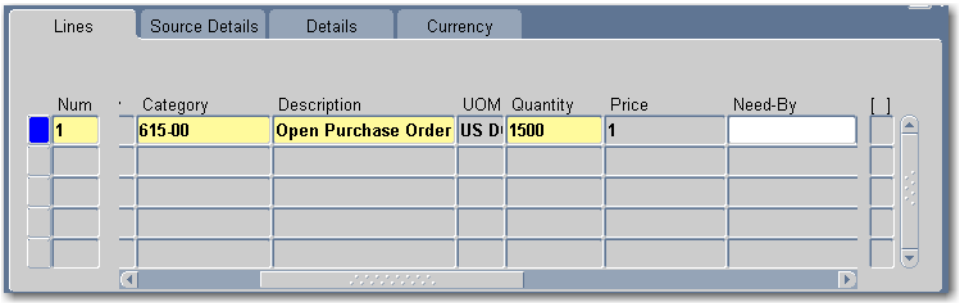
- The UOM (Unit of Measure) field autofills with US Dollar and cannot be changed.

8. In the Quantity field, enter the **total dollar amount** of the blanket requisition, and press Tab.

- The Price field autofills with 1 and cannot be changed.

Blanket Requisition - Completing Continued

- This line is now complete:



- Scroll right a bit more and notice the Charge Account field autofilled with your Preferences information.
- If another line is started accidentally, you must delete it or CFS will not let you advance. From the Edit menu, select Delete; then click OK in the caution dialog box.

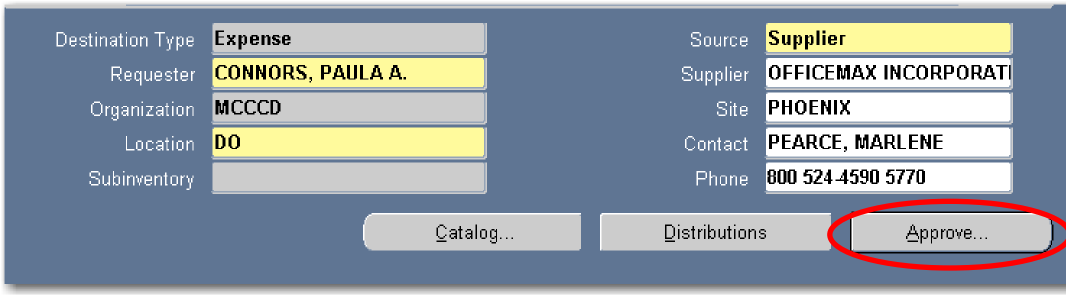
9. When finished with your requisition, save it .

- Once you save your requisition, CFS provides a requisition number in the Header.
- Write down your requisition number for future reference.

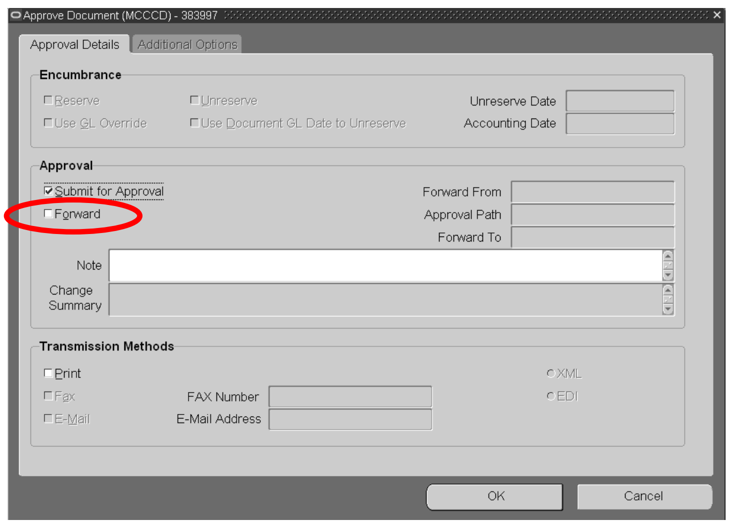
Blanket Requisition Continued – Submitting the Requisition

Submit your requisition to the Approval process.

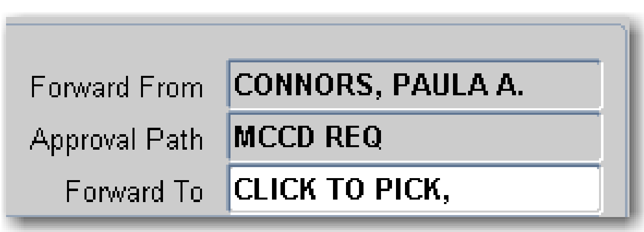
1. Click the Approve button at the bottom of the form.



2. Click the Forward checkbox.



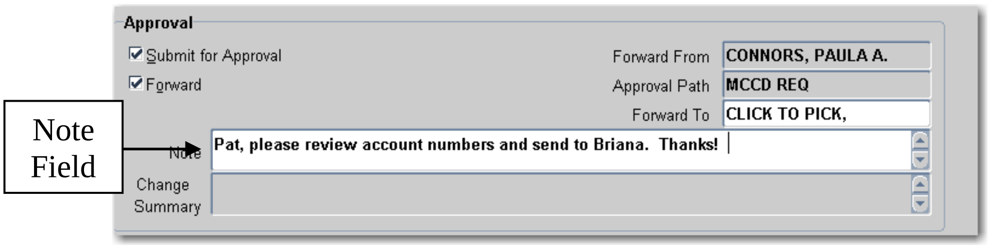
- The Forward From field autofills with your name and cannot be changed.
- The Approval Path fields autofills with MCCD Req and cannot be changed.
- The Forward To: Click to pick field will be addressed in just a bit. First, enter a note if necessary.



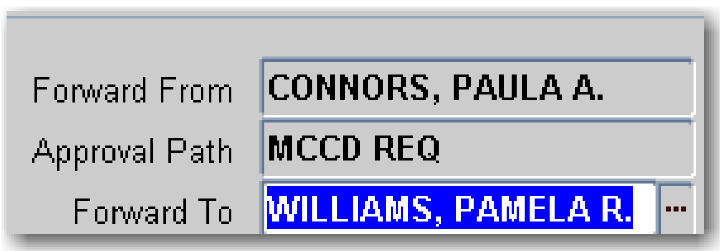
Blanket Requisition - Submitting Continued

3. If necessary, click in the Note field and enter a note for your buyer, your supervisor, or for anyone in the approval process.

- Please keep in mind that notes are public and tracked in the history of the requisition.



4. In the Forward To field, delete “Click to Pick”, and enter the last name of the person to whom you are sending the requisition, and Enter.



- If a list of names displays, select the appropriate name and click OK.

5. If your requisition is not automatically sent, click the OK button at the bottom.

- That’s it! ☺

Increase the Amount on a Purchase Order

It is extremely important that you do not spend over your Open Purchase Order amount. You need to check your balance periodically. (You check this in the PO Summary form.) If you see that you're running low on your Purchase Order, and you still need to order additional items on it, you need to increase your amount. You do this by creating a new blanket requisition to increase the current amount.

1. In the new blanket requisition, enter your Preferences as usual. (See previous section on "Creating a Blanket Requisition.")
2. In the Header Description field, enter:

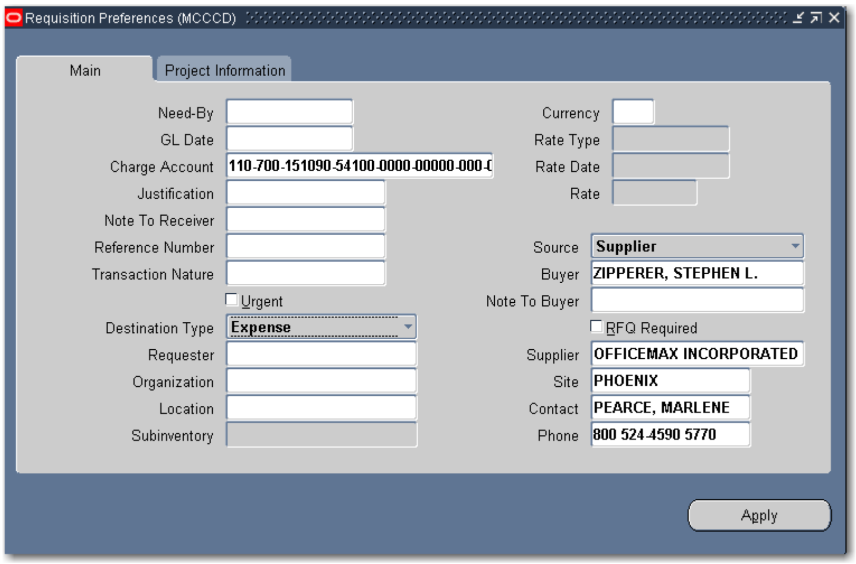
   Increase PO # [and enter the number of the Purchase Order you are increasing.]
3. In the Lines area, in the Type field, use the same blanket type.
4. In the Category Code use the same code used in the original requisition.
5. In the Description field, enter "Increase Purchase Order # [and enter the number of the Purchase Order you are increasing.]
6. In the Quantity field, enter the dollar amount by which you are increasing the current Purchase Order.
7. Save your requisition and submit it to the approval process.

When this requisition is approved, the new amount will be added to the current Purchase Order. You will receive an email letting you know that this has been done.

Create a New Requisition – During Same CFS Session

If you have not exited your session, your previous Preferences are still intact. This means these same preferences will be applied to your new requisition. You usually don't want this, so edit your Preferences for your new requisition.

1. From the Tools menu, select Preferences.

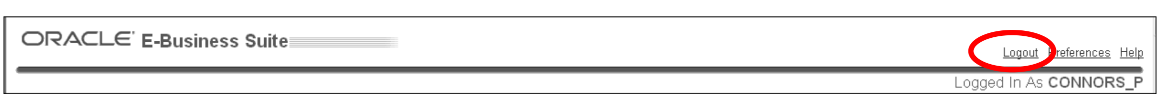


2. Edit your Preferences for your new requisition.
3. Click the Apply button.
4. Continue completing your requisition.
5. Please see previous sections for instructions.

For instructions on how to create a "regular" requisition (as opposed to a blanket requisition), go on to the next section.

To Exit CFS

1. In the upper-right corner, click the Oracle red X.
2. When prompted to exit Oracle Applications, click OK:
3. Close the JInitiator applet window.
4. At the Navigator, click the Logout link:



Notes Page

Creating a “Regular” CFS Requisition for Goods & Services

An online “regular” CFS requisition (as opposed to a blanket requisition which is covered in the previous section) is created when ordering specific goods that are received through the Receiving Department or when ordering services for which you are paying a specific dollar amount.

Examples of goods received through the Receiving Department include software, books, computer peripherals, promotional items, training materials, office furniture, etc.

- Exceptions to this include prepaid items and modular furniture. These are considered services since these items do not come through Receiving.

Examples of services include catering, conference registrations, hotel payment, airfare, subscriptions, memberships, speaker fees, installation services, sales tax, shipping, etc.

First Time Vendor?

Before creating your requisition, if this is the first time you are using a vendor, it is recommended that you View Supplier information to make sure the vendor is in our system and that the classification type is Supplier. The View Vendor instructions are in Appendix C.

Important Notes:

- **Do not** purchase anything until a Purchase Order has been created from your requisition. Otherwise, that is considered an unauthorized purchase.
- You are notified by email when a Purchase Order has been created from your requisition.
- Always check with your college fiscal agent regarding college-specific processes.
- There is only one supplier per requisition. You may have multiple account codes on a requisition, but only one supplier. (View Appendix D for splitting account codes.)
- Please refer to the Employee Purchasing Guide in Appendix A for more information regarding purchasing procedures. You can also access the Employee Purchasing Guide online at: http://www.maricopa.edu/purchasing/epg/epg.pdf
- Internet Explorer is the required browser for CFS.

Notes Page

Create a Regular Requisition – Logging into CFS

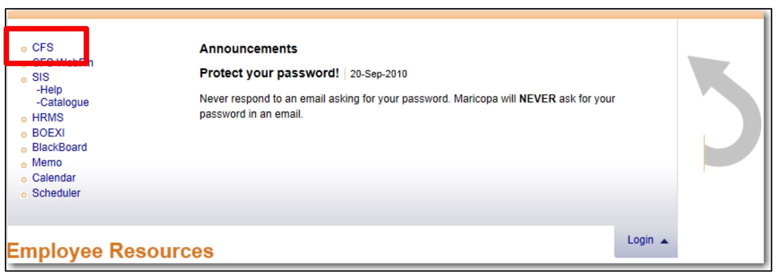
There are 4 main steps to creating a requisition: Logging into CFS, Entering Preferences, Completing the Requisition, and Submitting the Requisition to the Approval Process.

Create a "Regular" Requisition to order 2 bookcases. Use the Data Sheet provided for a training account number, vendor, and category code.

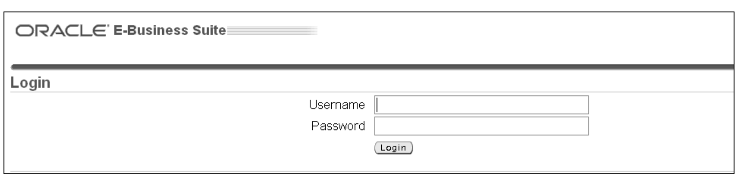
Log In To CFS

1. Start Internet Explorer.
2. In the Address field, enter: www.maricopa.edu/employees.
3. On the Employee Resources page, click the login button:

4. On the left side of the screen, click CFS:



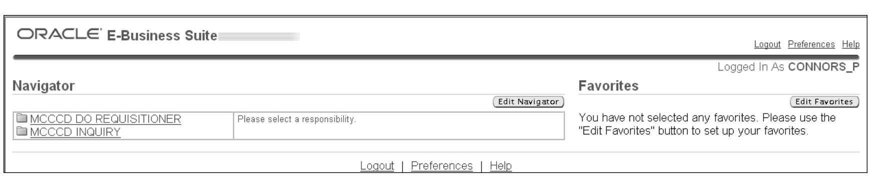
- The CFS login screen displays:



- It's a good idea to set this login page as a Favorite in Internet Explorer.

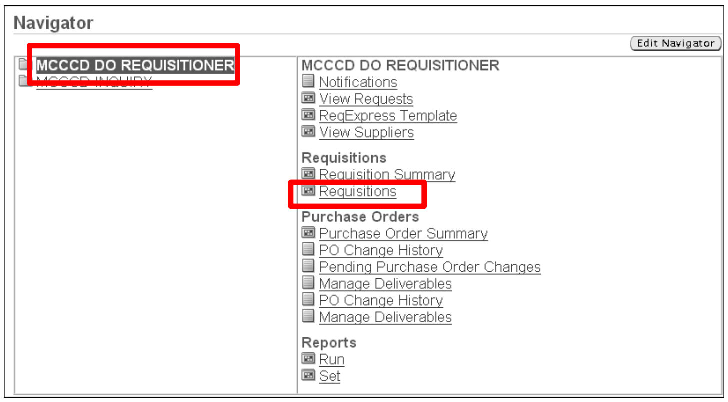
5. Enter your CFS Username and Password and press Enter or click the Login button.

- Your list of responsibilities displays. Responsibilities determine the forms to which you have access in CFS. Each responsibility gives you access to different forms.

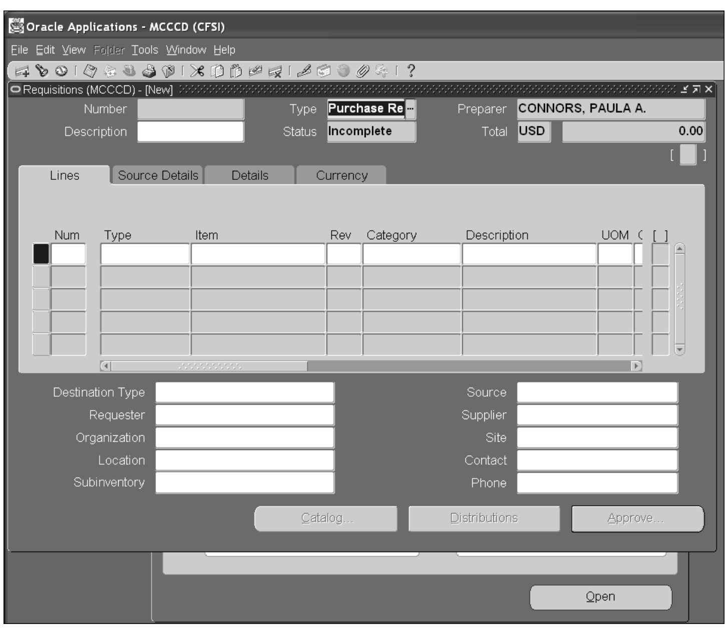


Regular Requisition - Logging In Continued

6. Click once on the MCCD Requisitioner link.
7. The Requisitioner Navigator (the main menu) lists the CFS forms to which you have access in the Requisitioner responsibility.
8. To the right of the Requisitioner responsibility, click once on the Requisitions link.



- This action causes the JInitiator to run on your computer. This is a “mini application” that runs in the background when using CFS. Without the correct JInitiator, CFS does not work properly. Please keep this window open! (It’ll be open in the background.)
- When the JInitiator is finished loading, the Requisitions window displays:

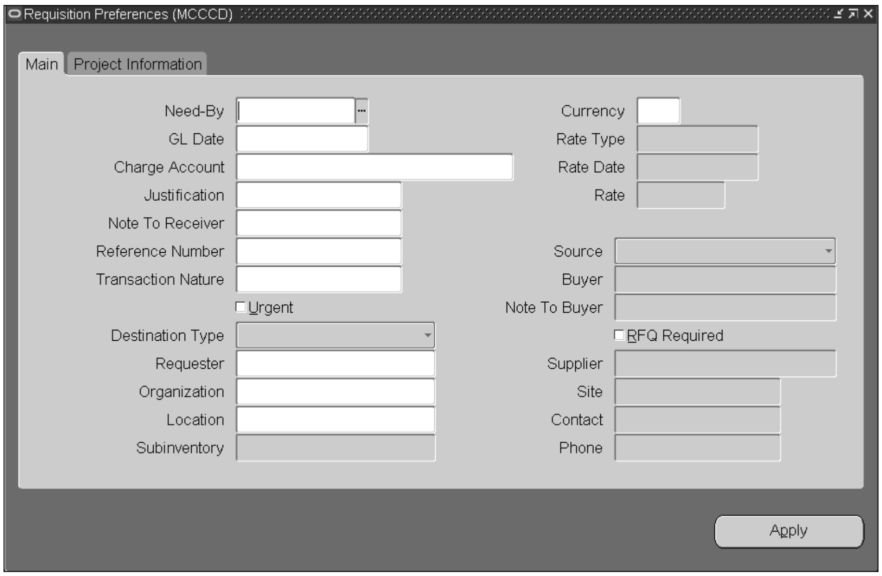


Regular Requisition Continued – Entering Preferences

Enter Preferences

The very first thing to do when creating a requisition is to set Preferences. Preferences are default options that are applied to every item ordered on the requisition.

