

PURCHASING 2000 REFRESHER

**A Simple Guide to the Purchasing Process
February 2021**

ALL THINGS REQ
RELATED

INTRO

My name is Lori Mcmillen and I have been employed as the Purchasing/Accounting Technician for the Adelanto Elementary School District for Seventeen years and have been employed with the District for Twenty-Three years. Hopefully, this simple review will prove helpful when creating requisitions for your school sites and departments.

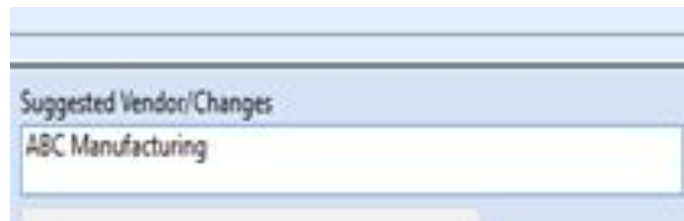
NEW VENDORS

Whenever a site/department wants to use a “new vendor” the person generating the requisition shall direct the vendor to register as a vendor with our District.

<https://vrapp.vendorregistry.com/Vendor/Register/Index/adelanto-school-district-ca-vendor-registration>

Here the vendors will enter all of their contact information, upload a W9 and Insurance/Licenses when warranted. There is no need to wait for the vendor to register, prior to entering your requisition.

When entering your requisition you will list the name of the “new” vendor under “suggested vendor”



When I am reviewing/approving requisitions and I see a vendor listed under “suggested vendor” I then go to the 3rd party application and search for the vendor to see if they are registered.

NEW VENDORS CONTINUED

If the vendor has registered and provided a W-9 I then add their information into the Vendor application in F-2000 and add the new vendor to your requisition prior to sending it for approval. I do my best to notify sites/departments that the vendor has not registered. The requisition cannot move forward without the proper documentation from the vendor. I would suggest you keep an eye on the progress of your requisitions. If it is sitting with me longer than usual that generally means the vendor still has not registered.

There will be some vendors who will show no interest in registering. In that case, they can simply provide you with a W-9 along with all of their contact information. Please be sure to have them provide you with an email address for the Purchase Order to be sent to for processing once it has been approved and signed.

Not All Vendors Accept Purchase Orders



You simply enter your requisition as usual. In the body of the requisition you enter the following:

VENDOR DOES NOT ACCEPTS PO'S.

CONTRACTS

**All Contracts/Agreements require
Board Approval**

- *Professional Development
- *Assemblies
- *Legal Services
- *Outside Transportation Services
- *Public Speakers
- *Contractors
- *Vendors providing repairs
- *Leases

Just to name a few!



WHEN YOUR SCHOOL SITE OR DEPARTMENT WANTS TO ENTER INTO AN AGREEMENT/CONTRACT WITH A VENDOR YOU NEED TO DO THE FOLLOWING:

Obtain a copy of a quote

- ★ Ask for a copy of the agreement/contract
- ★ Create an Agenda item and submit it to the Superintendent's Office
- ★ Once your Board Agenda item has been approved, you should be notified by the Superintendent's Office that you may proceed with entering a requisition
- ★ Enter your requisition as usual and in the body of the requisition include the date of **Board Approval**.
- ★ Attach copies of any quotes etc. directly to the requisition by using the “add attachment” feature.

Under no circumstances can employees, Principals or Department Managers sign Contracts. Contracts may only be signed by duly authorized District Office Personnel.

CONFERENCES

WHEN CREATING CONFERENCE/WORKSHOP REQUISITIONS PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION ON YOUR REQUISITION:

WHAT: What is the name of the workshop/conference?

WHERE: Where is the workshop/conference being held?

WHEN: When is the conference/workshop? Include dates and times.

WHO: Who will be attending?

CONFERENCES CONTINUED

Do you have a signed/approved Conference Request Form?

Was the conference/workshop Board approved?

There is a SYSTEM template available in F-2000. Find the conference template, highlight, right click, and create requisition. This will generate a new requisition. Open it up and enter all of the info as it pertains to **YOUR** workshop/conference.

