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# Procurement Guidelines

- SMALL PURCHASES (LESS THAN \$5,000)



# New Vendor Set-Up – W9 Form

**Request for Taxpayer Identification Number and Certification**

Requestor: Do not print name or address of the requestor. Do not print name or address of the payee.

Business name (if different from above): \_\_\_\_\_

Check the appropriate box for the tax classification of the entity. Do not check the box for a single-member LLC that is disregarded from the owner unless the owner has elected to be treated as a partnership. See instructions on page 3):

Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company (LLC) or other entity

Exemption from FATCA reporting (code, if any): \_\_\_\_\_

Note: If the payee is an individual, do not check the box for a partnership, S corporation, or C corporation.

Signature of requestor: \_\_\_\_\_

Date: \_\_\_\_\_

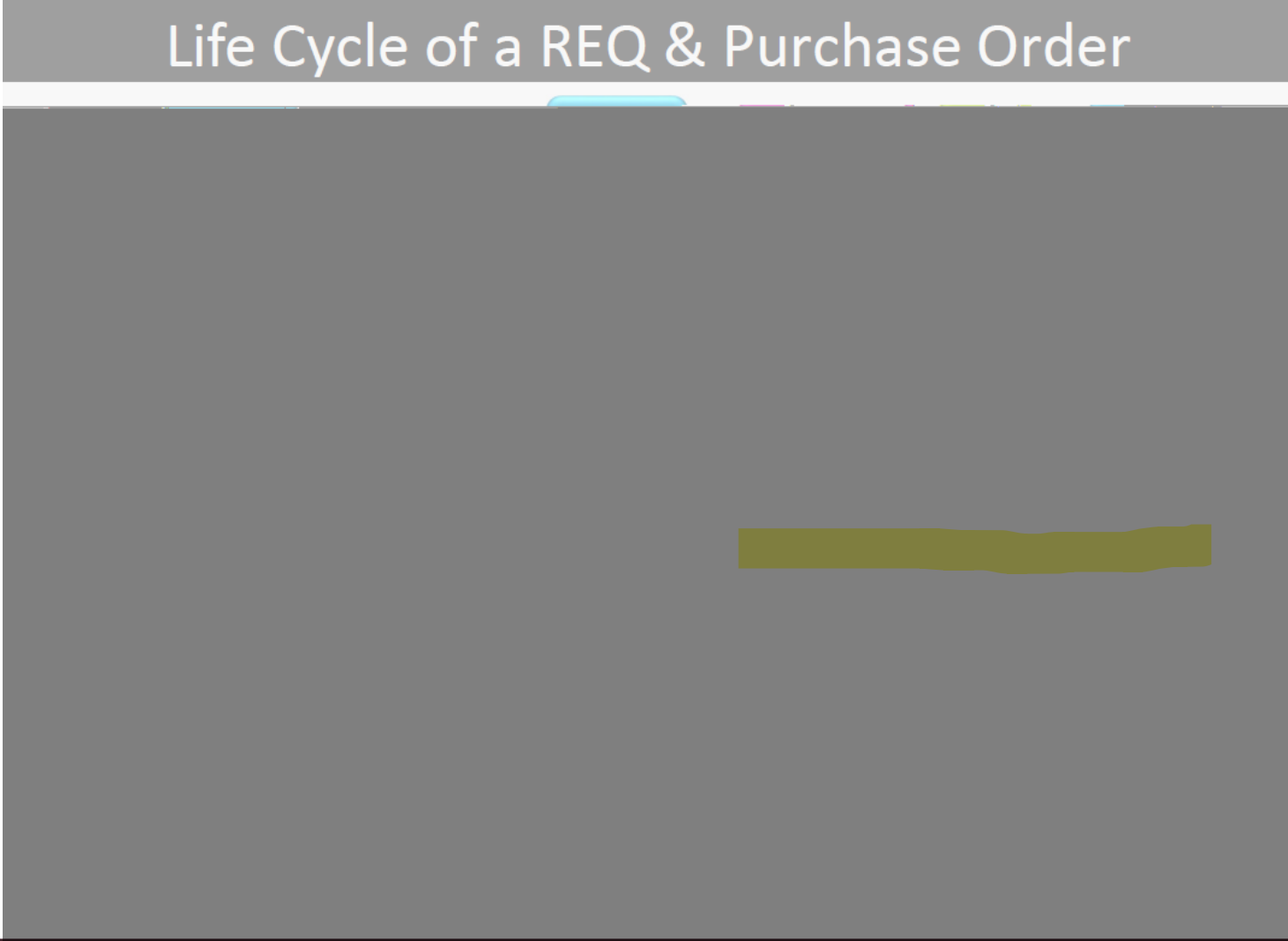
Signature of payee: \_\_\_\_\_

Date: \_\_\_\_\_

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# Requisitions

Life Cycle of a REQ & Purchase Order



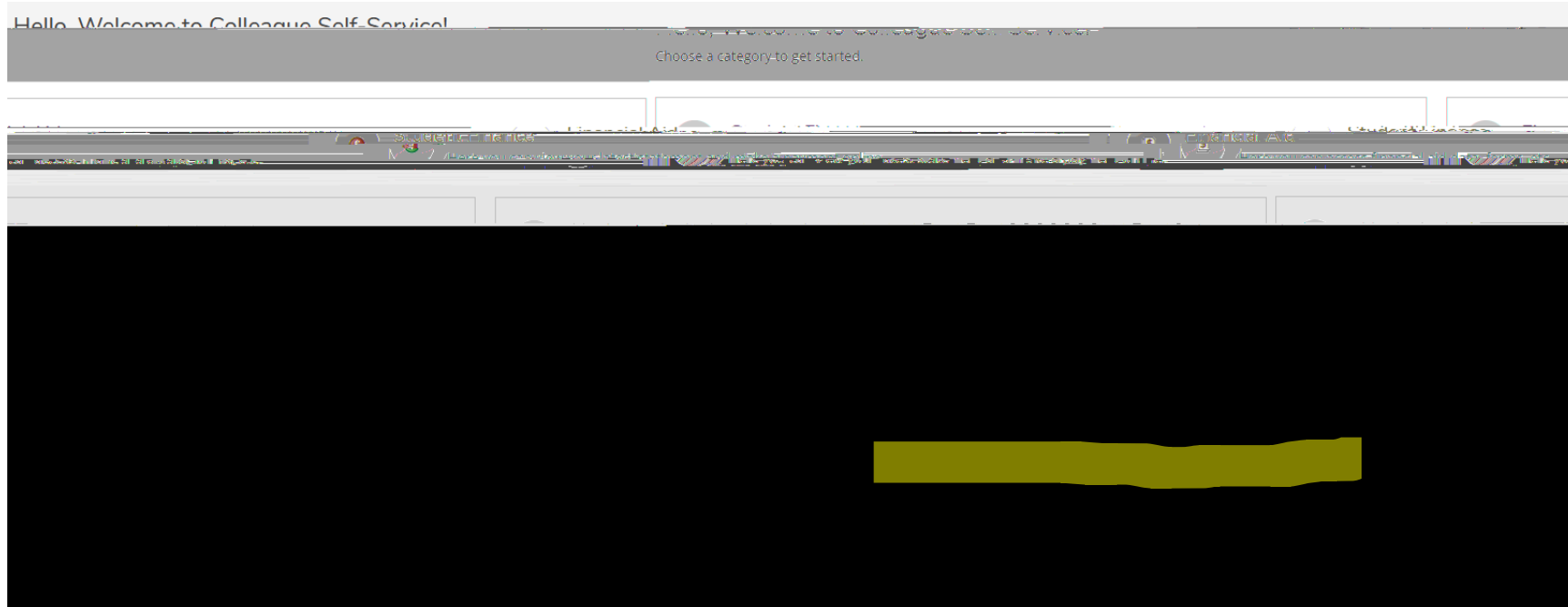
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# Requisitions

