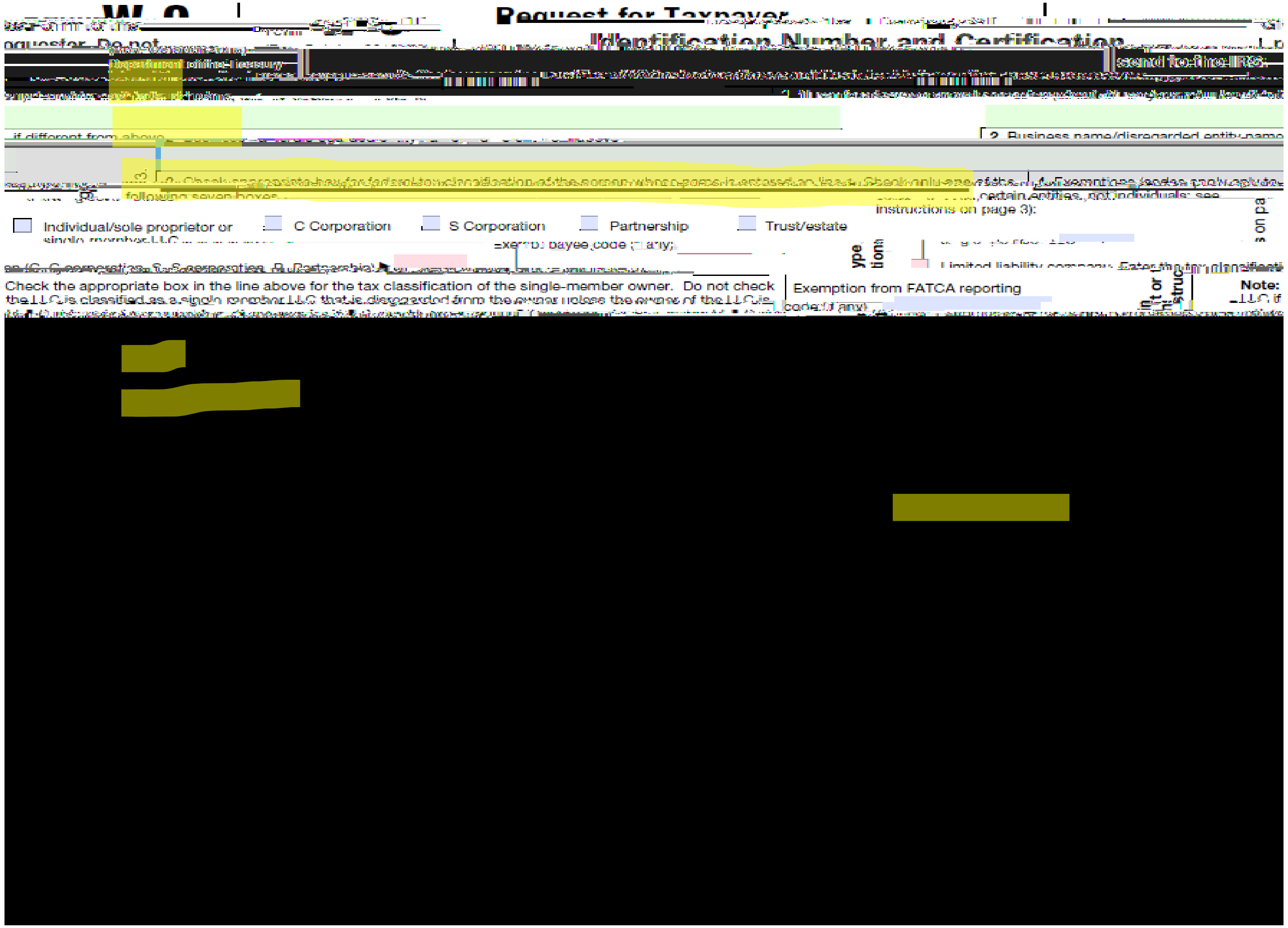
# Contents

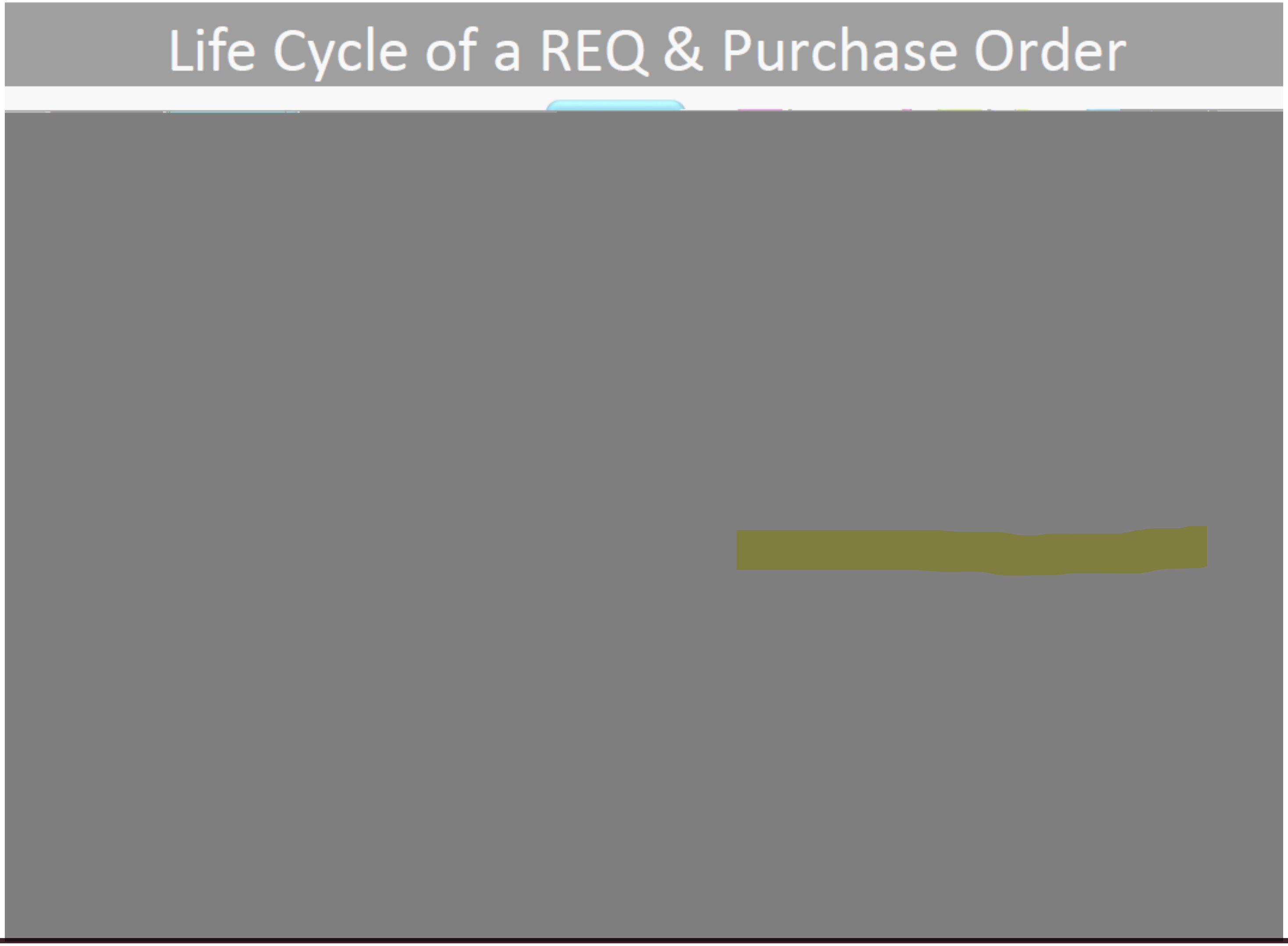
# Procurement Guidelines

- SMALL PURCHASES (LESS THAN $5,000)

# New Vendor Set-Up – W9 Form


Request for Taxpayer
Identification Number and Certification
send to the IRS.
2 Business name/disregarded entity name
Individual/sole proprietor or
C Corporation
S Corporation
Partnership
Trust/estate
instructions on page 3):
Exempt payee code (if any)
Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check
Exemption from FATCA reporting
code (if any)
Note:
[redacted]