ALWAYS INCLUDE THE BOARD APPROVAL DATE WITHIN THE BODY OF YOUR REQUISITION

ACCOUNT CODES

Each year school sites/departments are given a list of their account codes to use when entering requisitions. These codes rarely change. Keeping in mind that Approval Paths for requisitions are set based on either the Resource Code, Object Code, Site Code or Management Code.

Example: You are ordering office supplies Obj 4350, but you use Obj 4340 that requisition is instantly routed to the IT Manager because the object code is computer related.

Simple errors such as this will cause delays in the approval of your requisitions.

If the account that you need to use is not available you need to contact either the Budget Tech or the Director of Fiscal Services in order to have your account code linked (added).

If your requisition is showing insufficient funds, please contact the Budget Tech and submit a Budget Transfer. This will help to expedite the processing of your requisition.

FREQUENTLY USED OBJECT CODES

4210	Library books	4393	Medical Supplies
4310	Instructional Material	4440	Computer Supplies >\$500
4330	Refreshments	5220	Registration
4340	Computer Supplies <\$500	5310	Memberships
4350	Office Supplies	5845	Software
4370	Custodial supplies	5890	Other Charges (printing)
4390	Other Supplies/Equipment	5895	Meals

I FORGOT TO ENTER MY REQ!

**Ideally Requisitions should be
Generated Prior to Receiving
Goods/Services**

- You Received an Invoice
- Sign the Invoice Okay to Pay
- Complete an In Lieu for Direct Payment
- Have the form signed by your Site/Department Administrator
- Send the In Lieu and Invoice to Accounts Payable for processing.



ENTERING REQUISITIONS

- **OPEN** THE PURCHASING APPLICATION
- ENTER A BRIEF **DESCRIPTION** OF WHAT THE REQ IS FOR
- IS IT A **VENDOR** REQUISITION **OR** A **WAREHOUSE** REQUISITION?
- ENTER **REQUESTOR'S** NAME
- FROM THE DROP DOWN MENU CHOOSE THE TYPE OF **GOODS/SERVICES**
- FROM THE DROP DOWN MENU CHOOSE YOUR **LOCATION**
- VENDOR- CLICK THE VENDOR SEARCH TAB (**3 DOTS**) ENTER VENDOR NAME AND SEARCH
- FROM THE LIST **CHOOSE** YOUR VENDOR BY DOUBLE CLICKING
- WHEN THERE ARE MULTIPLE LISTINGS FOR THE VENDOR- CHOOSE THE VERY **LAST ONE**, THIS INCLUDES ALL OF THE VENDORS MOST RECENT INFORMATION

ENTERING REQUISITIONS PART 2

- ITEM DETAILS- **ADD A LINE**, HERE YOU ENTER PART NUMBER AND **COMPLETE DESCRIPTION** OF ITEM YOU ARE ORDERING
- TAB OVER ENTER **QTY**, TAB OVER ENTER **PRICE**
- ADD LINES FOR ADDITIONAL ITEMS ORDERING
- ACCOUNT SEARCH- CLICK **ACCOUNT SEARCH TAB** ON THE RIGHT
- ENTER **RESOURCE CODE** AND **OBJECT CODE** CLICK SEARCH
- CHOOSE THE APPROPRIATE ACCOUNT LINE-**HIGHLIGHT AND SELECT**
- **DISTRIBUTE EVENLY** AND **SEND** FOR APPROVAL

HOW TO TRACK THE STATUS OF YOUR REQUISITION

Once you send your requisition for approval you can no longer make changes. The requisition is now populated in your **Requisition In-Process** folder. To check the status do the following:

- ❑ Double click req to open it up
- ❑ Go to the top and click **workflow** tab
- ❑ A window will open showing you the workflow, who has approved it and who needs to approve it.

COMMONLY ASKED ?'S

I have a library book order with multiples titles. Do I have to list them all on the requisition?