1. From the Tools menu, select Preferences.



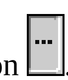
- Although a Blanket Requisition only has one line item, Preferences still save data entry time by having all of these fields available on one screen.
- Not all of the fields in this Preferences form are required. You will only enter the information that is required. In addition, some of the fields autofill in the requisition.

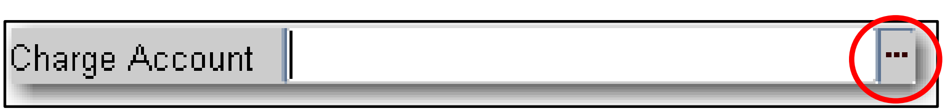
2. Skip the Need By Date field.

- This date was causing extra work for our buyers because the date being entered would conflict with the order date. The buyer would then have to change the date on every single line in the requisition. It's easier for everyone if this field is left blank.

3. Skip the GL Date field.

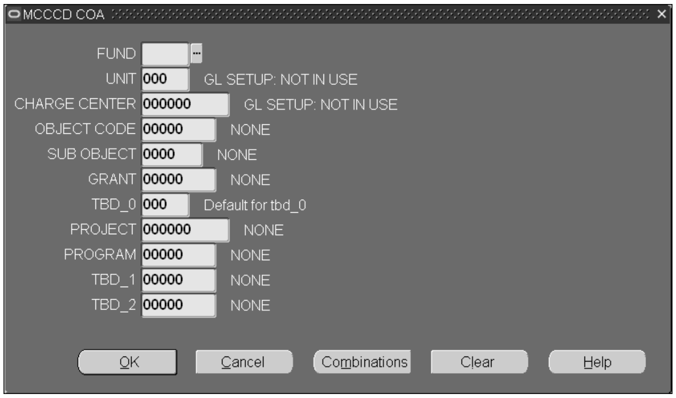
- It is very important not to enter anything in this field or a Purchase Order cannot be created from your requisition. This field autofills in the requisition form.

4. Click in the Charge Account field, and click the List of Values icon .



Regular Requisition - Preferences Continued

The Charge Account window displays:



5. Enter the budget account code that is to be charged for these items, and press Enter.

- In most cases, only the first four segments of the budget code are required: Fund, Unit, Charge Center, and Object Code.

  - ➢ Fund is the type of fund of the budget account code.
  - ➢ Unit is your college number.
  - ➢ Charge Center is your department budget number.
  - ➢ Object Code is the specific budget category number.

  In some instances, more numbers are required.

  - ❖ If the object code is a 57xxx or 58xxx number, then a sub object code and possibly a project number are required.
  - ❖ If the Fund type is 3xx, then a grant number is required.
  - ❖ If the Fund type is 7xx, then a sub object code and possibly a project number are required.

- Your fiscal agent will provide you with the correct charge account codes.

6. Skip the next 4 fields: Justification, Note to Receiver, Reference Number, and Transaction Nature. They are not required.

7. Click in the Destination Type field, and select Expense.

- This field will always be Expense. We do not have in-house inventory nor a shop floor.

Regular Requisition - Preferences Continued

8. Skip the next 3 fields, they will auto-fill in the Requisitions Form.

- Requestor will autofill with your name.
- Organization will autofill with MCCCD.
- Location will autofill with your college's two initials.
  - ➢ Back at the requisition, verify that this autofills with your correct college. If you have recently moved colleges, you may need to change this to your current college.

9. On the right side of the form, skip the currency fields.

- Our currency is always USD – United States Dollars, so we do not have to worry about currency or conversion rates.

10. Click in the Source field, and click Supplier.

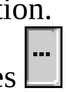
- This field will <u>always</u> be Supplier. We do not have in-house inventory.

11. Click in the Buyer field. What you enter *depends* . . . :

- If the requisition is less than $2,500, enter your fiscal agent's last name and press Enter. If a list displays, double-click your fiscal agent's name.
- If the requisition is over $2,500, leave the Buyer field blank.

12. Skip the Note to Buyer field.

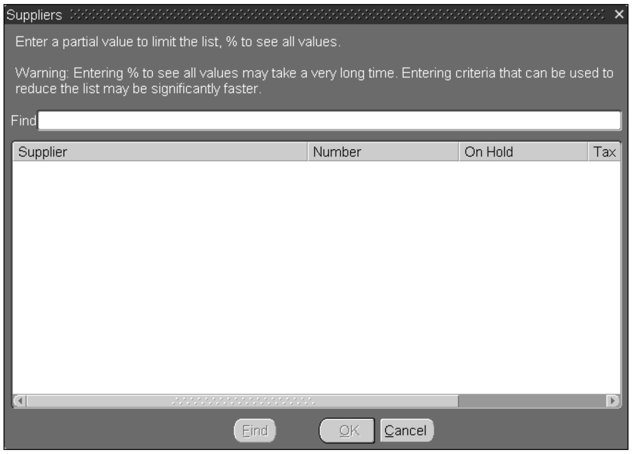
- This field is cumbersome for fiscal agents to access, so they rarely view it. Notes can be added later when forwarding the requisition.

13. In the Supplier field, click the List of Values  or press Ctrl+L.

- You <u>must</u> use the List of Values to enter your supplier. This verifies your supplier is a "registered vendor" with Maricopa. <u>Do not</u> simply "type in" your supplier name.

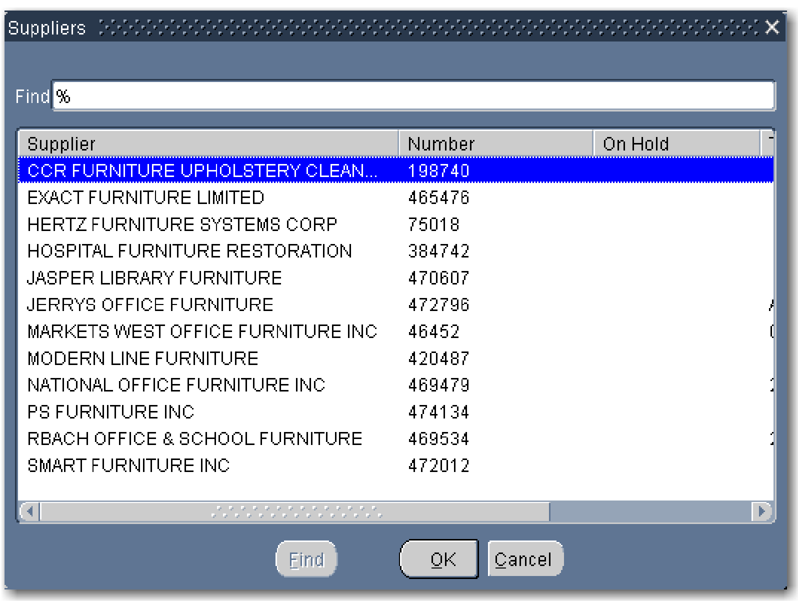
Regular Requisition - Preferences Continued

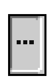
- CFS displays a search window for Suppliers.



14. In the Find field, enter a portion of your supplier's name in between % signs, and press Enter. For example, %furniture%.

15. When the list of suppliers displays, double-click on your supplier:



16. In the Site field, click the List of Values  or press Ctrl+L.

- You <u>must</u> use the List of Values to enter the supplier site. Do not simply "type in" your supplier site. This information is tied to the valid vendor registration form.

- If there is only one site, it autofills. If there is more than one site, double-click the appropriate site.

Regular Requisition - Preferences Continued

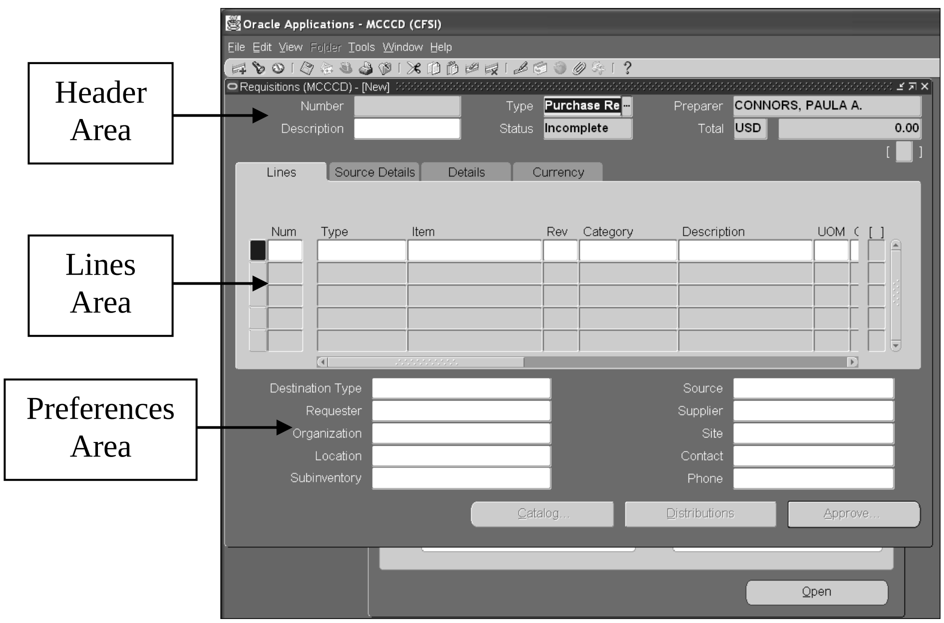
17. The Contact and Phone number fields are optional. You can skip them or you can enter information from the List of Values. Do not simply "type in" this information. If there is no information on the List of Values, leave the fields blank.

18. When finished entering your Preferences for this requisition, click the Apply button.

- It seems like nothing happened, but read the message in the lower-left corner of the screen: "New preferences now in effect." This means your preferences – the information you just entered – will be applied to any new lines entered on the req.

19. Click the close X of the Preferences window in the upper-right corner.

- The Requisitions form displays:



- The Requisition form has three areas: Header, Lines, and Preferences.

  - **Header**: All of the fields in the Header area, except one (Description) are grayed out. This means these gray fields cannot be edited. The information in these gray fields is auto-entered by CFS. The Description field is not gray; it can be edited.

  - **Lines**: The area in which you enter specific information about the items or service you're ordering.

  - **Preferences**: This shows some of the preferences you entered in Preferences. The different tabs in the Lines area also contain some of the Preferences. You won't see the Preferences until you tab to the Lines area.

Regular Requisition Continued – Completing the Requisition

Complete the Requisition

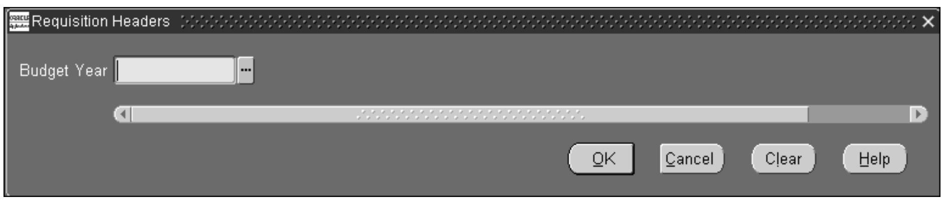
- Your cursor is in the Type field in the Header area. The Type is Purchase Requisition.

1. Tab or click in the Description field and enter a “name” for the requisition.

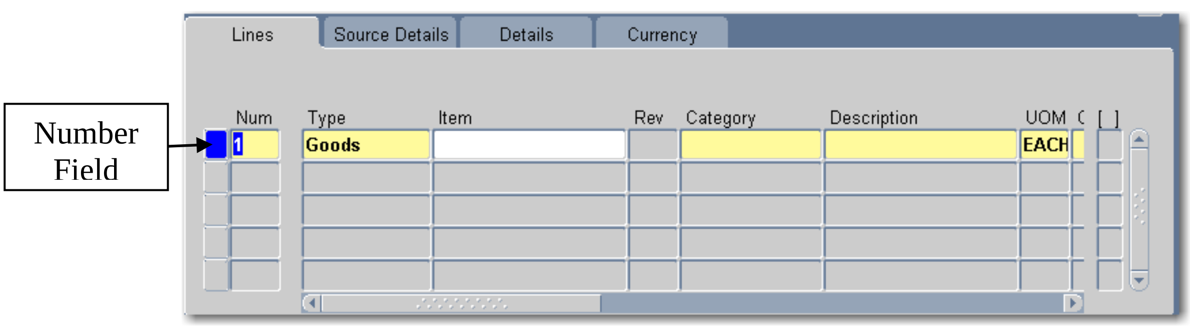
- For Blanket Requisitions, enter BLKT and the name of the supplier. For example, Bookcases 301.
- Check with your college fiscal office on any specific naming conventions for blanket requisitions.

2. **<u>Tab</u>** to advance to the lines area.

- It is important to press **Tab** after entering the Description in the Header area because during the months of April – June, this Tab generates a new budget window:

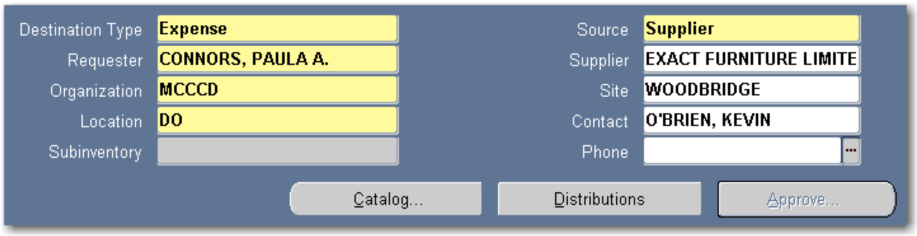


- In the Budget Year field, click the List of Values icon. (This window only displays during the months of April - June.)
- Double-click the appropriate budget year (this fiscal year or next).
- Click OK.
- When you Tab to the Lines Area, your cursor is in the Number field.



Regular Requisition - Completing Req Continued

- When you tabbed to the Lines area, most of your Preferences display in the Preferences Area:

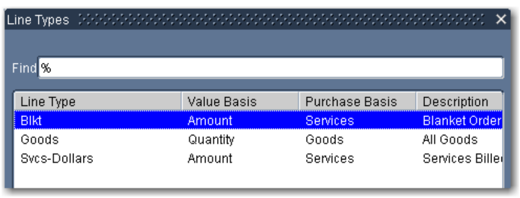


  - ➢ If you have recently moved colleges, verify that your current college is displayed in the Location field. If the college location is not correct, change it by using the List of Values. Then return to the Lines area and click in Type field.

3. Now back in the Lines area, Tab to the Type field.

- This field autofills with Goods, but this is <u>not</u> always the right choice!!

4. In the Type field, click the list of values or press Ctrl L.



- **Blkt** is only used when creating Blanket Requisitions for Open Purchase Orders.

- **Goods** is used when ordering tangible items received through the Receiving Dept.

  Examples: books, furniture, promo items, computer peripherals, etc.

  - ➢ Make sure Goods is the correct type for the items you are ordering. Goods is the line type that cannot be changed!

- **Svcs-Dollars** is used when ordering services for which a dollar amount is paid.

  Examples: prepaid items, modular furniture, catering, conference registrations, speaker fees, airfare, membership fees, hotel accommodations, shipping, sales tax, seminar/training fees, magazine subscriptions, software licenses, warranties, etc.

  - Make sure Service-Dollars is the correct type for the services you are ordering. This line type cannot be changed to Goods. It can only be changed to Blanket, and that is usually not appropriate.

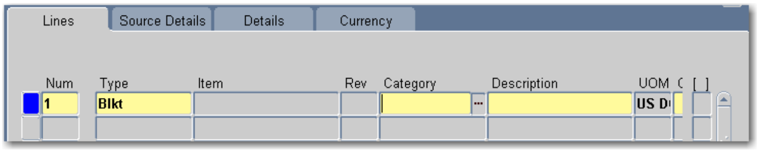
5. Select the appropriate line type and click OK or press Enter.

- A keyboard shortcut is to enter the beginning letter of the line type (g or s) and press Enter.

Regular Requisition – Completing Req Continued

6. ***If*** the cursor stops in the Item field, Tab past it. Maricopa does not use this field.

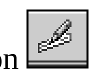
- The cursor will stop in the Item field when the Goods line type is selected. The Item field is automatically bypassed with the line types of Blanket or Service Dollars.



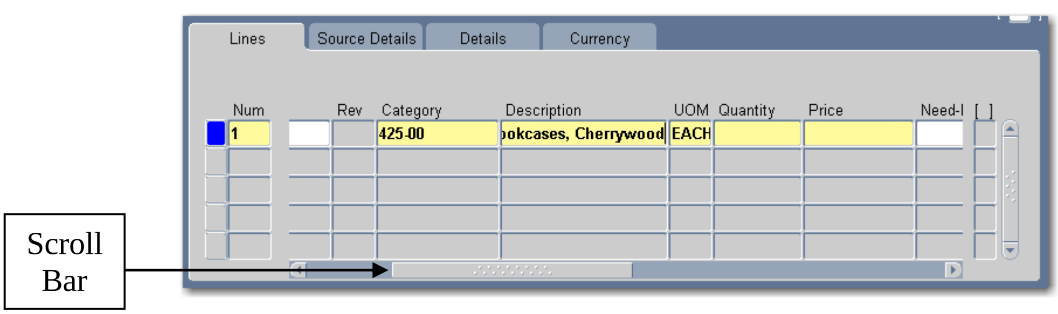
7. In the Category field, enter the correct category code, and press Tab.

- The Category Code must be in this format: ###-##.
- Primary Category Codes are listed in Appendix E.

8. In the Description field, enter a very specific description of your item – and any pertinent information that the supplier requires. Also include any information you have for Accounts Payable, such as “this is a pre-pay”, or “return check to requisitioner.”

- Include item number, model, color, brand, style, etc.
- This Description field prints on the purchase order for your supplier.
- To open an editing window for this field, click the Edit Field icon  in the Toolbar, or press Ctrl+E.

- Click OK to close the Editor window.
- Scroll right, using the bottom scroll bar, to see the next few fields.