# Requisitions



# Requisitions

Colleague Self-Service

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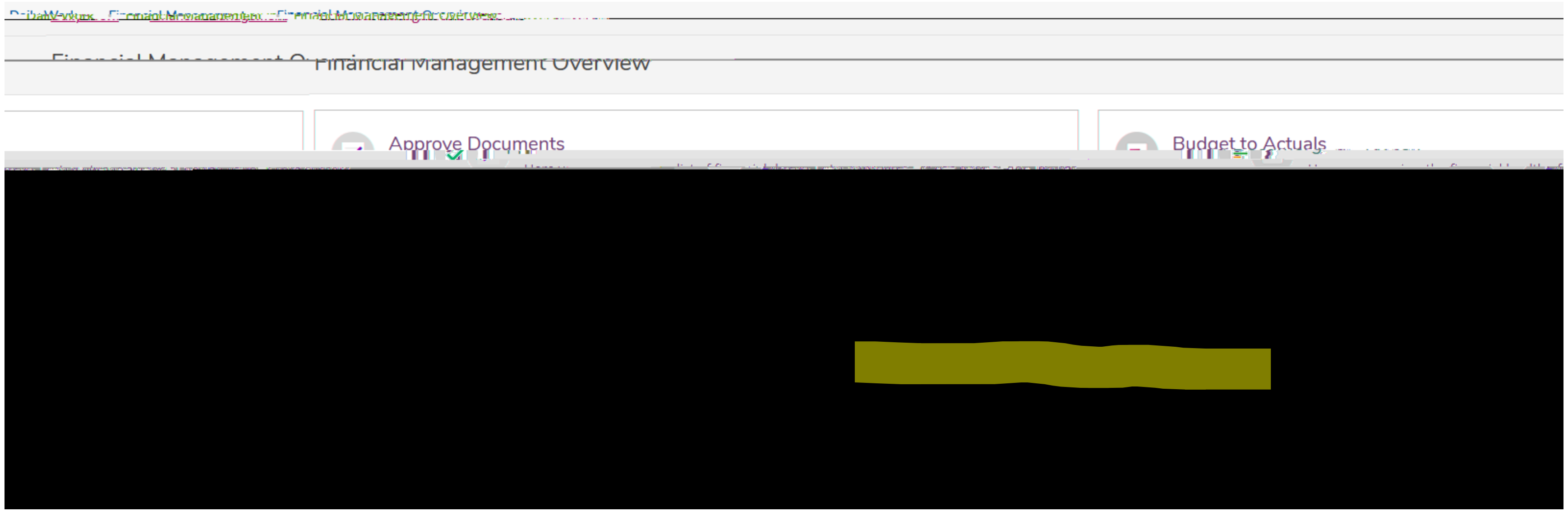
Colleague Self-Service



