

<b>BEREA COLLEGE</b>  <b>Requisition Processing</b>	Document No.	FIN017.E
	Effective Date	05/2007
	Revision Date	1/2009
	Pages	1-5
	Approval:	On File in Purchasing

**1.0 Purpose**

This procedure describes steps to prepare and submit a purchase requisition.

**2.0 Definitions**

**Proposed Vendor:** Customer states vendor they propose to use to acquire goods or services. Purchasing Manager retains the right to, in coordination with customer, select alternate vendor.

**Leadtime:** Period of time between placing the order and receipt of goods or services.

**Commodity:** Item(s) to be purchased

**FOAP:** The account number, (fund, org, account, program) to be charged

**Encumbrance:** The amount of the purchase requisition that will be encumbered to pay for the goods or services.

**3.0 Procedure**

- 3.1 Open screen FPAREQN (see screen shot below) type NEXT in the requisition field, control page down, then input information pertaining to this purchase requisition.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requisition/Delivery Information FPAREQN 7.4.0.1 (BAN7)

**Requisition:** NEXT  
**Order Date:** 01-JUN-2009  
**Delivery Date:** 24-JUN-2009  
**Commodity Total:** .00

**Transaction Date:** 01-JUN-2009  
**Comments:**  
**Accounting Total:** .00

In Suspense  
 Document Text  
 Document Level Accounting

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

**Requestor:** Maylee Abney-OFA  
**Organization:** 3044 Financial Affairs  
**Phone:** Extension:

**COA:** B Berea College  
**Email:**  
**Fax:** Extension:

**Ship To:** ACCTOF  
**Street Line 1:** Financial Affairs  
**Street Line 2:** CPO 2206  
**Street Line 3:**

**Building:** Lincoln **Floor:** LL  
**City:** Berea  
**State or Province:** KY **Zip or Postal Code:** 40404  
**Nation:** UNITED STATES  
**Telephone:** Extension:

**Contact:**  
**Attention To:** Maylee Abney

Enter name for Attention-to label on Ship-to address.

Record: 1/1 | ... | <OSC>

3.2 Next block through the screens inputting all required information (vendor, payment terms, FOB code, item description(s)).

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 7.4.0.1 (BAN7)

Requisition: NEXT  
 Order Date: 01-JUN-2009  
 Delivery Date: 24-JUN-2009  
 Commodity Total: .00

Transaction Date: 01-JUN-2009  
 Comments:  
 Accounting Total: .00

In Suspende  
 Document Text  
 Document Level Accounting

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

Vendor: 611028488 Lowe's Sporting Goods Inc

Address Type: [v] Sequence: 1  
 Street Line 1: 901 N Main St  
 Street Line 2:  
 Street Line 3:  
 City: London  
 State or Province: KY Zip or Postal Code: 40741 Nation:  
 Phone: 800 4672207 Extension:  
 Fax:  
 Contact: Gene Lowe  
 Email:  
 Discount: 08 Net 30 Days  
 Tax Group:  
 Currency:

Enter vendor's address type code  
 Record: 111 | ... | <OSC>

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.4.0.1 (BAN7)

Requisition: R0012978  
 Order Date: 01-JUN-2009  
 Delivery Date: 24-JUN-2009  
 Commodity Total: 12,000.00

Transaction Date: 01-JUN-2009  
 Comments:  
 Accounting Total: 12,000.00

In Suspende  
 Document Text  
 Document Level Accounting

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

Item 1 of 1 U/M EA Tax Group Quantity 2 X Unit Price 6000 = Extended: 12,000.00  
 Discount: .00  
 Additional: .00  
 Tax:  
 Commodity Line Total: 12,000.00  
 Document Commodity Total: 12,000.00

Commodity Description  
 Gym Equipment  
 Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: .00  
 NSF Override  
 NSF Suspende  
 Extended: 12,000.00  
 Discount: .00  
 Additional: .00  
 Tax:  
 FOAPAL Line Total: 12,000.00  
 Document Accounting Total: 12,000.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Lacn	Proj
B	09	1100	3044	7003	55			

Enter program code  
 Record: 111 | ... | <OSC>

3.3 When you reach the “Complete” screen, click complete, and write down requisition number in a log of your choice.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 7.4.0.1 (BAN7)

Requisition: R0012978  
 Order Date: 01-JUN-2009  
 Delivery Date: 24-JUN-2009  
 Commodity Total: 12,000.00

Transaction Date: 01-JUN-2009  
 Comments:  
 Accounting Total: 12,000.00

In Suspense  
 Document Text  
 Document Level Accounting

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

Vendor: 611028488 Lowe's Sporting Goods Inc  
 COA: B Berea College  
 Organization: 3044 Financial Affairs  
 Currency:  
 Exchange Rate:  
 Input Amount: 12000.00  
 Commodity Record Count: 1  
 Requestor: Maylee Abney-OFA  
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount:	12,000.00	12,000.00	12,000.00	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process:

WARNING : Budget is exceeded for sequence 1  
 Record: 1/1 <OSC>

Requisition is routed to Purchasing for conversion to purchase order.

3.6 Forward all supporting documents, i.e. quotes, request for competitive bid waiver, proposed contracts, etc to Purchasing Manager.

3.7 Within 1-3 days after requisition is submitted, provided proper documentation is approved by Purchasing Manager, you will receive the original purchase order. Keep PO until goods or services are received, then submit with invoice to Accounts Payable for payment. (See procedures for receiving and payment of purchase orders.)

#### 4.0 Instructions (Paper Requisition)

4.1 Access requisition form from the public folders in Outlook under Business and Finance. Complete all sections and forward, with proper signatures to Purchasing Manager.

4.2 Forward all supporting documents, i.e. quotes, request for competitive bid waiver, proposed contracts, etc to Purchasing Manager.

4.3 Within 1-3 days after requisition is submitted, provided proper documentation is approved by Purchasing Manager, you will receive the original purchase order. Keep purchase order until goods or services are received, then submit with invoice to Accounts Payable for payment. (See procedures for receiving and payment of purchase orders.)

## **5.0 Forms and Records**

5.1 Quotes

5.2 Competitive Bid Waiver Request form

5.3 Vendor W-9 (if new vendor)

5.4 Vendor Qualification Form (if required, see Purchasing Policy pg. 14 Supplier Relationships and Selection.)

5.5 Certificate of Liability and Workers Compensation Insurance (if applicable, see Purchasing Policy pg 13 Risk Management)

## **6.0 Equipment/Software**

6.1 Banner

## **7.0 Related Documents**

7.1 Purchasing Policy