Regular Requisition - Completing Continued

9. Tab to the UOM (Unit of Measure) field. What you enter here *depends* on the line type. . . .

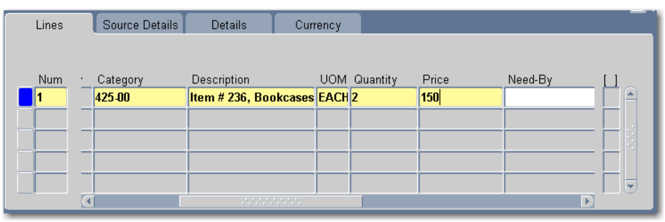
- If the item line type is Goods, this field autofills with EACH.
  - If the Goods item is counted singularly, leave the EACH value as is.
  - If the Goods item is counted in a different unit of measure, click the List of Values, and double-click the correct unit or measure.
- If the line type is Service-Dollars, UOM autofills with US Dollar and cannot be changed.

10. Tab to the Quantity field. What you enter in this field depends on the line type . . .

- If the line type is Goods, enter the number of items being ordered, and press Tab.
- If the line type is Service-Dollars, enter the total dollar amount of the service.

11. Tab to the Price field. What you enter here depends on the line type . . . .

- If the line type is Goods, enter the <u>unit</u> price of the item and press Tab.
- If the line type is Service-Dollars, the Price field autofills with 1 and cannot be changed.
- This line is now complete. Scroll right to see the Charge Account field.



12. To order another item or a service (like sales tax, shipping charges, installation, etc), press the Down Arrow on your keyboard; then press Tab to advance to the Type field.

13. Repeat steps 4-12. (Repeat these steps for all additional lines.)

- If another line is started accidentally, you must delete it or CFS will not let you advance. From the Edit menu, select Delete; then click OK in the caution dialog box.

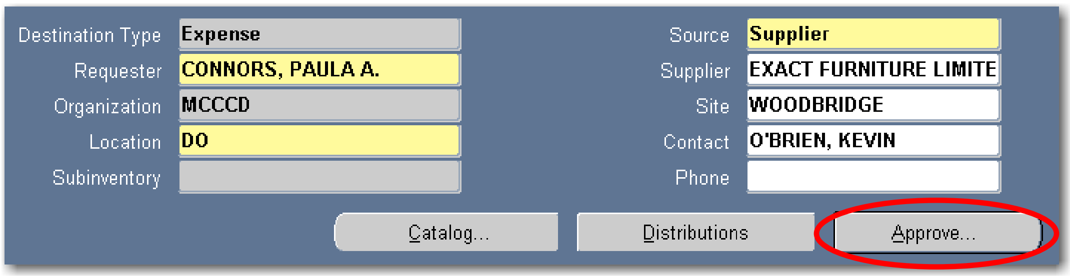
14. When finished with your requisition, save it .

- Once you save your requisition, CFS provides a requisition number in the Header at the top.
- Write down your requisition number for future reference.

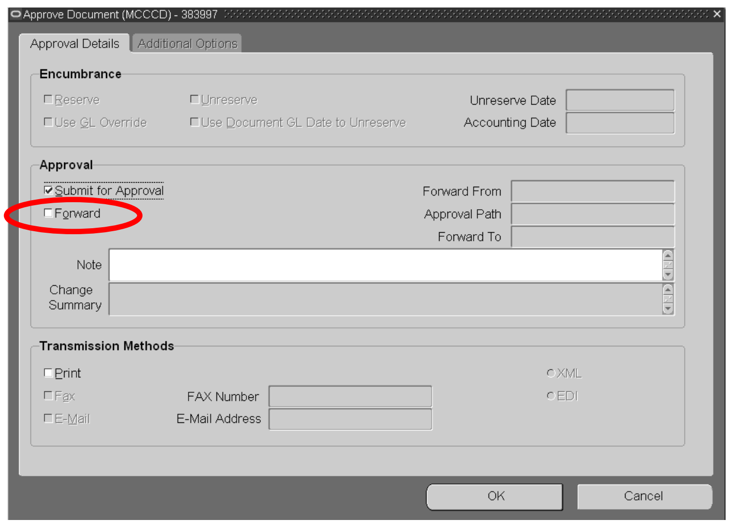
Regular Requisition Continued – Submitting the Requisition

Submit your requisition to the Approval process.

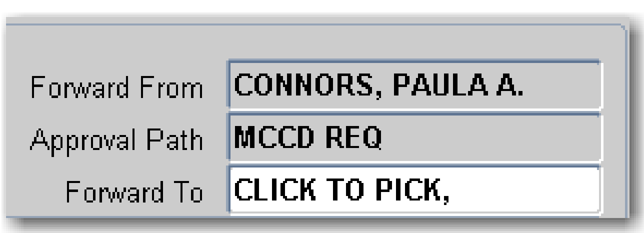
1. Click the Approve button at the bottom of the form.



2. Click the Forward checkbox.



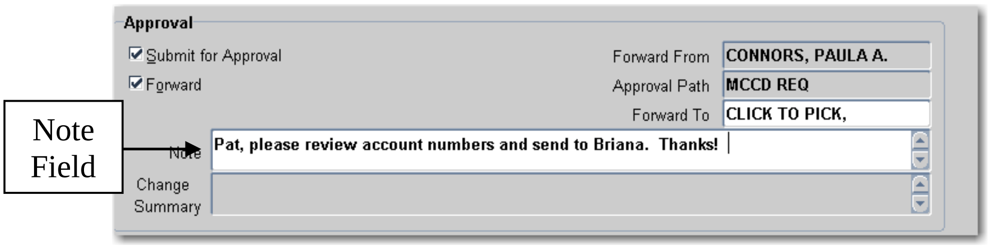
- The Forward From field autofills with your name and cannot be changed.
- The Approval Path fields autofills with MCCD Req and cannot be changed.
- The Forward To: Click to pick field will be addressed in just a bit.



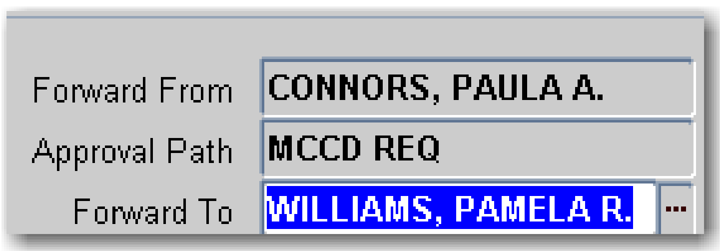
Regular Requisition - Submitting Continued

3. If necessary, click in the Note field and enter a note for your buyer, your supervisor, or for anyone in the approval process.

- Please keep in mind that notes are public and tracked in the history of the requisition.



4. In the Forward To field, delete "Click to Pick", and enter the last name of the person to whom you are sending the requisition, and Enter.



- If a list of names displays, select the appropriate name and click OK.

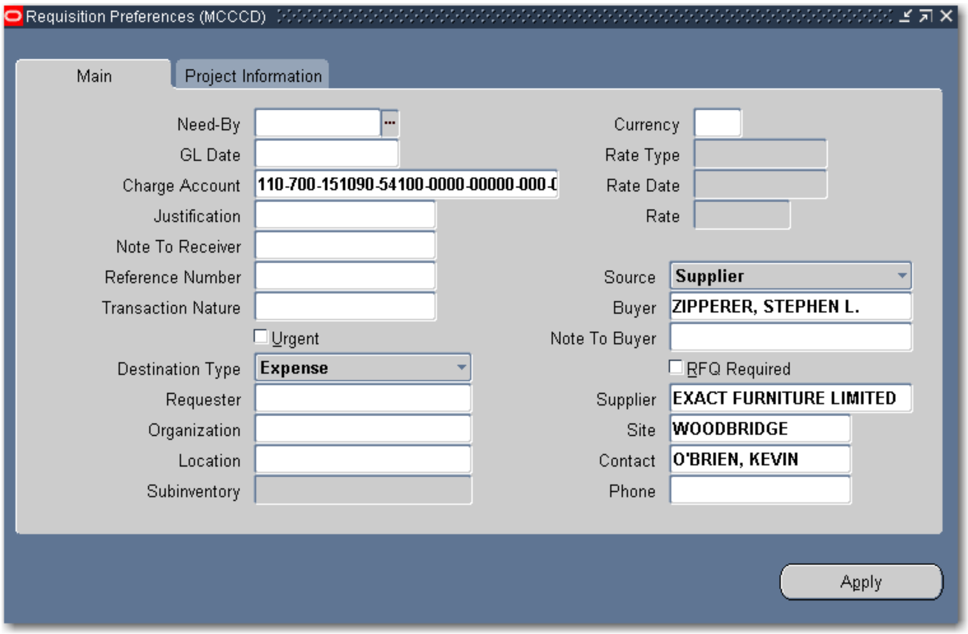
5. If your requisition is not automatically sent, click the OK button at the bottom.

- That's it! ☺

Create a New Requisition – During Same CFS Session

If you have not exited your session, your previous Preferences are still intact. This means these same preferences will be applied to your new requisition. You usually don't want this, so edit your Preferences for your new requisition.

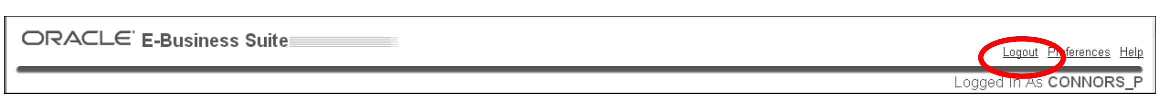
1. From the Tools menu, select Preferences.



2. Edit your Preferences for your new requisition.
3. Click the Apply button.
4. Continue completing your requisition.
5. Please see previous sections for instructions.

To Exit CFS

1. In the upper-right corner, click the Oracle red X.
2. When prompted to exit Oracle Applications, click OK:
3. Close the JInitiator applet window.
4. At the Navigator, click the Logout link:



Modifying CFS Requisitions

Changes to a requisition can be made any time *before* the requisition has been approved by the college fiscal agent. Once the requisition has been approved, you must talk to your fiscal agent about other options.

Only the Requisitioner can modify a requisition. The Requisitioner must have the requisition in her/his account to make the changes. If someone other than the Requisitioner has the requisition in her/his account, the requisition must be rejected back to the Requisitioner for changes to be made.

Changes to a requisition may include adding, canceling, or deleting lines, changing a supplier, changing or adding account codes, changing the quantity ordered, changing the price, and a variety of other changes. The only thing you can't change is the line type from Goods to Service Dollars or to Blanket, and the other way around. You can also delete or cancel an entire requisition.

A Requisitioner can modify a requisition with these two status types:

Incomplete the requisition has never been submitted to the approval process (it has never left your CFS account).

Rejected the requisition was rejected back to you by an approver in the process.

If the requisition's status is In Process, then the person with the requisition in their account must reject it back to the Requisitioner to make the modifications.

If the requisition's status is Approved, you'll have to check with your fiscal agent regarding your next step.

Another important thing to keep in mind when modifying a requisition is that each line has to be changed independently. There is no "global" method of making changes.

For example, if you want to change an account number on a requisition that contains five lines, you will have to change the account number on each individual line. In other words, you have to change that account number five times!

There are 5 general steps for modifying a requisition:

1. Find the requisition – it must be in your account to modify it.

- If the requisition is not in your account, the person who has it must reject it.

2. Open it.
3. Modify it.
4. Save it.
5. Re-submit it to the approval process.

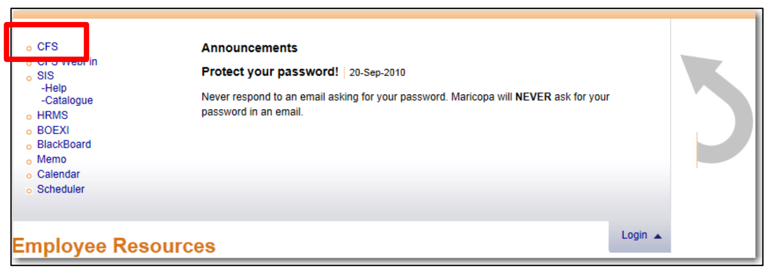
Notes Page

Find a Requisition

If you are not in CFS, please log in:

1. Start Internet Explorer.
2. In the Address field, enter: www.maricopa.edu/employees.
3. On the Employee Resources page, click the login button:

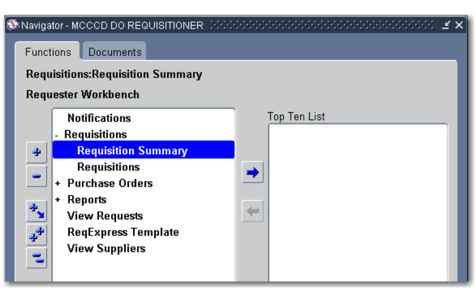
4. On the left side of the screen, click CFS:



5. Enter your CFS Username and Password and press Enter or click the Login button.
6. Click once on the MCCD Requisitioner link.
7. To the right of the Requisitioner responsibility, click once on the Requisitions Summary link.

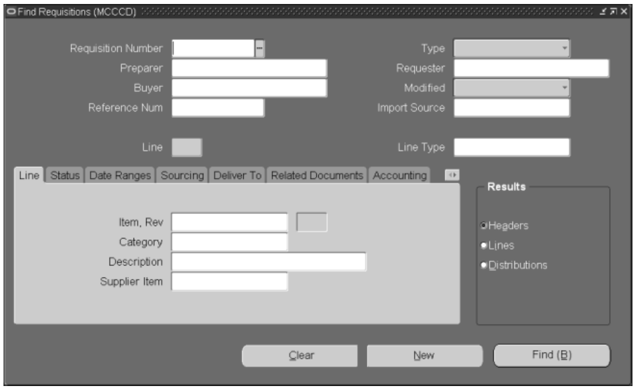
If you are in CFS, please go to the Navigator:

1. Close any current windows until you are back at the Navigator.
2. Double-click on Requisitions.
3. Double-click on Requisition Summary.



Finding a Requisition Continued

- The Find Requisitions form displays:

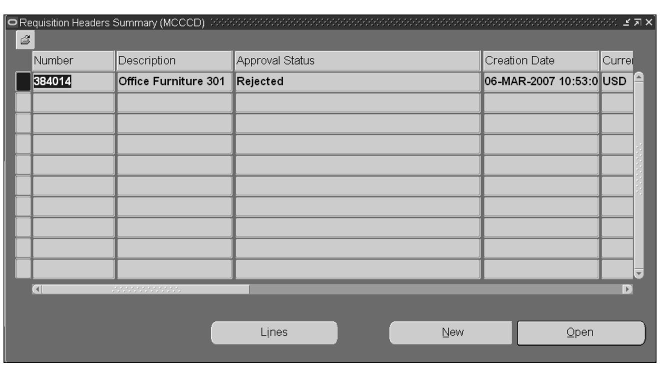


1. In the Requisition Number field, enter your requisition number, and press Enter.

- **If you do not have your requisition number**:
  - ➢ Click in the Preparer field, enter your name, and **Tab**.
    - ▪ Enter your name in this format: Connors, Paula and press Tab.
  - ➢ Enter information in several of the search fields, and press Enter, or click Find.

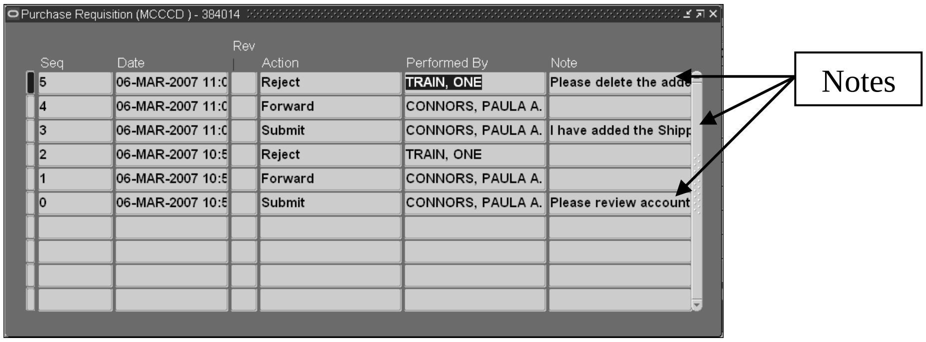
- **To find your Rejected requisitions**:
  - ➢ Click in the Preparer field, enter your name, and **Tab**.
    - ▪ Enter your name in this format: Connors, Paula and press Tab.
  - ➢ Click the Status Tab (next to the Line tab).
  - ➢ Click in the Approval field, select Rejected, and click Find.

- The Requisition Headers Summary displays your found requisition:

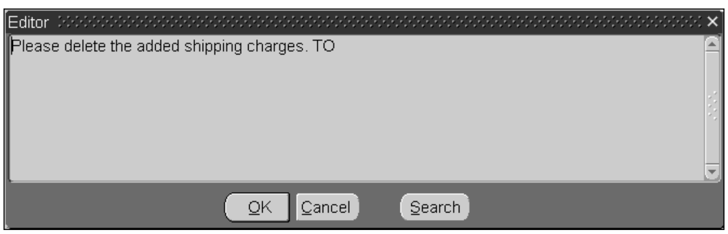


Finding a Requisition Continued

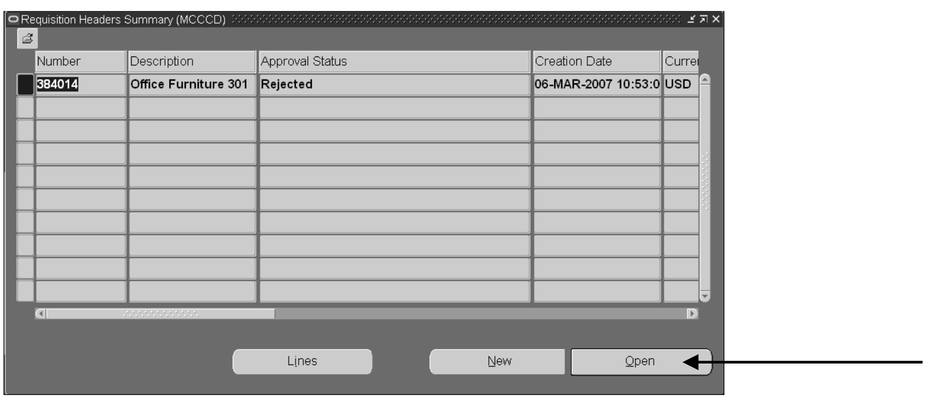
- To locate your requisition in the approval process, and to view any requisition notes, from the Tools menu, select View Action History.



- *If* there are any notes, they will be in the Note fields. If you cannot see an entire note, click in the Note field, and click the Edit Field icon in the Toolbar or press Ctrl+E.



- Click OK to close the Editor window.
- Close the History window.



5. To open the requisition, click the Open button.

- Remember, you can only open the requisition if it is in your account.
- The requisition opens in the Requisition Summary to Requisitions form.

Edit Line Item Fields on a Requisition

Regular Requisitions: Almost any line item field on a “regular” requisition can be modified by simply making the change in the field and saving the requisition. These line fields include Category, Description, UOM (Unit of Measure), Quantity, Price, and Need-By Date. (Account codes are changed in a different area. This is on page XX.)