# Requisitions - Create

Colleague Self-Service

NOTE: When submitting for the next fiscal year prior to July 1st – CHANGE DATE to “7/1/xxxx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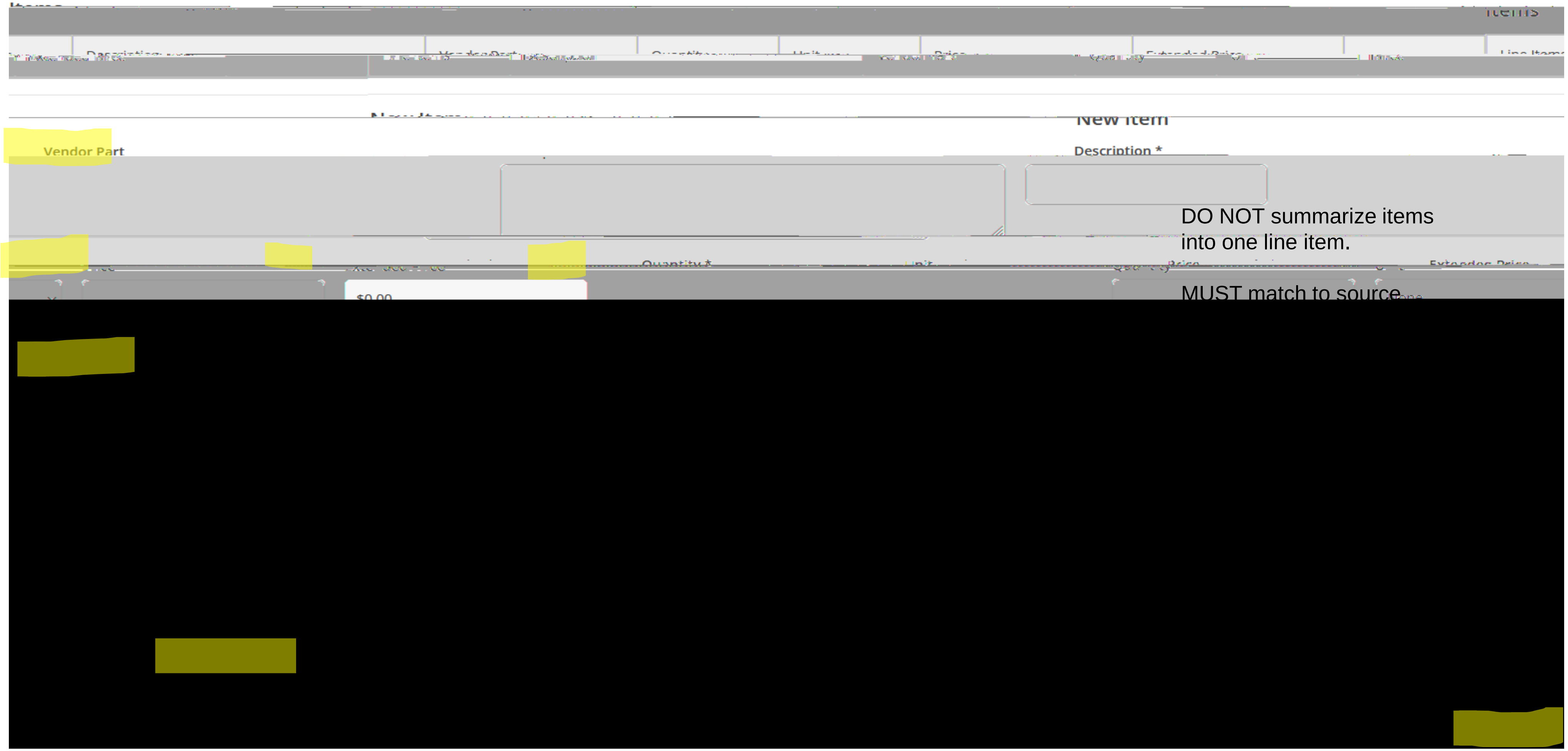
# Requisitions – Budget Code String & Definitions

For **NEW** or to **CONFIRM** budget code, schedule mtg. w/ Controller.

| FUND* | ACTIVITY | PROGRAM | OBJECT NO. | BUDGET CENTER/LOCATION |
|---|---|---|---|---|

# Requisitions - Create

Colleague Self-Service




DO NOT summarize items into one line item.

MUST match to source

# Requisitions - View

Requisition Status

- Not Approved – awaiting approval tree (prompt next in line approver to approve requisition)
- Outstanding – awaiting review and P.O. creation
- PO Created – requisition has been created to a PO #

**MUST** do periodic checks on status to follow-up on requisition process.

Purchase Order Status

- Outstanding – awaiting receiving and invoicing
- Accepted – items have been received
- Invoiced – invoice has been received and voucher to pay has been created by Accounts Payable
- Paid – check has been issued
- Reconciled – check related to this has been reconciled within Colleague once cleared with bank
- Closed – P.O. has been closed
- Void – PO. has been voided

# Requisitions – Reminders . . .

*“Plan accordingly and allow ample time by being proactive.”*

Purchase Order (PO)

- Submit Requisition.
- Upload Support Documentation REQ #, Vendor Name, Date on Document (i.e. REQ0000000 Tractor Supply 081423) to your “INITIATOR” folder created by Controller.
- After approval tree – will be reviewed and P.O. will be created.
- Submit hardcopy of “Invoice” (NOT ACCEPTABLE – quote, sales order, statement, etc.) to Accounts Payable with “Okay to Pay”, Signature, and P.O. # directly on invoice.  If you have a packing slip – attach to matching invoice.

NEW Fiscal Year Blanket Purchase Orders (BPO)

- Submit once email notification is sent out by Controller or Business & Finance Office.
- When creating requisition prior to July 1st – CHANGE DATE to “7/1/xxxx”.
- Review vendor transaction history to determine estimate amount for new fiscal year.

RESOURCES:

Document:  **“Life Cycle of a REQ & Purchase Order”** (Microsoft Teams: NVC Budget Center Managers & Admins – General – Administrative Assistant Training-Resources Docs – REQ PURC-PO-Lifecycle-to update v02-16-2023.pdf)

Document**:  “Requisition Naming Structure”** (Microsoft Teams: NVC Budget Center Managers & Admins/General – Requisition-One Drive Info – Requisition Naming Structure v02-16-2023.pdf)