

THE REQUISITION/PURCHASE ORDER PROCESS

Requisition/Backup. When goods or services are needed, the Requestor/Requisitioner should research the required item(s), obtain quotes as necessitated by the dollar limit guidelines, verify budget availability and complete an online Banner Requisition.

All backup documents (e.g. quotations, service contracts, W-9 forms, Certificates of Insurance) should then be forwarded to Purchasing.

Approvals. The completed Requisition must be reviewed and approved by the designated Department and/or Division-level approver(s) and then the Administrative-level approver(s). If a Requisition is disapproved, it is returned to the Requisitioner for revision and re-submission.

Purchase Order. The District Buyer reviews the approved Requisition and, if the information is accurate and the necessary documentation has been received, completes an online Banner Purchase Order. Once approved, the Purchase Order is forwarded to the vendor.

Goods should never be purchased or services performed without a Purchase Order authorizing the expenditure.

Commodity Received. The Requestor/Requisitioner receives the goods or services from the vendor.

Payment. The Requestor/Requisitioner examines the vendor's invoice for accuracy, initials the approved invoice for payment, and forwards it to the Accounts Payable Department. The District Accounts Payable representative reviews and processes the approved invoice, cuts the check and forwards payment to the vendor.

For more comprehensive guidelines, along with additional information on the requirements or restrictions which may apply, please refer to the following documents available on the *District Downloads*: "Purchasing Procedures and Contract Requirements" and the "SMCCCD Procurement Card User's Guide".

Remember: Goods and services are purchased through the Requisition/Purchase Order process based on the nature of the purchase and established dollar limit guidelines. **For Example:** Items with a unit cost under \$1,000 should be purchased with a District Procurement Card whenever possible.