The only field which cannot be changed is the ***line Type of Goods***. If you need to change the Goods type to Service Dollars, you need to cancel the entire line and enter a brand new line. (Canceling a line is covered on page 50.)

Blanket Requisitions: On a “blanket” requisition, UOM (Unit of Measure) and Price are auto-filled and cannot be changed. Also, the line Type of Blanket can be changed to Service Dollars and vice versa, but that is rarely the right thing to do.

1. First, find and open your requisition. (Instructions for this start on page 37.)
2. At the Items tab, click in the field that is to be changed.
3. Delete the current information and make your changes.
4. When finished making changes, save the requisition.
5. To forward your requisition, click the Approve button at the bottom of the window.
6. In the Approve Documents window, click the Forward checkbox.
7. In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.
8. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press Tab. If a list displays, select the appropriate name and click OK.
9. Click the OK button to submit your requisition to the approval process.

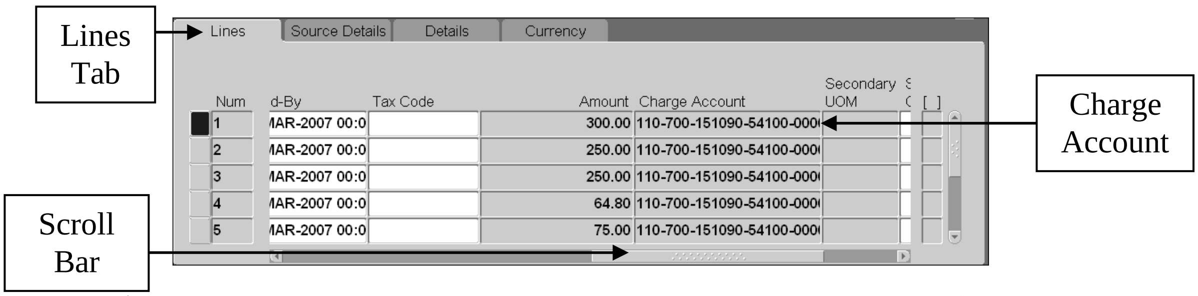
Note: Changing an account number and changing a Supplier are done a bit differently. We’ll change account numbers next. Following that, we’ll change a supplier.

Change an Account Number

An important thing to keep in mind when changing an account number for a multiple-line requisition is that the account number needs to be changed individually <u>for each line</u>. There is no "global" way of making the change for the entire requisition. Keep in mind that items can be charged to different account codes.

1. First, find and open your requisition. (Instructions for this are on page 36.)

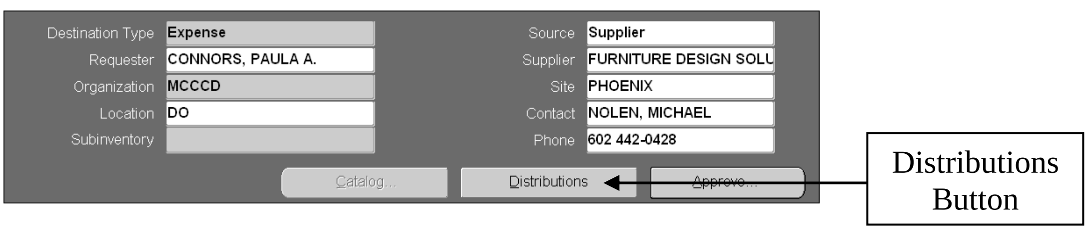
2. At the Lines tab, click on the line of the account code you want to change.



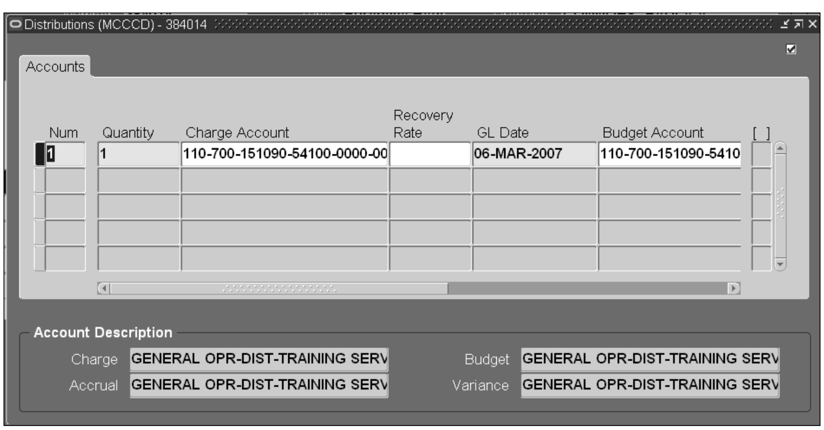
- ➢ Use the scroll bar to scroll right to view the Charge Account field.

- Notice that the Charge Account is grayed out. This means you cannot change it here. Account codes are changed in the Distributions window.

3. Click the Distributions button at the bottom of the form:



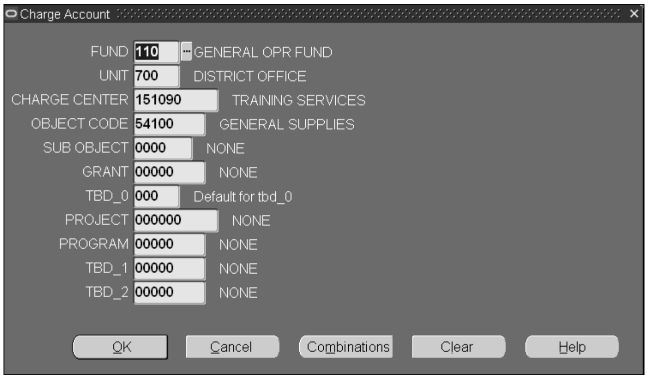
- The Distributions window displays:



4. Click in, or Tab to, the Charge Account field.

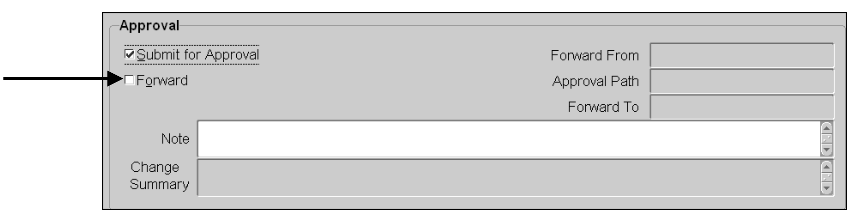
Changing an Account Number Continued

5. Click the List of Values icon.



6. Make your changes and click OK or press Enter.
7. Click the X close box of the Distributions window.
8. If there are more account codes to change, repeat steps 2-7.
9. When finished making changes, save  the requisition.
10. To forward your requisition, click the Approve button at the bottom.

- The Approve Documents window displays:

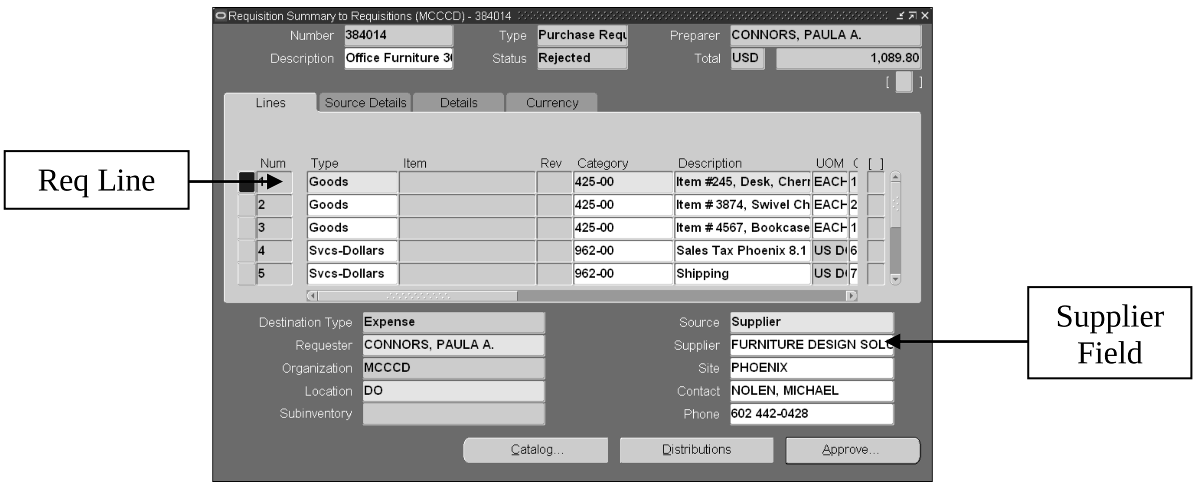


11. Click the Forward checkbox.
12. In the Note field, enter a note for anyone in the approval process.
13. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press Tab. If a list displays, select the appropriate name and click OK. (If you press Enter, your requisition is submitted.)
14. Click the OK button to submit your requisition to the approval process.

Change a Supplier (Vendor)

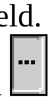
An important thing to keep in mind when changing a supplier (vendor) for a multiple-line requisition is that the supplier needs to be changed individually <u>for each line</u>. There is no “global” way of making the change for the entire requisition. Keep in mind that there is only one vendor per requisition. All of your lines must reflect the same vendor.

1. First, find and open your requisition. (Instructions for this start on page XX.)
2. At the Lines tab, click on the first line of the requisition.



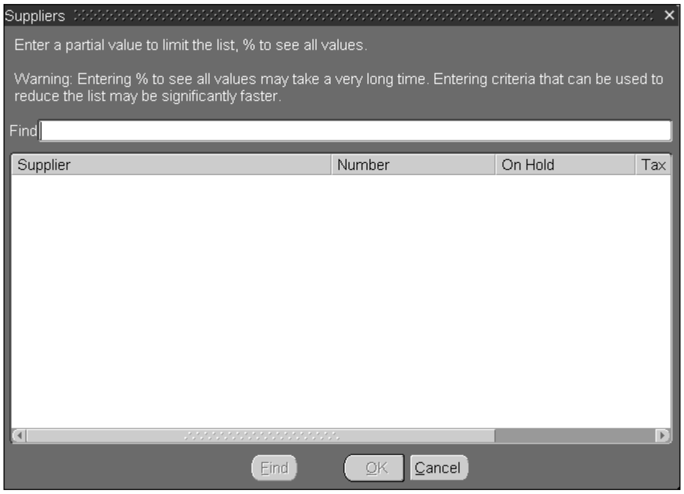
3. In the bottom-right corner of the form, click in the Supplier field.
4. Delete the contents in the Supplier field.
5. Click, or tab, in the Site field and the contents will auto-delete.

- This action also auto-deletes the contents in the Contact and Phone fields.

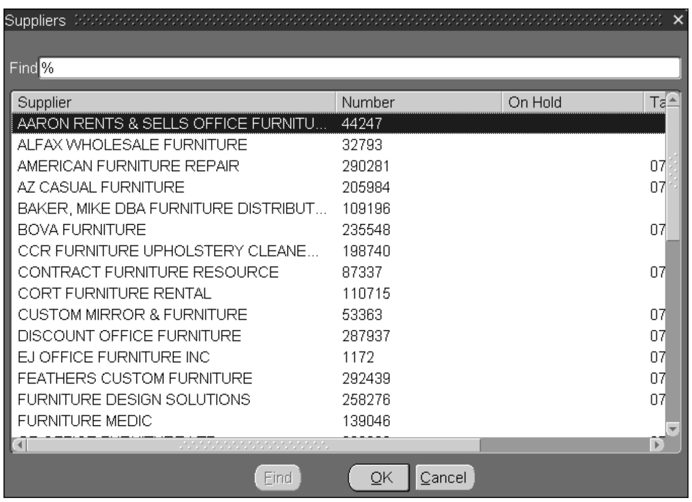
6. Click back in the Supplier field.
7. Click the List of Values icon  … or press Ctrl+L.

- Keep in mind that you must always use the List of Values to enter Supplier information.

Changing a Supplier (Vendor) Continued



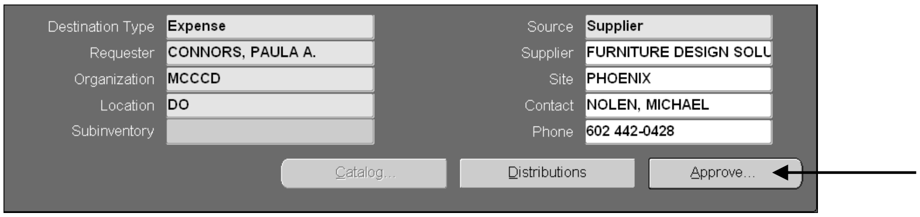
8. In the Find field, enclosed in % signs, enter a key word of the supplier name, and then press Enter. For example, %furniture%.



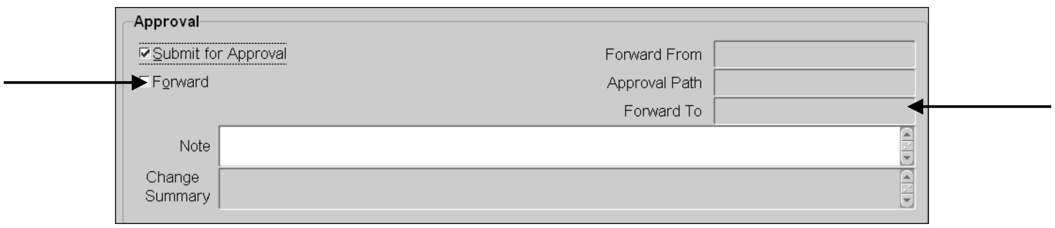
9. Double-click your new supplier.
10. Click in the Site field, and click the List of Values. If necessary, select a site.
11. Click in the Contact field, and click the List of Values. If there's no list, leave blank.
12. Click in the Phone field, and click the List of Values. If there's no number, leave blank.
13. For a multiple line requisition, place your cursor on the next line of the requisition (in the Lines area) and repeat steps 3-12.
14. When finished making changes, save  the requisition.

Changing a Supplier (Vendor) Continued

15. To forward your requisition, click the Approve button at the bottom of the screen.



- The Approve Documents window displays:



16. Click the Forward checkbox.

17. In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.

18. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press Tab. If a list displays, select the appropriate name and click OK.

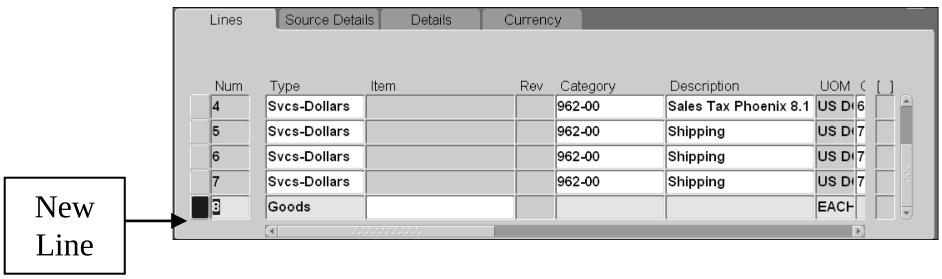
19. Click the OK button to submit your requisition to the approval process. (If you pressed Enter in the previous step, your requisition was automatically submitted.)

Notes Page

Add a Line

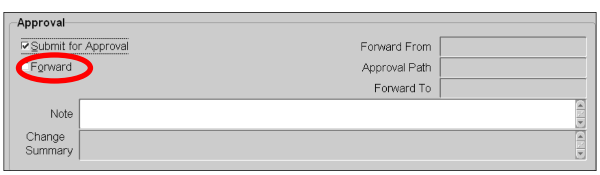
To add new lines to a requisition, it is best to set or edit preferences. Preferences are default options that will be applied to each new line. Although you set preferences when you first created the requisition, these preferences were saved with the requisition, and are no longer available in the system temporary buffer. In most cases, you want to make sure the new preferences match your old ones on the same requisition.

1. First, find and open your requisition. (Instructions for this start on page XX.)
2. From the Tools menu, select Preferences.
3. Enter your preferences to match the preferences on the rejected requisition.
4. Click the Apply button, and close the Preferences window.
5. At the Items tab, click in the Num field of the new line.



6. Continue to enter information into the respective fields of that line.
7. Save  the requisition.
8. To forward your requisition, click the Approve button at the bottom of the screen.

- The Approve Documents window displays:



9. Click the Forward checkbox.
10. In the Note field, enter a note for anyone in the approval process if needed.
11. In the Forward To field, delete "Click to Pick", enter the last name of the person to receive the requisition, and press TAB. If a list displays, select the right name and click OK.
12. Click the OK button to submit your requisition to the approval process. (If you pressed Enter in the previous step, your requisition was automatically submitted.)

Notes Page

Cancel a Requisition Line

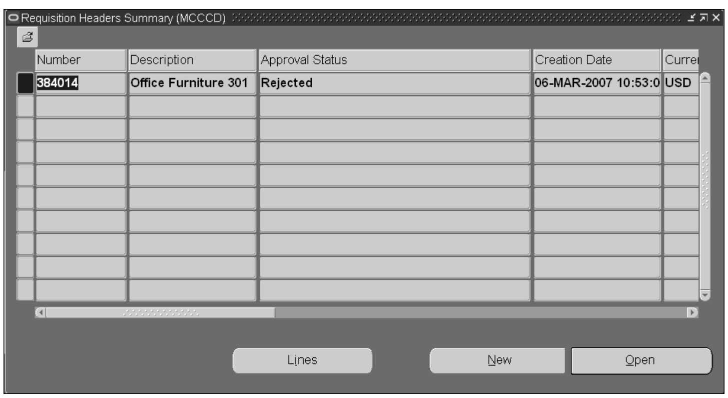
You can only <u>cancel</u> lines on a requisition that has been submitted to the approval process but has not yet been approved. If the requisition has never left your account, you must <u>delete</u> the requisition line rather than cancel it. Deleting a line is on page 56.

Be careful when canceling requisition lines. *Anyone* can cancel *any* requisition line on *any* requisition before that requisition is approved. After the requisition has been approved, you must talk to your fiscal agent about your next step.

Cancelling lines cannot be undone. Be sure you want to cancel the line!

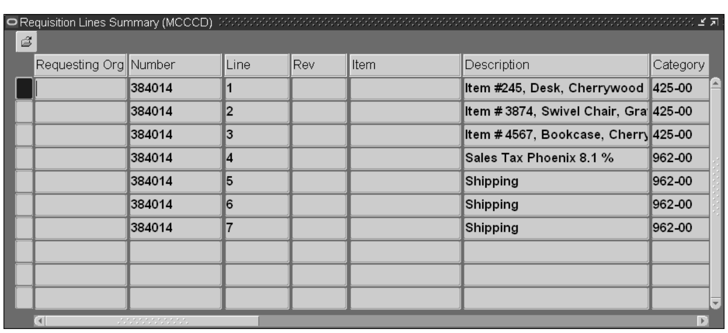
Note: If you cancel the only line on a requisition, you cancel the entire requisition. So, if you are planning to add a line after canceling the old line, it won't work. You must add your new line first, then cancel the old one.