Colleague Self-Service

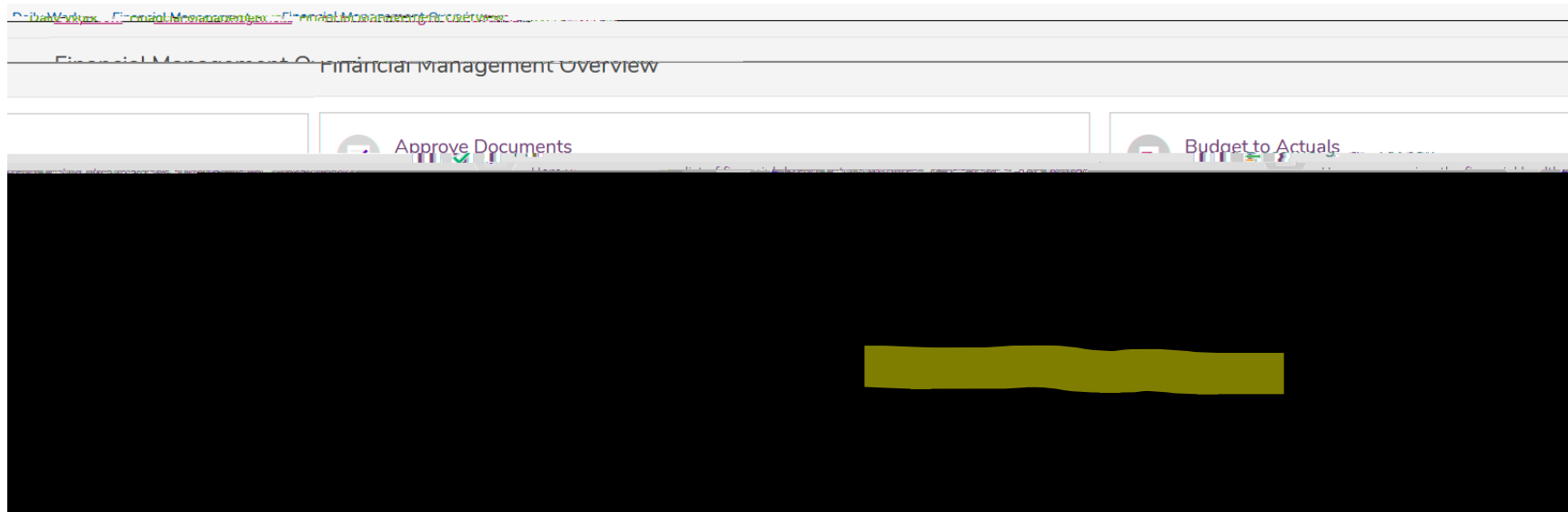




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# Requisitions

Colleague Self-Service



# Requisitions - Create

Colleague Self-Service

NOTE: When submitting for the next fiscal year prior to July 1<sup>st</sup> – CHANGE DATE to "7/1/xxxx"

The screenshot shows a web form for creating a requisition. The form is mostly obscured by a large black redaction box. Several fields are highlighted with yellow boxes: 'Document Type \*', 'Requisition Date \*', and 'Next Approver'. The email address 'john.martinez@napavalley.edu' is visible in the bottom center of the form. On the right side, the text 'ff' and 'aff' are partially visible, likely from another column or page.

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# Requisitions – Budget Code String & Definitions

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

<u>FUND*</u>	<u>ACTIVITY</u>	<u>PROGRAM</u>	<u>OBJECT NO.</u>	<u>BUDGET CENTER/LOCATION</u>
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# Requisitions - Create

Colleague Self-Service

Items

Description	Vendor Part	Quantity	Unit	Price	Extended Price	Line Item
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New item

Vendor Part

Description \*

DO NOT summarize items into one line item.

Quantity

Price

Extended Price

MUST match to source

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# 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
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# 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. REQ000000 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 1<sup>st</sup> – 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)

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