No, if your order has more than 20+ titles please type the following in the body of your requisition: LIBRARY BOOK ORDER (list the # of titles) SEE ATTACHED QUOTE#(list the Quote#) Attach the quote to the requisition (do not email to me, attach to the req)

If your order has 20 titles or less, yes please list them all on the requisition.

COMMONLY ASKED ?'S PART 2

The vendor does not accept Purchase Orders, how do I proceed?

As stated earlier, enter your requisition as usual and in the body of the requisition type VENDOR DOES NOT ACCEPT PO'S. I will process the order with my Cal Card once the Purchase Order has been approved/signed.

The status of my requisition says completed, what does that mean?

This simply means that the requisition is now a Purchase Order and no longer a requisition. Keep in mind once the PO has been approved, it then needs to be signed and returned to me. The amount of time for this process can vary. Once I receive the signed copy I can then process/place the order.

COMMONLY ASKED ?'S PART 3

I still haven't received my order, how can I track it down?

Reach out to me to confirm that your Purchase Order was processed. For Amazon, Staples, Office Crave and many others I can check online and see if your order has shipped. If it has shipped I can verify when it was received. If I provide you with confirmation of delivery, please contact the warehouse for an ETA on delivery.

I received my order, but an item was damaged, now what?

Contact me and I will advise you on how to proceed. You can let me know if you want to order a replacement or if you would just like to return the item for a refund. Same process applies for incorrect item received.

COMMONLY ASKED ?'S PART 4

The quantity of a certain item I ordered was not available (happens with Amazon often) Example: I ordered 10 each, but was only shipped 2 each. What happens to the funds that were encumbered (charged) on that Purchase Order?

When Accounts Payable processes payments, your site/department is only charged for what was received. When the payment is “finalized” any funds remaining on the Purchase Order automatically credit back to the accounting line used.

I received an Invoice to Okay to Pay, Who do I send it to?

All invoices, In Lieu's, expense reports and mileage reimbursements need to be sent to Accounts Payable. Basically, if you have something that requires payment/reimbursement it goes to Accounts Payable for processing.

AMAZON ORDERS

When ordering from Amazon please be aware of the following:

- Quantities per customer may be limited
- Some items may be available at the time you place your requisition, but once I process the order it may no longer be available
- Be as detailed as possible in your item description so I can make sure I am ordering the correct item



AMAZON ORDERS CONT'D

When ordering from Amazon please be aware of the following:

- Fun Fact- When viewing the item you want to purchase from Amazon look at the URL. Amazon actually has the item# listed in the URL.
- Cut and paste that item# into your requisition. This will ensure I am ordering the correct product(s)

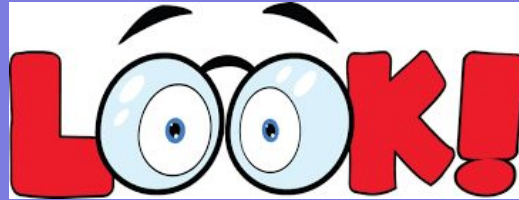
https://www.amazon.com/gp/product/B00WR23X5I/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&psc=1



RATHER THAN GO THROUGH THE STEP BY STEP PROCESSES
HERE I WILL INCLUDE THE LINK TO RESOURCES
ALREADY AVAILABLE TO YOU ONLINE

[HTTPS://WWW.AESD.NET/ADMINISTRATION/PURCHASING](https://www.aesd.net/administration/purchasing)

EVERYTHING PURCHASING RELATED IS AVAILABLE ON THE
PURCHASING PAGE. HAVE A



IN CLOSING REMEMBER I AM HERE TO ASSIST YOU ANYTIME. PLEASE CALL OR EMAIL ME AND TOGETHER WE WILL WORK THROUGH WHATEVER ISSUES YOU'RE HAVING AND FIND SOLUTIONS.

THANKS!

Contacts:

Purchasing:

Lori McMillen Ext. 10202

lori_mcmillen@aesd.net

Warehouse:

Shane Adcock

shane_adcock@aesd.net

Jason Hughes

jason_hughes@aesd.net

Craig McMullen

craig_mcmullen@aesd.net

Ext's: 10298 or 10299