1. First, find your requisition. (Instructions for this start on page 36.)



- <u>Do not open</u> your requisition.
- If your search results provide multiple requisitions, Down Arrow to the requisition that contains the lines you want to cancel.

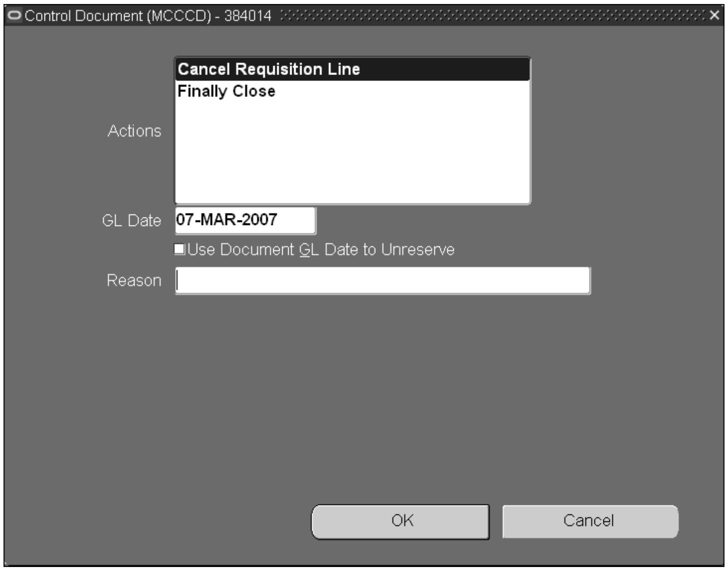
2. Click the Lines button to view the lines on the requisition.



3. Down Arrow to the line you want to cancel.

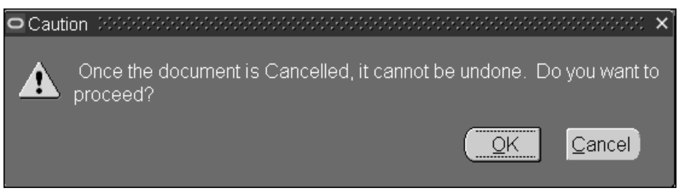
Canceling a Requisition Line Continued

4. From the Tools menu, select Control.



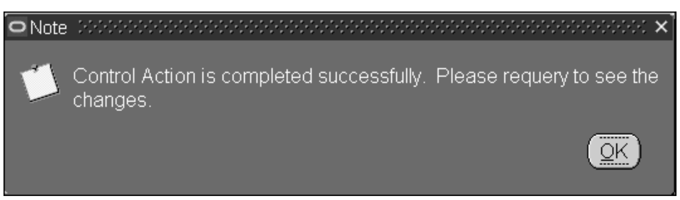
- The Cancel Requisition Line option is already selected.

5. In the Reason field, enter a reason for canceling the line, and click OK.



- A Caution note warns you that this action cannot be undone.

6. Click OK.



- This note says you can see the canceled changes when you perform the search again. However, it doesn't work that way. There are some steps you need to take to see the canceled line status. A simple requery doesn't do it. These steps are on the next page.
- You can see the change if you Open the requisition – if the requisition is in your account.

7. Click OK.

Canceling a Requisition Line Continued

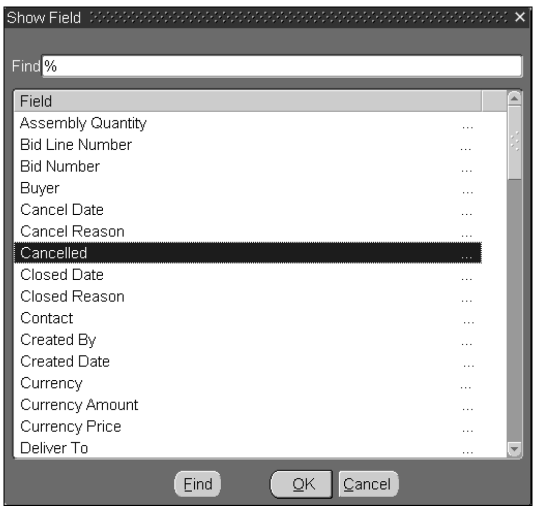
8. To see the canceled changes, close the Lines Summary, and close the Headers Summary to return to the Find Requisitions window.

9. Click Find to requery your requisition.

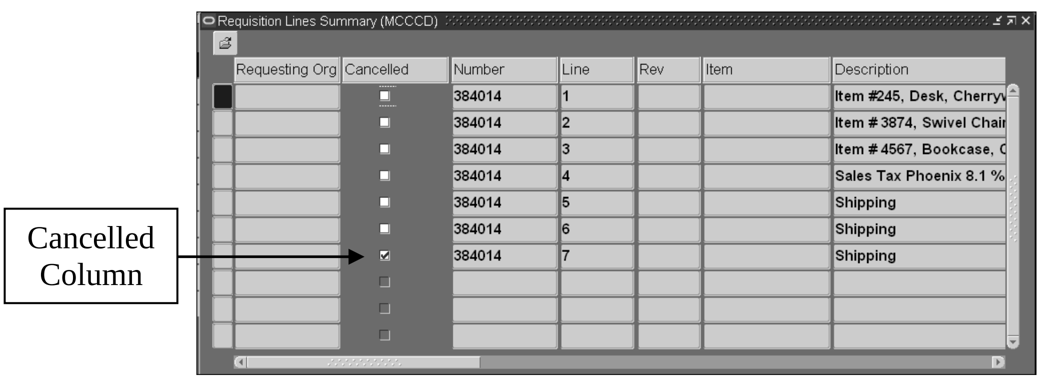
10. Click the Lines button.

- Your canceled line is still listed.

11. From the Folder menu, select Show Field, then select Cancelled, and click OK.



- The Cancelled column displays a checkmark in the line you cancelled:



12. Close all the windows.

- The next section covers canceling an entire requisition at once.

Notes Page

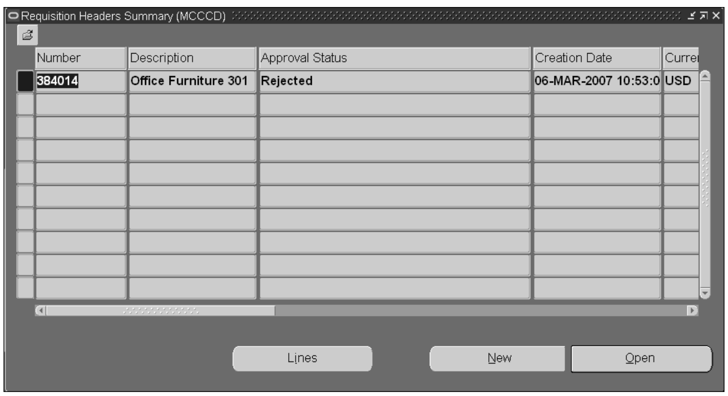
Cancel an Entire Requisition

You can only cancel requisitions that have been submitted to the approval process but have not yet been approved. If the requisition has never left your account, you must delete the requisition rather than cancel it. Deleting a requisition is on page 58.

Be careful when canceling requisitions. *Anyone* can cancel *any* requisition before that requisition is approved. After the requisition has been approved, you must talk to your fiscal agent regarding your next step.

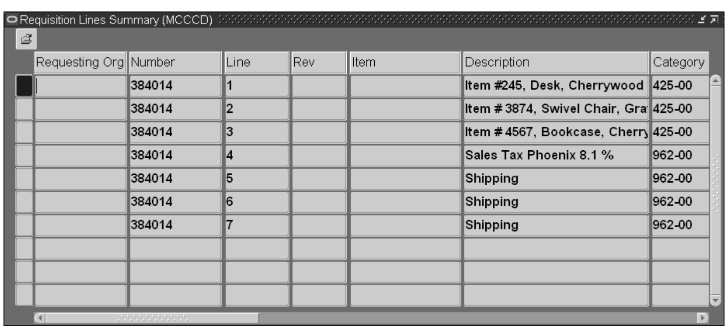
Cancelling a requisition cannot be undone. Be sure you want to cancel the requisition!

1. First, find your requisition. (Instructions for this start on page 36.)



- Do not open your requisition.
- If your search results provide multiple requisitions, Down Arrow to the requisition you want to cancel.

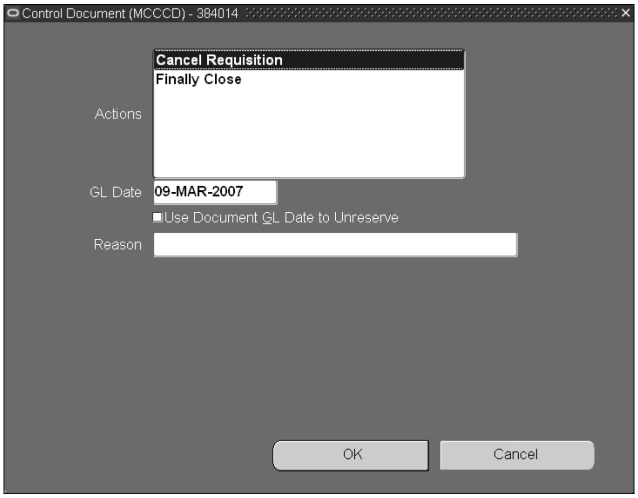
2. Click the Lines button to view the lines on the requisition.



3. After making sure this is the requisition you want to cancel, close this Lines Summary and return to the Headers Summary.

Canceling an Entire Requisition Continued

4. At the Headers Summary window, from the Tools menu, select Control.



- The Cancel Requisition option is already selected.

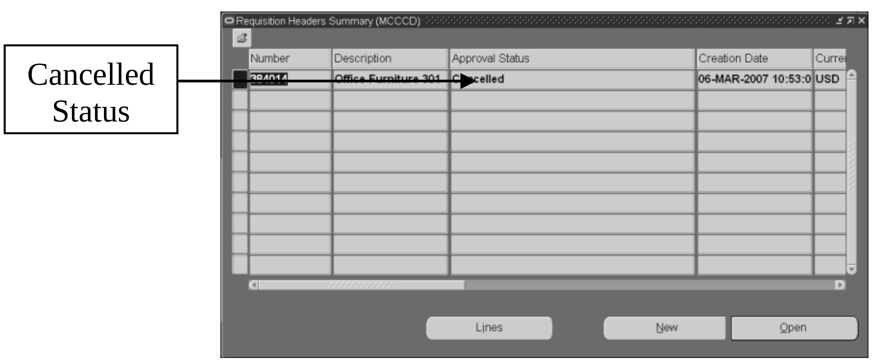
5. In the Reason field, enter a reason for canceling the requisition, and click OK.

- A caution note warns you that this action cannot be undone.

6. Click OK.

- A note says you can see the canceled requisition when you perform the search again.

7. Click OK.
8. To see the canceled requisition, close the Headers Summary.
9. In the Find Requisitions window, click Find to requery your requisition.



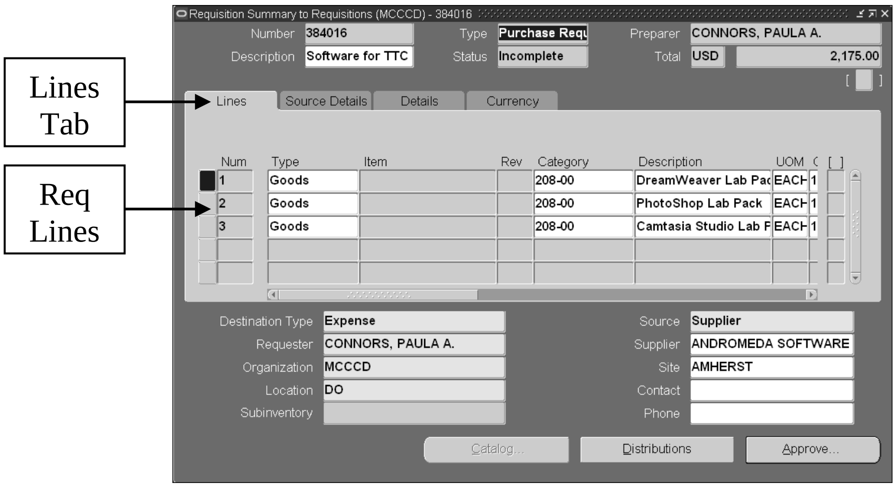
- The Approval Status is now Cancelled.

10. Close all the windows.

Delete a Requisition Line

You can only delete lines on an Incomplete requisition – a requisition that has never left your account. Once the requisition has been submitted to the approval process, you can only cancel lines. Canceling a line is on page 50.

1. First, find and open your requisition. (Instructions for this start on page XX.)



2. At the Lines tab, click on the requisition line you want to delete.
3. From the Edit menu, select Delete.

- A caution note asks if you want to delete this record.

4. Click OK.
5. Save  your requisition.
6. To forward your requisition, click the Approve button at the bottom of the screen.
7. In the Approve Documents window, click the Forward checkbox.
8. In the Note field, enter a note for anyone in the approval process.
9. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press Tab. If a list displays, select the appropriate name and click OK
10. Click the OK button to submit your requisition to the approval process.

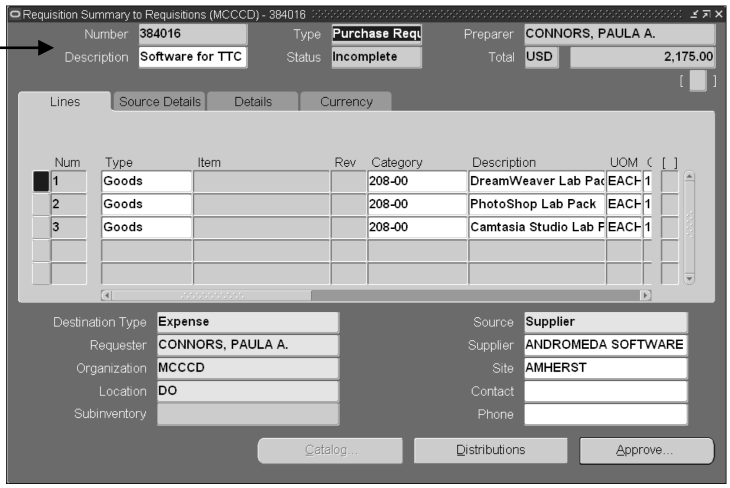
Delete an Entire Requisition

You can only delete an Incomplete requisition – a requisition that has never left your account. Once the requisition has been submitted to the approval process, you can only cancel the requisition. Canceling a requisition is on page 54.

Deleting a requisition cannot be undone. Be sure you want to delete it!

1. First, find and open your Incomplete requisition. (Find instructions are on page 36.)

Header Fields



- Your cursor is already in a Header field. (It is in the Type field.)

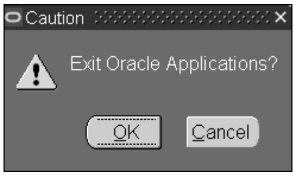
2. From the Edit menu, select Delete.

- A caution note asks if you want to delete this record.

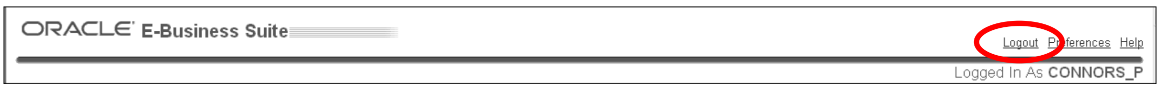
3. Click OK.
4. Save  the deletion.
5. Close all your windows.

To Exit CFS

1. In the upper-right corner, click the Oracle red X.
2. When prompted to exit Oracle Applications, click OK.



3. Close the JInitiator applet window.
4. At the Navigator, click the Logout link:



5. At the Login page, click the red X to close your session.

Appendix A

Employee Purchasing Guide

Employee Purchasing Guide

www.maricopa.edu/purchasing/epg/

The information presented in this guide is based upon the policies and procedures described in the Purchasing Department Procedures Manual available on the Employee Resource Page of the Purchasing web site (www.maricopa.edu/purchasing/epg/). Your Fiscal Agent should also have a copy of the manual for your reference.

Who We Are

The Maricopa Community College District (MCCD) is a publicly funded educational institution subject to public purchasing laws and regulations including State Statutes, Governing Board Policies, and institutional procedures. The Purchasing Department of MCCD is responsible for negotiating pricing, terms, and conditions for goods and services for the District. The Purchasing function is centralized for all purchases that exceed $2,500. Fiscal Agents for each college have the authority to commit District funds for purchases under that amount.

Purchasing Authority

Only a few individuals in MCCD are actually authorized to carry out the purchasing function: specific members of the Purchasing staff and college Fiscal Agents. You have a valuable role in the requisitioning process; requesting goods or services for your department, but **you should not try to authorize the purchase of goods or services yourself**. This may make you **personally liable** for payment to the vendor.

Public Purchasing—Three Principles

The Purchasing Department of the Maricopa Community College District strives for:

1. ***Maximization of Competition***. Specifications are written to allow the purchasing process to be as open as possible to a number of qualified vendors.

2. ***Equal and Fair Competition***. Each vendor is provided the same information regarding product or service needs/specifications and their responses (such as price quotes) are kept confidential until the purchase is made.

3. ***Best Value at the Lowest Price***. The purchase must be made at the lowest price for the product or service that best meets the needs of the requisitioner.

The Basics: Online Purchasing

There are three ‘documents’ created online using the College Financial System (CFS) computer system for requesting and purchasing goods or services.

Requisitions

The Requisition, sometimes simply called a Req, is created in CFS by a requisitioner to obtain supplies, equipment, or services. It must be created accurately and clearly to allow individuals (who approve and process this request) to understand what is needed.

Classes for creating a requisition online using CFS are available through the Training Services department ((480) 731-8287). To assist you in specifying budget codes when preparing requisitions, an online catalog listing object codes and their definitions is available on the web for your reference. Gateway Community College also has a searchable database to find category codes and their descriptions.

Requisitions are forwarded to the appropriate individuals for approval via CFS. The last stop for on-line requisition approval is your Fiscal Agent, who then forwards requests over $1,000 to Purchasing. Purchasing cannot begin to process an on-line requisition without the approval of the Fiscal Agent.

Approvals

The need for approvals is based upon the type of purchase and the dollar amount. Each college has its own routing procedure for approvals. Your Fiscal Agent can instruct you regarding your campus procedures. The final approval needed at your campus is that of the Fiscal Agent. That approval allows Purchasing to begin creating a PO for purchases over $1,000, or allows your Fiscal Agent to create a Limited Purchase Order for purchases under that amount. The progress of requisitions can be tracked via CFS, or you can contact Purchasing or your Fiscal Agent with any questions.

Purchase Orders

The Purchase Order (PO) is a form that is created in the Purchasing department from information contained in the approved on-line requisition and is used for purchases over $2,500. The PO number is used by the vendor to identify the purchase and is listed on shipping documents and invoices.

Limited Purchase Orders

The Limited Purchase Order (LPO) is created by the campus Fiscal Agent and used for any purchases (other than capital equipment) under $2,500. LPOs are for one-time purchases that will be shipped complete and billed in total.

Blanket Purchase Orders

A Blanket Purchase Order is a type of Purchase Order used for small commodity-type purchases that are bought often, such as maintenance supplies, utilities, and food; or for services such as miscellaneous repairs. Blanket POs in the amount up to $25,000 can be created for small purchases not to exceed $2,500 per day. Blanket POs help to reduce paperwork and save time. For more information on Blanket Orders, please refer to Chapter One, Section 106 of the Purchasing Procedures Manual, or call your Fiscal Agent.

Prepaid Orders

The District provides prepayments for very limited types of purchases such as subscriptions, dues, memberships, deposits for travel-related expenses, and certain maintenance and license fees. See Chapter One, Section 110 of the Purchasing Procedures Manual for specific information regarding prepayment of goods or services and cash advances, or call your Fiscal Agent.

Levels of Competition/Dollar Limits

At MCCD, as in all public purchasing organizations, there are various levels of competition that must be documented. The greater the dollar amount of the purchase, the greater the competition needed. The different levels are:

Up to $2,500:
Considered the small purchases limit, evidence of competition does not need to be documented. Requisitioners are encouraged to find the best supply source for the best price that meets their needs. Purchasing is not involved with these purchases, except to provide sources of supply or technical expertise.

From $2,500 to under $10,000:
The requisitioner or Purchasing needs to document at least two verbal or written quotes for the product or service. Documentation of the quotes is then forwarded to Purchasing.

From $10,000 to under $50,000:
The requisitioner or Purchasing must provide documentation of three written quotes from qualified suppliers, which is then forwarded to Purchasing.

$50,000 and Above:
Purchases of goods and services in the aggregate amount of $50,000 and over shall be awarded through the **Invitation for Bid** (IFB) process. Purchases of $50,000 and over that cannot be awarded by a process of competitive sealed bids shall be procured through the use of a **Request for Proposal** (RFP) process. The Purchasing Department is responsible for creating all IFBs and RFPs and coordinating bid or proposal activities.

Obtaining Quotes

The requisitioner may choose to gather quotes himself or herself, or Purchasing can obtain quotes for them. A generic "Request for Quotation" form can be used to obtain quotes from various vendors. This form can be downloaded from the Employee Resource Page of the Purchasing web site for your convenience, or copies of the form can be obtained by calling Purchasing.

When you are asked to obtain quotes and specifications from vendors, **do not share pricing from one vendor with other vendors**. This is not legal within the rules of MCCD or state statutes. Only after a Purchase Order is issued to a vendor can prices from other vendors be shared.

To request assistance in obtaining quotes, please call the appropriate buyer. A Buyer Directory listing the buyers, their telephone numbers, and the categories of products and services they purchase is available online, or call Purchasing to obtain a copy.

With all purchases from $2,500 to under $50,000, the Purchasing department retains the option of obtaining additional quotes.

Working with Vendors

Due to the size and complexity of the district and the programs offered, we require a wide range of products and services. Depending upon your job, you may have limited or fairly regular contact with vendors in order to obtain price quotes and other information.

Vendors must register with MCCD by completing a **Vendor Registration Form** and forwarding it to the Purchasing Department. Vendor Registration forms can be downloaded from the Employee Resource page of the Purchasing web site, or call Purchasing or your Fiscal Agent to obtain copies. Purchasing then enters the vendor into our online requisitioning system (CFS). There are thousands of vendors currently registered, with more vendors added daily. Please allow at least 24 hours from the time Purchasing receives the completed form until the vendor is in the system.

A link to an online **Vendor Guide** is available on the Vendor Resource Page of the Purchasing web site. The guide describes what a vendor needs to know in order to do business with Maricopa Community Colleges.

Employee Purchasing Guide Continued

When working with vendors, there are a number of other ***points to remember:***

1. **Do not place an order with a vendor yourself** without the proper documents such as an approved Limited Purchase Order issued by your campus Fiscal Agent. (The Purchasing Department places orders for purchases over $2,500 by creating a Purchase Order and sending it to the vendor.)

2. **Do not promise an order to a vendor**. All purchases must be approved as well as coordinated by a Fiscal Agent or the Purchasing Department.

3. **Do not request or expect a supplier to provide layouts or design services without charge** or obligation. Projects of this scope need to be competitively bid and there is no guarantee that the vendor providing the services will be the low bidder.

4. **Do not accept equipment as a "loaner" or "on evaluation."** Only after the vendor receives a Purchase Order from the Purchasing Department marked "FOR EVALUATION PURPOSES ONLY" can equipment or software be brought in for evaluation purposes.

5. **Be wary of unethical tactics by phone solicitors** stating that they can offer you a deal on overstocked items or that it is time to re-order supplies for your office equipment or copier. All such calls should be immediately referred to the Purchasing Department.

Employees as Vendors

The use of MCCD employees to provide goods or services is strongly discouraged. Only in cases in which it is proven that the employee is able to provide the goods or service at a lower cost will the purchase be made. **ANY purchases from an employee should show evidence of competition and be approved in advance** by Purchasing. This includes purchases made on Limited Purchase Orders.

If you are an employee acting as a potential vendor or have a relative who is a potential vendor, you must complete a **Disclosure of Substantial Interest form**. Forms are also available from your Fiscal Agent or the Purchasing Department. This form must be completed and submitted to Purchasing annually.

Training Note: There's additional information related to this in Appendix B: Supplier Types.

Gratuities and Conflict of Interest

As an MCCD employee, you are subject to the laws and policies which impact all public employees. You are not to show favoritism to particular vendors or providers of services. You are also not allowed to share one vendor's quotes with another.

The acceptance of gifts and gratuities of value from outside interests such as vendors is illegal. When in doubt about the acceptance of gifts that may be considered customary, such as imprinted pens or candy, please contact Purchasing. Remember, the best guideline is DO NOT ACCEPT ANYTHING OF VALUE FROM A VENDOR.

Conflict of interest deals with situations in which potential business contacts are relatives or others that have involvement with the process. This would include buying from friends or relatives. All employees that may have a potential conflict of interest must complete this Disclosure of Substantial Interest form. Forms are available from your Fiscal Agent or the Purchasing Department. This form must be completed and submitted to Purchasing annually.

Contracts

All contracts for professional services which are $2,500 or more are to be routed to the Legal department. All other contracts should be forwarded to Purchasing. Purchasing will then send any contracts that need review and signature to Legal, if necessary. If payments are to be made to a vendor as part of the contract, an online requisition should also be created and processed through your approval process. Contracts cannot be signed without an approved and reserved CFS requisition.

Contracts under $2,500 (considered the small purchase limit) do not need to be forwarded to Purchasing for signature. Please send these contracts to your Fiscal Agent for their records.

Numbered **"Contract for Professional Services" forms** are used for the procurement of professional services, such as consultants or lecturers, for amounts under $50,000. Contact your Fiscal Agent to obtain a copy of this form for your use.

Neither you nor your supervisor should sign any contracts on the behalf of your college or the district. The Legal department along with Purchasing and the Vice Chancellor for Business Services are the only authorized signers of contracts for the District.

Note: Before Accounts Payable can pay on a professional services contract, **an itemized invoice must be submitted** for payment to verify that the services have been provided.

Additional information regarding contracts is available in Chapter 3, Section 309 of the Purchasing Department Procedures Manual. If you have further questions regarding contacts, call Purchasing at (480) 731-8520 or the Legal department at (480) 731-8881.

Sole Source Purchasing

Sole source means that only one supplier can provide the product or service. Requisitioners and Purchasing need to research alternative products and sources of supply for all purchases. If one cannot be found, the requisitioner needs to write a justification for a sole source purchase by completing a **Sole Source Justification form** and returning it to the Purchasing Department. All sole source justifications are approved by Purchasing. Sole Source Justification forms can be downloaded from the Employee Resource Page of the Purchasing web site, or call Purchasing for a copy.

Emergency Procurement

The purchase of goods or services on an ‘emergency’ basis, without competition, is only approved by the Purchasing department for situations that affect the safety and welfare of employees, students, and the public.

Cooperative Purchasing Agreements

MCCD has the option of using a number of established contracts developed by MCCD and other agencies. We have cooperative purchasing agreements with the State of Arizona, Maricopa County, the Universities, and other school districts and governmental organizations. The Purchasing Department can assist you in accessing information on these contracts.

Minority and Women-Owned Businesses

The District encourages business with minority and women-owned companies, within our guidelines of public purchasing. You can do your part by involving these businesses in quoting on goods or services and by encouraging them to register on the District Purchasing bid list by completing and returning a Vendor Registration form. The Vendor Registration form can be downloaded from the Employee Resource page of the Purchasing web site, or call Purchasing or your local Fiscal Agent for a copy.

What We Can Do For You

The Purchasing staff is here to assist you with your purchasing questions and concerns. In addition, we offer the following services:

- **Obtain quotes** for purchases of goods or services that are less than the sealed bid limit.

- **Conduct formal sealed bidding** for large dollar purchases.

- Consolidate and coordinate purchase requirements from around the District to gain better pricing and delivery for you, the customer.
- **Maintain lists of sources for products and services**. We can research new suppliers for products not on file.

- Act as your resource to **provide technical assistance** on purchases of goods or services.

- **Provide explanations of purchasing procedures, processes and laws**. We can answer many of your questions or refer you to the correct source.

- **Act as a third party contract liaison with your contractor or supplier**. We provide advice and assistance with contract formation, renewals and termination actions.

- **Approve requests for emergency purchases**.

- **Approve documentation requesting sole source purchases.**

Important Questions to Consider

What costs are considered in the $2,500 small purchase limit?

The $2,500 limit is for the price of goods only. Tax, shipping and other charges can be added to the $2,500 cost of goods and still be considered an LPO.

Who authorizes changes in POs or LPOs?

All changes to Purchase Orders must be authorized by Purchasing. Changes to Limited Purchase Orders are made by the Fiscal Agent, provided that the total amount of the order (minus tax and shipping) does not exceed $2,500.

Where are price quotes and other backup materials sent?

Back-up materials (such as quotes or contracts) for purchases over $2,500 are forwarded to the Purchasing Department either by inter-campus mail or by fax ((480) 731-8190). Please include a note with backup materials listing the corresponding requisition number, your name, and your phone number.

Do we pay tax?

The District pays sales tax to suppliers located in the State of Arizona. The tax rate varies based upon the city in which the supplier is located. For purchases made to suppliers located out of state, the District pays 5% sales tax directly to the State of Arizona.

Can an order be placed before a PO or LPO is created?

Do not place an order, promise an order, or otherwise authorize the purchase of goods or services yourself without the proper documents such as an approved Limited Purchase Order issued by your campus Fiscal Agent. This may make you personally liable for payment to the vendor.

Can price quotes be shared with other vendors?

Do not share price quotes from one vendor with other vendors. This is not legal with the rules of MCCD or state statutes. Only after a PO or LPO is issued can prices from other vendors be shared.

Can an order to one vendor be divided between two or more POs or LPOs?

It is against District policy as well as illegal to split orders in order to stay under certain dollar limits, subsequently lessening the competitive process.

Is there a reference list of object codes?

An online catalog listing object codes and their definitions is available on the Employee Resource Page of the Purchasing web site under "Additional Information."

Is there a reference list of category codes?

Gateway Community College has a searchable database to find category codes and their descriptions. A link to their database is on the Employee Resource Page of the Purchasing web site under "Additional Information."

Who pays the bills?

Payments to vendors are processed by the Accounts Payable department located at the district office. Please forward any invoices you receive to Accounts Payable so that payments can be processed. The main AP fax number is ((480) 731-8533). See the online Accounts Payable Directory located on the Employee Resource page of the Purchasing web site for a list of AP representatives and the campuses they serve.

Where can I learn more?

Classes and instructions for creating an online requisition using CFS are available through the Technology Training Services department (480) 731-8287.

The Purchasing Department Procedures Manual, from which this guide was created, offers in-depth information regarding the Maricopa Community College purchasing procedures and is available online for your reference. Your Fiscal Agent should also have a copy of the manual for your reference.

Commitment to Quality

The Purchasing Department is dedicated to providing quality service to the District and to the public. We must work within the legal framework of public purchasing while providing goods and services to MCCD staff, faculty, and students. We also need to provide opportunities to members of our business community to supply goods and services to MCCD. Feel free to contact us with your ideas, suggestions, or concerns.

Contact Us

The Purchasing Department is located at the Maricopa Community College District Office at 2411 West 14th Street, Tempe, Arizona, 85281. Our main phone number is (480) 731-8520. Fax number: (480) 731-8190. Purchasing office hours are 8AM to 5PM, Monday through Friday; 7AM to 6PM Monday through Thursday during the summer.

Please do not hesitate to call us for information or advice. We offer assistance to new and current employees with all types of questions relating to purchasing. In addition, we have a Purchasing Hotline on the Electronic System (MEMO). Simply address your message to “Purchasing” and your message will be routed to the appropriate person for an answer.

Purchasing Department

August 2001

Appendix B

Supplier Types

CFS Supplier Types

Hi Requisitioners,

We've been working with Business Services on solving a problem that is surfacing with some requisitions regarding supplier types.

There are three supplier types: (We just found this out, too!)

- **Supplier**: This type is used for vendors from which the District purchases goods or non-employee professional services.

- **Employee**: This type is used for current MCCCD employees and should be used only for travel advances, travel reimbursements, and reimbursement of other employment-related expenses.

- **Student**: This type is used for current MCCCD students or a relative or employer of a current student. This type should be used only for tuition and student fee refunds, financial aid payments, and related items.

The problem occurs when the correct supplier type is not used in a requisition.

For example, John Doe is a computer technician here at work. He is also a self-employed certified umpire. Let's say you are going to have John umpire some softball games.

As an umpire, John is a Supplier and not an Employee. So, when creating the requisition for a purchase order for officiating the games, you ***should be*** entering John as a Supplier and not an Employee.

What's currently happening is that these types of requisitions are being created using the Employee type and not the Supplier type.

This is a mistake easily made because we employees are listed in the CFS system as Employee types and not Supplier types.

If you are reimbursing John Doe for travel or other MCCCD-related expenses, then Employee is the correct type for that requisition. However, if you are creating a requisition for John Doe for services rendered as an independent contractor (i.e., umpiring softball games), then the supplier type should be Supplier and not Employee.

So, how do you get it right?

Supplier Types Continued

John Doe has to be entered into the CFS system as a Supplier.

1. Have John Doe complete a Vendor Registration form.
2. Have John Doe complete a Conflict of Interest form.
3. Fax (480-731-8190) or send the completed forms to Purchasing.

These forms can be found at the Purchasing website:
http://www.maricopa.edu/purchasing/

John Doe will then be in CFS twice; once as an Employee and once as a Supplier.

How do you know which one to use?

This is where the attached View Supplier information comes in.

Before creating a requisition, look up the vendor, or the employee, in the View Supplier form. When looking up John Doe, he should now be listed twice. (If he's not, he's probably not registered in the system as a Supplier, and he'll have to follow the steps above.) View each of his entries and make a note regarding the supplier type and the correct vendor number to use for your respective requisition. (The instructions for viewing vendor information are in the following appendix.)

If it is a MCCCD-related expense, use the Employee type.
If it is a vendor services-related expense, use the Supplier type.

If the correct supplier type is not used in a requisition, the related invoice will eventually be put on hold and returned to you.

If you have any questions on this, please feel free to call me at 18289

Have a good one!

Paula Yslas
Technology Training Services
ext. 18289

This was an email sent to requisitioners on May 5, 2003. This information still applies.

Notes Page

Appendix C

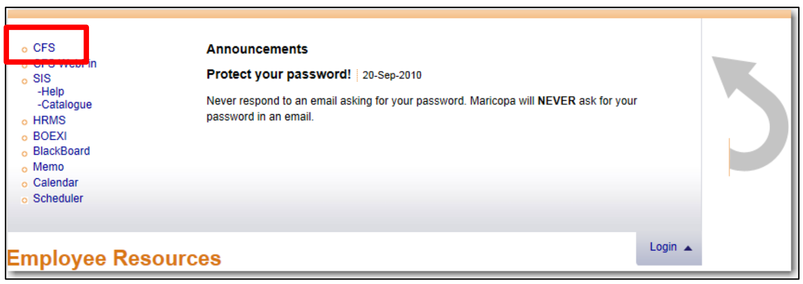
View Supplier Information

View Supplier Information

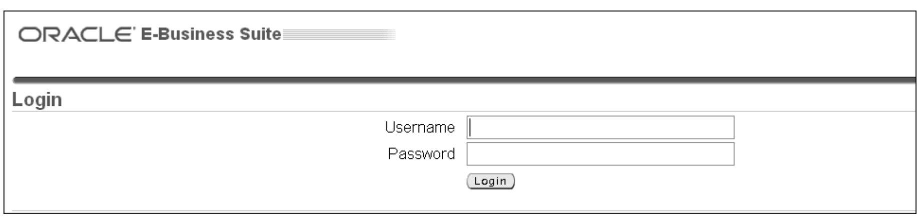
Before creating a requisition, use the View Suppliers form to check that a supplier is in the system and to check the supplier type.

1. Start Internet Explorer.
2. In the Address field, enter: www.maricopa.edu/employees.
3. On the Employee Resources page, click the login button:

4. On the left side of the screen, click CFS:



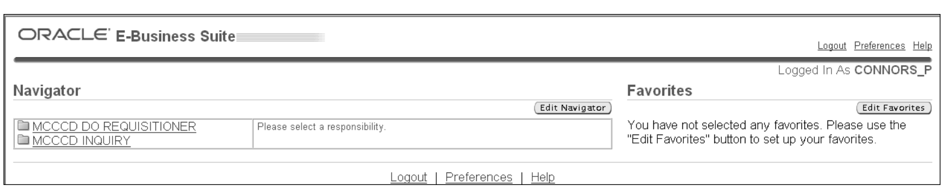
- The CFS login page displays:



- It's a good idea to set this website as a Favorite in Internet Explorer.

5. Enter your CFS username and password and press Enter or click the Login button.

- Your list of responsibilities displays:



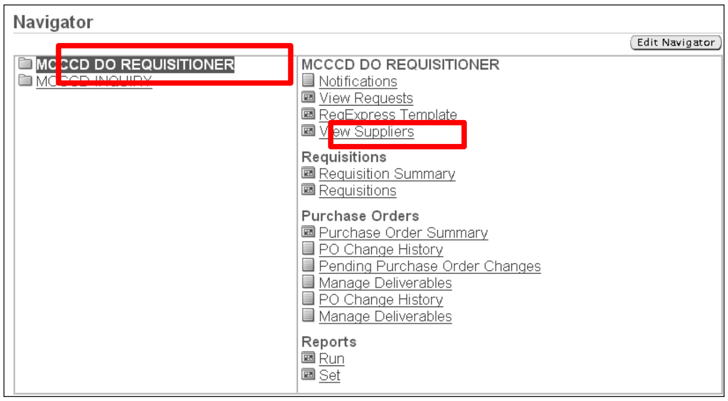
- Responsibilities determine the forms (screens) to which you have access when working in CFS. Each responsibility gives you access to different forms.

View Supplier Continued

6. Click once on the MCCD Requisitioner link.

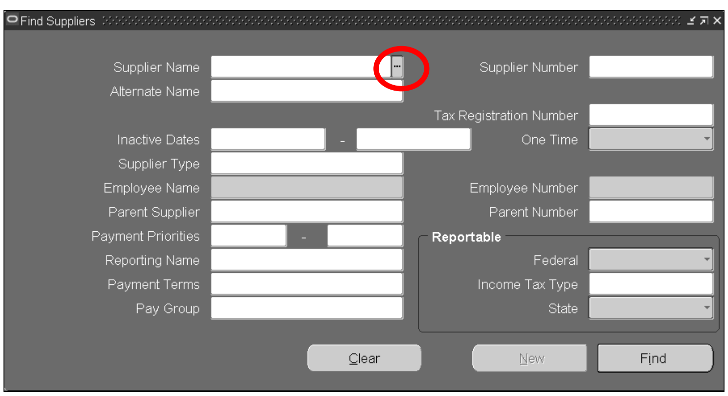
    - The Requisitioner Navigator (the main menu) lists the CFS forms to which you have access in the Requisitioner responsibility.

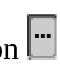
7. To the right of the Requisitions heading, click once on the View Suppliers link.



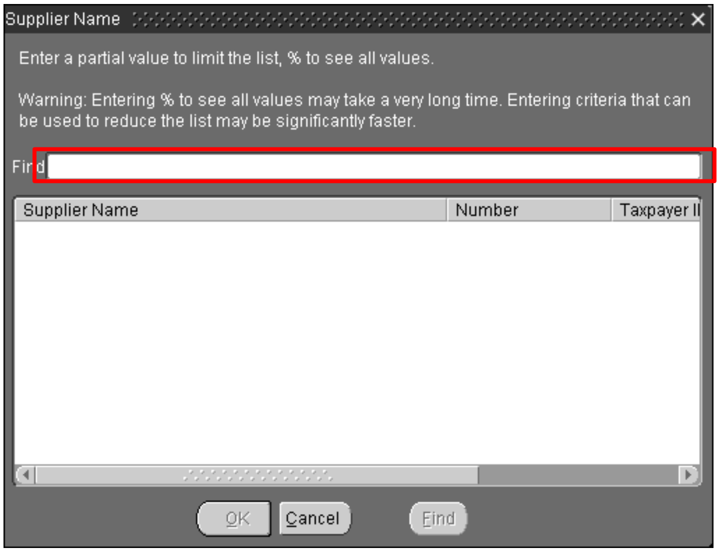
- This action causes the JInitiator to run on your computer. This is a “mini application” that runs in the background when using CFS. Without the correct JInitiator, CFS does not work properly. Please keep this window open!

- After the JInitiatior loads, the View Suppliers form displays:



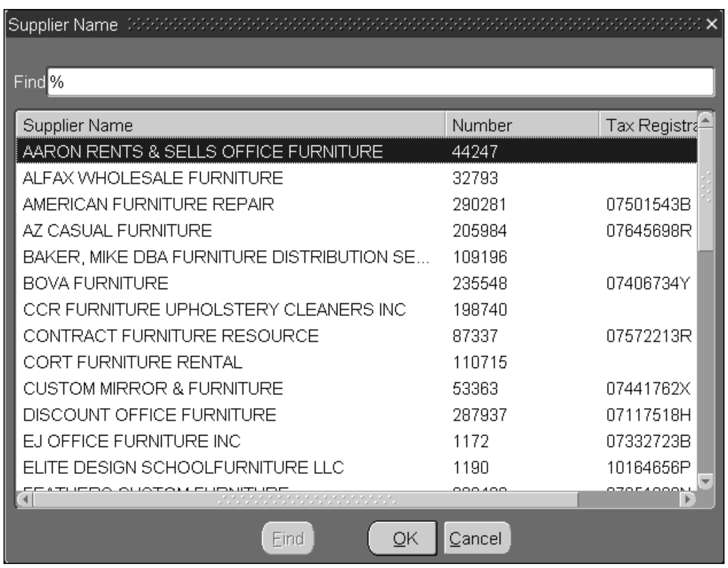
8. In the Supplier Name field, click the List of Values button  to open the Supplier Name Find window.

View Supplier Continued



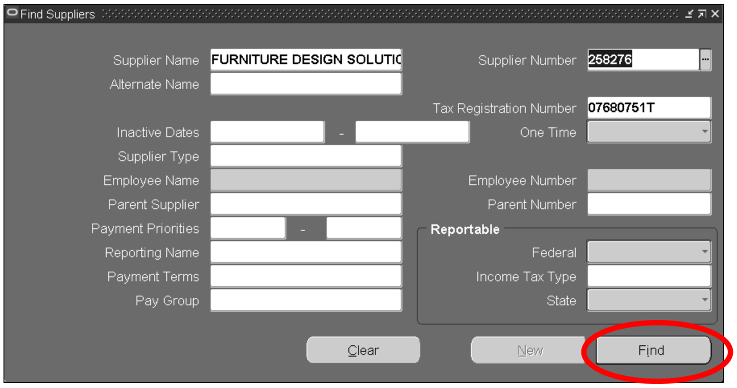
9. In the Find field, enter a % sign, the name of the Supplier, another % sign, and press Enter or click Find. For example: %furniture%.

10. Suppliers matching your search criteria will be listed in the window.



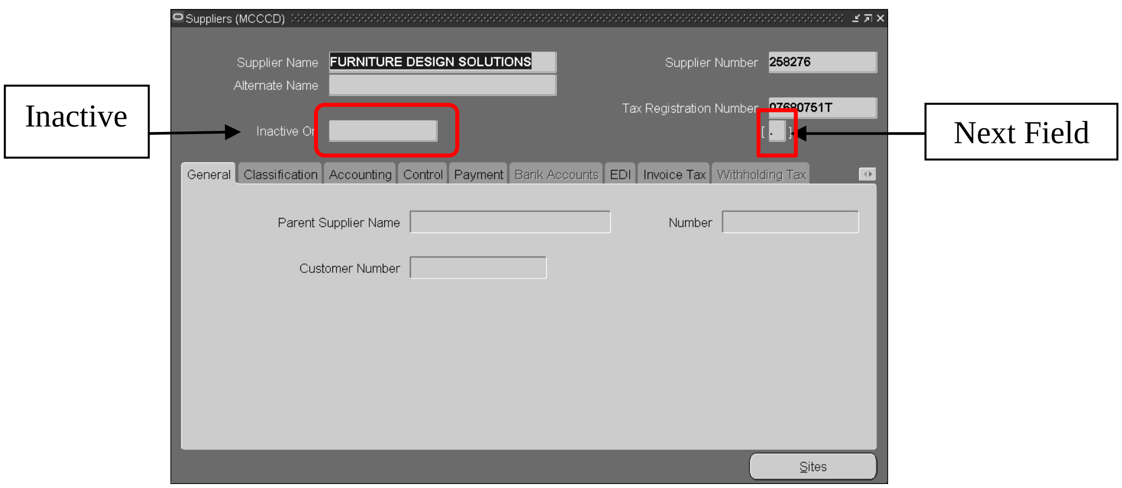
11. Select the correct Supplier and click OK.

View Supplier Continued

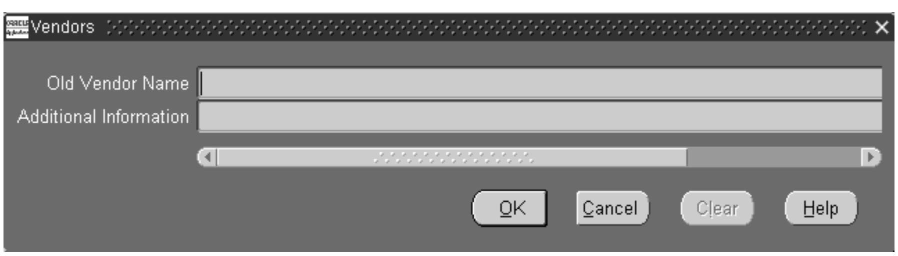


12. Click the Find button for more supplier information.

- If a date appears in the Inactive On field, the supplier cannot be used.



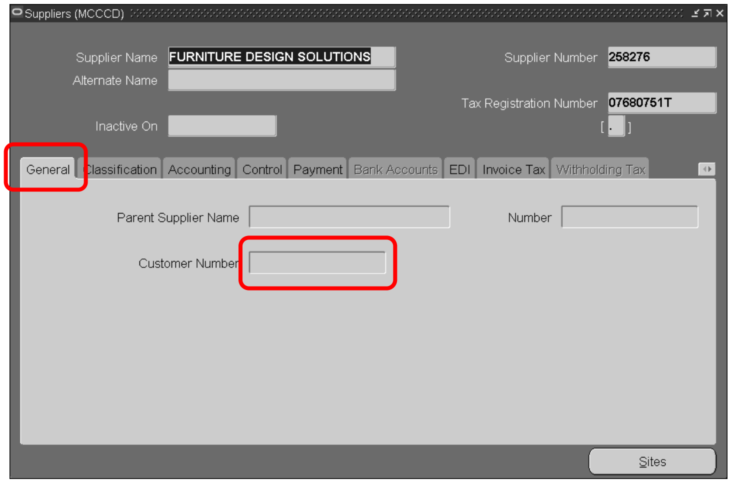
13. Click in the Next Field to open a Vendors window.



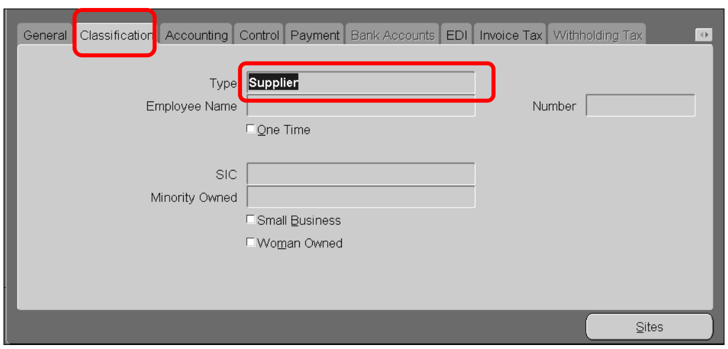
- If the supplier has changed names, the new name will be listed in the Additional Information field. Click OK to close the window.

View Supplier Continued

14. At the General tab, view the Customer Number assigned to MCCD, if one exists.



15. Click the Classification tab to find the supplier Type field.



Supplier Types:

Supplier is used for vendors from which the District purchases goods and non-employee professional services.

Employee is used for current MCCCD employees for travel advances and travel reimbursements and reimbursement of employment-related expenses.

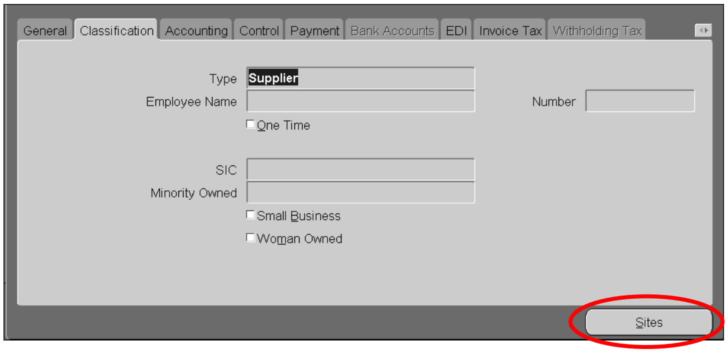
Student is used for current MCCCD students. This type is used only for tuition and student fee reimbursements, financial aid payments, and related items.

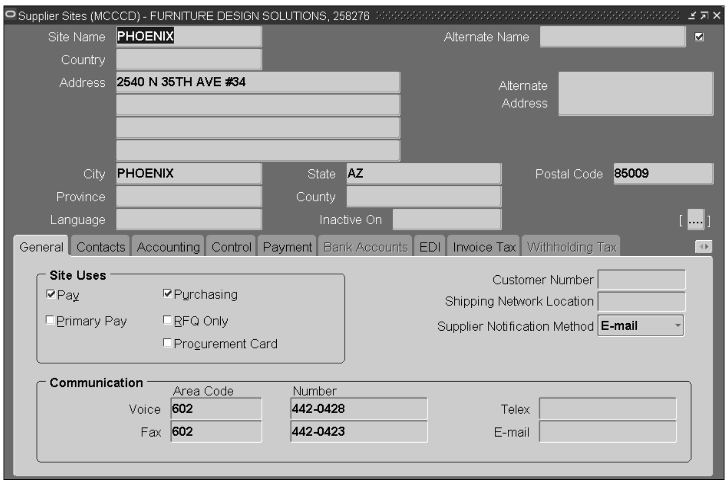
Important: Verify that the supplier Type is correct for the requisition being created – especially if creating a requisition to pay an individual person.

It is recommended you check supplier type before using a supplier for the first time.

View Supplier Continued

16. To view Supplier Sites, on the Classifications tab, click the Sites button at the bottom.





17. To view additional sites for this supplier (if applicable), click the Down Arrow on your keyboard.

18. To search for another Supplier:

   a. Click the Find button  on the toolbar at the top of the CFS screen.

   b. Click the Clear button at the bottom of the screen.

   c. Repeat steps 8 – 18.

19. To return to the Navigator, click the Close button  of the Supplier windows.

Notes Page

Appendix D

Split-Code Item Costs

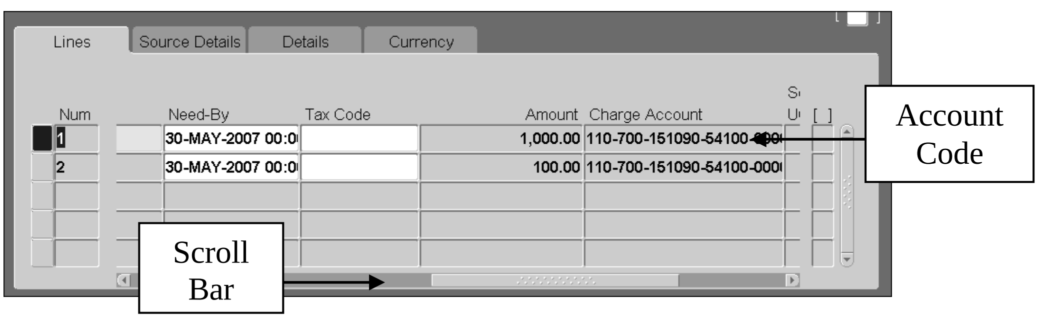
Split-Code an Item's Cost (Share the cost)

Split-coding refers to sharing the cost of an item. For example, three departments are ordering 6 bookcases. Each department is going to pay for two of the bookcases. You can split-code the bookcases by charging two bookcases to the first department, two to the second department, and two to the third department. this way, only one requisition is created, but three different departments pay for the items.

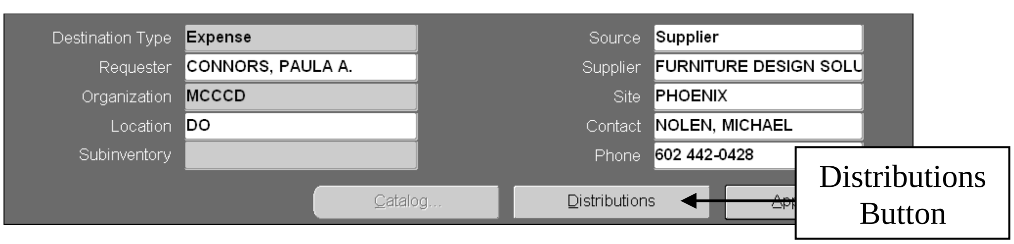
Another example is two departments ordering one copy machine and splitting the cost of it between their two budgets. In this case .5 of the copy machine is charged to the first department and the other .5 of the copy machine is charged to the second department.

If the "item" being bought is a service, the dollar amount is divided between departments. For example, two departments are ordering catering service in the amount of $500 and splitting the cost between them. You can decide how much of that $500 is charged to one department, and the rest is charged to the other department.

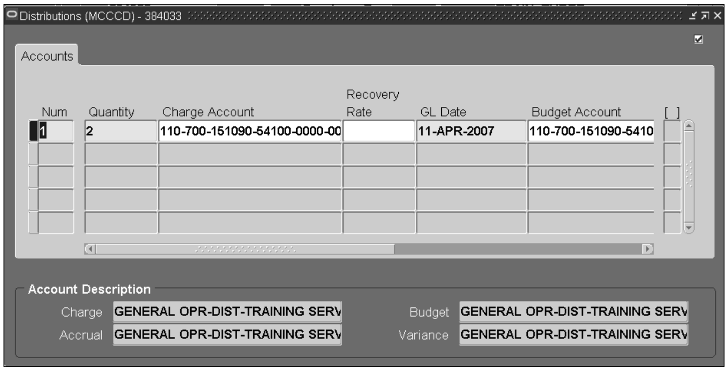
1. First, find and open your requisition. (Refer to page 28 for finding requisitions.)
2. At the Lines tab of your requisition, click on the line you want to split.
3. Use the scroll bar at the bottom of the Items section to scroll right to view the Charge Account field.



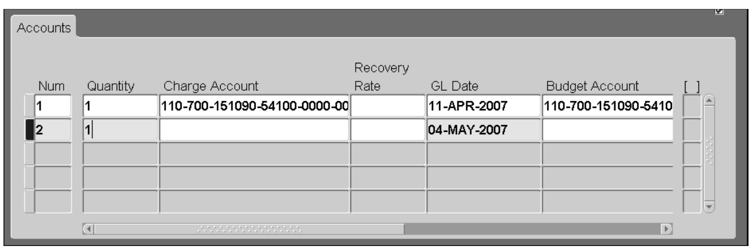
4. To access the Distribution window, click the Distributions button at the bottom of the Requisition window.



Split-Coding (Sharing) an Item's Cost Continued



5. Click in, or Tab to, the Quantity field.
6. Enter the quantity or amount to be charged to the first account code.
7. Tab to the Charge Account field to view the first account code.
8. To add another account code, press the Down Arrow.



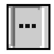
- The Num field usually autofills with the next sequential number.
    - ➢ If the value in the Num field does not change correctly to the next sequential number, then enter the correct number. (For example, enter 2 for your second account code line.)

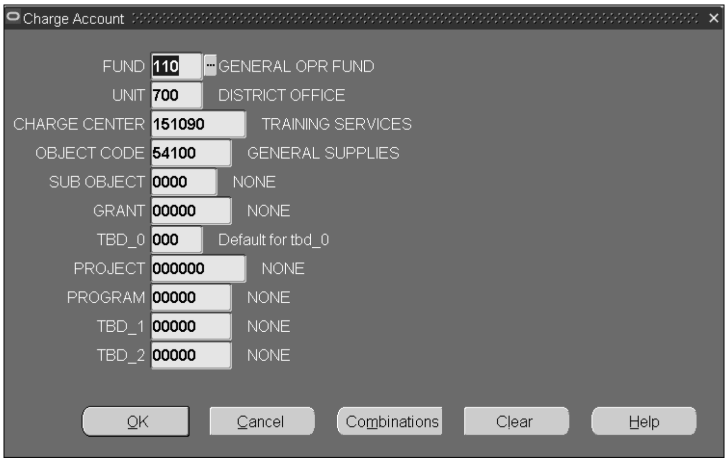
9. Tab to the Quantity field.

- The Quantity field usually autofills with the remaining quantity or amount.
    - ➢ If the correct quantity or amount is not entered on your second line, enter the correct quantity or amount to be charged to the additional account code.

10. Tab to the Charge Account field.

Split-Coding (Sharing) an Item's Cost Continued

11. Click the List of Values  to open the charge account window.



12. Enter the second account code and click OK.
13. Repeat steps 6-11 for any additional account codes to be added.
14. To return to the Requisitions window, click the X close box in the upper-right corner of the Distributions window.
15. Save  the requisition .

- Notice that the Charge Account now displays "multiple" instead of an account code.

16. Close or forward your requisition.

To forward your requisition:

1. Click the Approve button at the bottom of the window.
2. In the Approve Documents window, click the Forward checkbox.
3. In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.
4. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press Tab. If a list displays, select the appropriate name and click OK.
5. Click the OK button to submit your requisition to the approval process. (If you pressed Enter in the previous step, your requisition was automatically submitted.)

Appendix E

Primary Category Codes

Primary Category Codes

A - Advertising

- 037-52 Novelties and Advertising Specialty Products, Including Biodegradable
- 080-00 Badges, Awards, Emblems, Name Tags And Plates, Jewelry, Etc.
- 715-00 Publications, Audiovisual Materials, Books, Textbooks (Prepared Materials Only)
- 915-00 Communications And Media Related Services

- Automotive

- 055-00 Automotive Accessories For Automobiles, Buses, Trailers, Trucks, Etc.
- 060-00 Automotive And Trailer Equipment And Parts
- 060-57 Glass and Supplies: Door, Windshield, etc.
- 065-00 Automotive And Trailer Bodies, Body Accessories, And Parts
- 071-00 Automobiles, School Buses, SUVs, And Vans (Including Diesel, Gasoline, Electric, Hybrid, And All Other Fuel Types)
- 075-00 Automotive Shop And Related Equipment And Supplies
- 405-00 Fuel, Oil, Grease and Lubricants
- 863-00 Tires And Tubes (Incl. Recapped/Retreaded Tires)
- 928-00 Equipment Maintenance And Repair Services For Automobiles, Trucks, Trailers, Transit Buses And Other Vehicles

C - Buildings and Grounds

- 031-00 Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories
- 150-00 Builder's Supplies
- 155-00 Buildings And Structures: Fabricated And Prefabricated
- 155-50 Office Buildings, Modular and Portable
- 200-00 Clothing: Athletic, Casual, Dress, Uniform,Weather And Work Related
- 285-00 Electrical Equipment And Supplies (Except Cable And Wire)
- 330-00 Fencing
- 335-00 Fertilizers And Soil Conditioners
- 340-00 Fire Protection Equipment And Supplies
- 360-00 Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies
- 485-00 Janitorial Supplies, General Line

C - Buildings and Grounds Continued

- 515-00 Lawn Maintenance Equipment And Accessories
- 540-00 Lumber, Siding, And Related Products
- 560-00 Material Handling, Conveyors, Storage Equipment And Accessories
- 635-00 Painting Equipment And Accessories
- 670-00 Plumbing Equipment, Fixtures, And Supplies
- 745-00 Road And Highway Building Materials (Asphaltic)
- 750-21 Cement, Truckload Lots and Larger (See 150-12 for Bagged Cement)
- 770-00 Roofing Materials And Supplies
- 801-00 Signs, Sign Materials, Sign Making Equipment, And Related Supplies
- 770-00 Roofing Materials And Supplies
- 870-25 Reflective Film (Solar Type Sun Screen)
- 870-30 Shade Screens, Louvered or Perforated
- 870-40 Venetian Blind Cord and Tape
- 870-50 Venetian Blinds, Metal, Audio- Visual and Standard
- 870-60 Venetian Blinds, Wood
- 870-70 Vertical Blinds, All Types
- 870-78 Wind Screens, Privacy Screens, etc.
- 870-80 Window Shade Cloth
- 870-90 Window Shades
- 890-00 Water Supply, Groundwater, Sewage Treatment, And Related Equipment (Not For Air Conditioning, Steam Boiler, Or Laboratory Reagent Water)
- 910-59 Pest Control (Incl. Termite Inspection and Control, Bird Proofing, Animal Trapping, Rodent Control, Exterminating and Fumigation)
- 981-00 Rental Or Lease Of General Equipment (Hvac, Athletic, Fire & Police Protection, Etc.)

Primary Category Codes Continued

D - Communications

- 280-00 Electrical Cables And Wires (Not Electronic)
- 287-00 Electronic Equipment, Components, Parts, and Accessories (See Class 730 For Testing Or Analyzing Type)
- 726-00 Radio Communication Equipment, Accessories And Supplies
- 730-00 Radio Communication And Telecommunication Testing, Measuring, And Analyzing Equipment, Accessories And Supplies
- 803-00 Sound Systems, Components, And Accessories: Group Intercom, Music, Public Address, Etc.
- 840-00 Television Equipment And Accessories

E - Computers

- 204-00 Computer Hardware And Peripherals For Microcomputers
- 206-00 Computer Hardware And Peripherals For Mini And Main Frame Computers
- 207-00 Computer Accessories and Supplies
- 208-00 Computer Software For Microcomputers (Preprogrammed)
- 209-00 Computer Software For Mini And Mainframe Computers (Preprogrammed)
- 939-00 Equipment Maintenance And Repair Services For Computers, Office, Photographic, And Radio/Television Equipment

F - Consulting Services

- 914-38 Electrical
- 918-04 Accounting/Auditing/Budget Consulting
- 918-07 Advertising Consulting
- 918-15 Architectural Consulting
- 918-26 Communications: Public Relations Consulting
- 918-28 Computer Hardware Consulting
- 918-29 Computer Software Consulting
- 918-31 Construction Consulting
- 918-38 Education and Training Consulting
- 918-42 Engineering Consulting

Primary Category Codes Continued

F - Consulting Services Continued

- 918-43 Environmental Consulting
- 918-65 Human Relations Consulting
- 918-85 Personnel/Employment Consulting (Human Resources)
- 918-74 Legal Consulting
- 918-76 Marketing Consulting
- 918-78 Medical Consulting
- 918-95 Telecommunications Consulting
- 924-05 Advisory Services, Educational

G - Contractors

- 906-78 Security Systems; Intruder and Smoke Detection - Architectural
- 913-94 Paving/Resurfacing, Alley and Parking Lot
- 914-00 Construction Services, Trade (New Construction)
- 914-30 Concrete
- 914-38 Electrical
- 914-50 Heating, Ventilating and Air Conditioning (HVAC)
- 914-55 Masonry
- 914-61 Painting and Wallpapering
- 914-68 Plumbing
- 914-73 Roofing And Siding

H - Food Services

- 165-00 Cafeteria And Kitchen Equipment, Commercial
- 375-00 Foods: Bakery Products (Fresh)
- 380-00 Foods: Dairy Products (Fresh)
- 385-00 Foods, Frozen
- 390-00 Foods: Perishable
- 393-00 Foods: Staple Grocery And Grocer's Miscellaneous Items
- 393-77 Soft Drinks

Primary Category Codes Continued

I – Furniture

- 410-00 Furniture: Health Care, Hospital And/Or Doctor's Office
- 415-00 Furniture: Laboratory
- 420-00 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
- 420-04 Auditorium, Stadium, Team Seating Furniture and Portable Bleachers
- 420-13 Children's Furniture (Incl. Stackable Types)
- 425-00 Furniture: Office

J - Instructional & Library Products

- 050-00 Art Equipment and Supplies
- 233-00 Crafts, Specialized
- 525-00 Library And Archival Equipment, Machines, And Supplies
- 545-00 Machinery and Hardware, Industrial
- 580-00 Musical Instruments, Accessories, and Supplies
- 655-00 Photographic Equipment, Film, And Supplies (Not Graphic Arts, Microfilm, And X-Ray)
- 680-00 Police and Prison Equipment and Supplies
- 785-00 School Equipment, Teaching Aids, And Supplies
- 785-05 Atlases, Charts, Globes, and Maps
- 785-20 Books: Class Register, Record, and Plan Books
- 785-70 Instructional Aids: Courses, Lesson Plans (Prepared), Programs, Ancillary Materials, Videos, etc.
- 785-93 Vocational Equipment and Supplies
- 805-00 Sporting Goods, Athletic Equipment And Athletic Facility Equipment
- 855-00 Theatrical Equipment and Supplies
- 880-00 Visual Education Equipment and Supplies
- 880-11 Audio Visual Equipment and Supplies
- 895-00 Welding Equipment and Supplies
- 908-00 Bookbinding And Repairing Services

Primary Category Codes Continued

K - Laboratory/Medical Equipment and Supplies

- 175-00 Chemical Laboratory Equipment And Supplies
- 193-00 Clinical Laboratory Reagents And Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)
- 260-00 Dental Equipment and Supplies
- 490-00 Laboratory Equipment, Accessories And Supplies: General Analytical And Research For Nuclear, Optical, And Physical
- 490-55 Mass Spectrometers and Accessories
- 490-58 Microscopes, All Types

L - Office Equipment & Supplies

- 395-00 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, And Folders For Forms
- 600-00 Office Machines, Equipment, And Accessories
- 600-38 Copy Machines, Bond (Plain) Paper Type Including Parts and Accessories
- 610-00 Office Supplies: Carbon Paper And Ribbons, All Types
- 615-00 Office Supplies, General
- 615-82 Stock Forms and Labels: Copy Sets, Receiving Forms, Speed Letters, etc.
- 620-00 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.
- 645-00 Paper, For Office And Print Shop Use

M - Printing Products & Services

- 700-00 Printing Plant Equipment And Supplies (Except Paper)
- 915-48 Graphic Arts Services (Not Printing)
- 915-58 Mailing Services (Includes, Addressing, Collating, Packaging, Sorting and Delivery)
- 966-00 Printing And Typesetting Services
- 966-71 Paper Cutting, Drilling, Folding, Punching, Shredding, Trimming, etc.

Primary Category Codes Continued

N - Services

- ☐ 580-40 Musical Instrument Repair Parts and Supplies (Except Organ and Piano)
- ☐ 906-07 Architect Services, Professional
- ☐ 906-40 Graphic Design - Architectural
- ☐ 906-56 Landscape Architecture
- ☐ 909-00 Building Construction Services, New (Incl. Maintenance And Repair Services)
- ☐ 909-76 Site Work (Incl. Site Clean-Up)
- ☐ 910-09 Carpet Cleaning, Dyeing, Installation and Repair
- ☐ 910-13 Elevator Installation, Maintenance and Repair
- ☐ 910-27 Garbage/Trash Removal, Disposal and/or Treatment
- ☐ 910-36 Heating, Air Conditioning, and Ventilation Maintenance and Repair Services (Including Installation)
- ☐ 910-39 Janitorial/Custodial Services
- ☐ 910-48 Locksmith Services
- ☐ 910-54 Painting, Maintenance and Repair Services (Including Caulking)
- ☐ 910-59 Pest Control (Incl. Termite Inspection and Control, Bird Proofing, Animal Trapping, Rodent Control, Exterminating and Fumigation)
- ☐ 912-44 Excavation Services
- ☐ 913-94 Paving/Resurfacing, Alley and Parking Lot
- ☐ 915-24 Cable Television Services (Includes Pay-Per-View Services)
- ☐ 915-64 Media Clippings, Outtakes, Critiques, Summaries, Legislative Bill Tracking Services, etc. (Incl. State, Local, Out-of-State and International)
- ☐ 915-72 Photography (Not Including Aerial Photography)
- ☐ 915-75 Telephone Services, Cellular
- ☐ 915-77 Telephone Services, Long Distance and Local (Including 800, Telex, Watts Services, and Offender Telephone Systems)
- ☐ 915-82 Video Production
- ☐ 915-96 Web Page Design, Management and Maintenance Services

Primary Category Codes Continued

N – Services Continued

- 920-37 Networking Services (Including Installation, Security, and Maintenance)
- 924-00 Educational/Training Services
- 924-20 Examination and Testing
- 924-64 Partnering Workshop Facilitation Services
- 925-07 Air Conditioning, Heating and Ventilating Engineering
- 925-17 Civil Engineering
- 925-31 Electrical Engineering (Incl. Cogeneration Design Services)
- 925-35 Environmental Engineering
- 925-46 Geotechnical Engineering
- 925-67 Mechanical Engineering
- 925-88 Structural Engineering
- 926-77 Recycling Services
- 946-00 Financial Services
- 946-15 Appraisal Services, Real Estate
- 946-16 Appraisal Services (Not Otherwise Classified)
- 946-25 Banking Services
- 946-33 Collection Services, Financial Debt
- 946-48 Financial Advisor
- 946-54 Installment Purchase/Lease Purchase Financing and Lease With Option to Purchase Financing
- 948-00 Health Related Services
- 953-00 Insurance And Insurance Services, (All Types)
- 954-00 Laundry And Dry Cleaning Services
- 954-05 Laundry and Linen Service
- 956-00 Library Services (Incl. Research And Subscription Services)
- 956-05 Business Research Services
- 956-10 Cataloging Services
- 956-30 Historical Studies and Services

Primary Category Codes Continued

N – Services Continued

- 956-35 Internet Database Subscriptions
- 956-38 Library Services (Not Otherwise Classified)
- 956-40 Magazine Subscriptions
- 956-49 Newsletter Subscriptions
- 956-50 Newspaper Subscriptions
- 956-58 Professional Document and Publication Subscriptions (Legal, Medical, etc.)
- 956-60 Professional Journal Subscriptions
- 956-70 Research Services (Other Than Business)
- 956-75 Scientific Research Services
- 956-80 Talking Books, Cassettes, etc. (For the Vision Impaired)
- 956-85 Training Material Subscriptions
- 961-15 Concessions, Catering, Vending: Mobile and Stationary
- 958-44 Food Management Services
- 958-82 Records Management Services
- 961-46 Interpreter Services (Foreign Language, Hearing Impaired etc.) non-electronic
- 961-53 Marketing Services (Incl. Distribution, Research, Sales Promotions, etc.)
- 961-78 Travel Agency Services
- 962-09 Auctioneering Services (To include Internet Type)
- 962-10 Tax & Shipping
- 962-24 Courier/Delivery Services (Including Air Courier Services)
- 926-45 Hazardous Material and Waste Services (Including Emergency Response and Nuclear Wastes)
- 962-56 Moving Services
- 962-87 Travel, Local (Provided by Third Party)
- 962-88 Travel, Non-Local (Scheduled and Unscheduled), Provide by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)
- 962-69 Personnel Services, Temporary
- 966-84 Silk Screen Printing

Primary Category Codes Continued

N – Services Continued

- ☐ 968-00 Public Works And Related Services
- ☐ 968-74 Street Sweeping Services
- ☐ 968-90 Vehicle Towing And Storage
- ☐ 971-00 Real Property Rental or Lease
- ☐ 971-08 Building, Fabricated, Pre-Fabricated or Pre-manufactured, Rental or Lease
- ☐ 971-30 Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed/Breakfast Inns, etc.) Rental or Lease
- ☐ 971-35 Land, Rental or Lease
- ☐ 971-45 Office Space Rental or Lease
- ☐ 971-65 Room Rental or Lease for Conferences, Seminars, etc.
- ☐ 977-37 Film, Movie and Video Tape Rental or Lease
- ☐ 988-52 Landscaping (Including Design, Fertilizing, Planting, etc., But Not Grounds Maintenance or Tree Trimming Services
- ☐ 988-88 Tree Trimming And Pruning Services
- ☐ 990-00 Security, Fire, Safety, And Emergency Services (Including Disaster Document Recovery)
- ☐ 990-46 Guard And Security Services

Primary Category Codes Miscellaneous

O. - Miscellaneous

- ☐ 035-00 Aircraft And Airport Equipment, Parts, And Supplies
- ☐ 200-00 Clothing: Athletic, Casual, Dress, Uniform, Weather And Work Related
- ☐ 045-00 Appliances And Equipment, Household Type
- ☐ 840-50 Studio Equipment: Furnishings, Record and Tape Storage Cabinets, Tables, etc.
- ☐ 931-00 Equipment Maintenance And Repair Services For Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, And Sewing Equipment Equipment Maintenance And Repair Services
- ☐ 963-47 Meals
- ☐ 963-48 Membership Dues
- ☐ 963-64 Registration Fees
- ☐ 963-91 Warranties
- ☐ 971-57 Photographic and Recording Facility Rental or Lease Rental Or Lease Services Of Appliances,
- ☐ 977-00 Cafeteria, Film, Furniture, Hardware, Musical, Sewing, And Window And Floor Coverings
- ☐ 985-00 Rental Or Lease Services Of Office, Photographic, Printing, Radio/Television/Telephone Equipment

Tax & Shipping

☐ 962-10 Tax & Shipping

Other ___________________________

Commodity/Category Codes
Effective 3/30/12
Purchasing Department

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