

<b>PROCUREMENT  PROCEDURE  MANUAL</b>	<b>TITLE:</b> Purchasing – Requisition and Purchase Order Processing	
	<b>NUMBER:</b> PRO-PUR-001	<b>VERSION:</b> 03
	<b>ISSUED DATE:</b> 12/7/2010	<b>REVISION DATE:</b> 6/4/2014

➤ **Purpose:**

This procedure identifies types of requisitions and the steps involved for a purchase order to be issued.

➤ **Definitions:**

**Approval Path:** Electronic approvals required in order for a requisition to be completed.

**Blanket Order (BO):** Type of requisition used for items that cannot be quantified and that require multiple payments. A BO is not issued for specific items but rather a block of money that can be spent with that vendor over a specified time.

**Central Stores:** Inventory of forms or other supplies in College storage.

**Central Stores Orders (CS):** Type of requisition used for products from our Central Stores.

**Construction Equipment Orders (CE):** Type of requisition used for purchasing construction materials and equipment.

**Construction Orders (CO):** Type of requisition used for construction and construction related services which allows multiple payments.

**Emergency Orders (ER):** Type of requisition used for products and services with critical time issues which could impede employee production or student learning (e.g., safety issues to student, staff or faculty; emergency repairs of equipment).

**General Ledger Classification (GL Code):** Code used to indicate the type of transaction or account. GL Codes are determined by the Accounting Manual for Florida’s College System.

**Invitation to Bid (ITB):** A written solicitation for competitive sealed bids.

**Library Blanket Order (LB):** Type of requisition used for Library purchases of various books, references, and periodicals which allows for multiple payments. An LB is not issued for specific items but rather a block of money that can be spent with that vendor over a specified time. This is similar to a BO, but for College Library purchases only.

**Membership/Subscription (MS):** Type of requisition used for membership to various organizations and subscriptions of all types (includes: printed and electronic publications, various digital media and web download subscriptions). Does not require receipt in system.

**Office Supply (OS):** Type of BO used for ordering office supplies.

**Organizational Unit (ORG):** Coding within the budget structure that allows for clear identification of an area of responsibility and managerial responsibility/authority. These areas of responsibility may also be referred to as divisions, departments, sections, or offices. The numbering of the organizational units is based on the [Accounting Manual for Florida's College System](#).

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Prepaid Orders (PP):** Type of requisition used for orders that require payment prior to receiving the product.

**Pro forma Invoice:** Estimated invoice sent in advance of a shipment or delivery of goods and includes the quantity of goods, value and any additional charges.

**Purchase Order (PO):** Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

**Request for Proposal (RFP):** A written solicitation for competitive sealed proposals.

**Request for Quotation (RFQ):** An oral or written request for written pricing or services information from a state term contract vendor for commodities or contractual services available on a state term contract from that vendor.

**Requisition:** An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

**Service Contract Orders (SC):** Type of requisition used for maintenance services, consultants, and warranty services which allows for multiple payments.

**Standard Requisition (RQ):** Type of requisition used for all products that does not fall under any of the specific requisition types.

➤ **Responsibility:**

**College Departments:** Responsible for conveying the details of products and/or services desired for approved College activities to Purchasing by entering the appropriate type of requisition into PantherNet.

**NOTE: The ONLY authorized College personnel permitted to sign contracts, of any kind, including PO's are: The President, Vice-President of Administration and Business Services, Controller, and Procurement Director.**

**Approvers:** Personnel within a department who are responsible for approving requisitions and may include Department Head/Supervisor, Budget Manager, Assistant Controller, V.P./Provost, IT Director, Facilities Manager/Director, and other responsible individuals.

**Purchasing:** Responsible for reviewing the requisition and determining what, if any, steps are required prior to converting the requisition to a PO.

➤ **Procedure Details:**

1. Department representative verifies availability of funds in the appropriate ORG and GL Code(s), or Pooled GL Code(s).
2. Department representative enters the appropriate requisition type in PantherNet. The Definitions section above provides guidance for selection of the requisition type.
  - A. All requisitions must contain the following information:
    - i. Account number
    - ii. Suggested vendor
    - iii. Description of item(s) that are to be purchased
    - iv. Quantity of item(s)
    - v. Unit Cost of item(s)
    - vi. Unit of measure of item(s)
    - vii. Date needed
3. The requisition follows an approval path prior to being sent to Purchasing. Approvers review and authorize or reject the requisition.
4. Once the requisition has been approved by all approvers, it is forwarded to Purchasing.

5. Purchasing staff reviews the requisition and determines what, if any, other steps are required prior to converting the requisition to a PO. Additional steps may include:
  - A. Securing additional quotes
  - B. Selection of most appropriate vendor
  - C. Issuing an ITB/RFP/RFQ/ITN
  - D. Verifying specifications and/or prices
6. Once all necessary steps have been completed by Purchasing, the requisition is converted to a PO.
7. The PO is sent to the vendor from the Purchasing Office.
8. The following cases will involve additional steps to be taken:
  - A. Emergency Orders (ER):
    - i. To expedite the process, Purchasing will email all approvers to request action to be taken to approve or reject the requisition.
    - ii. Once approvals are obtained, Purchasing prepares the PO and faxes it to the vendor.
  - B. Prepaid Orders (PP):
    - i. Once the PP requisition is entered and approved in PantherNet, two copies of a pro forma invoice and a [routing slip](#) must be sent to Purchasing.
    - ii. Purchasing prepares the PO and sends the PO, routing slip, and pro forma invoices to Accounts Payable.
    - iii. Accounts Payable generates a check and sends the check with PO to the vendor.
    - iv. Accounts Payable sends a form to the requestor, requesting a signature once the goods or services are received.
  - C. Office Supply Orders (OS):
    - i. Once the OS requisition is entered and approved in PantherNet, a PO is issued by Purchasing,
    - ii. Purchasing notifies the requestor that they may begin ordering from the office supply website.
    - iii. Details concerning office supply requisitions can be found in [PRO-PUR-011](#).

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

Procurement Procedure: PRO-PUR-011 (Office Supplies)

<http://www.palmbeachstate.edu/procurement/Documents/PRO-PUR-011-OfficeSupplyRequisitioning.pdf>

Florida Statutes: 1010.04 <http://www.flsenate.gov/statutes/>

287 <http://www.flsenate.gov/statutes/>

Routing Slip: <http://www.palmbeachstate.edu/purchasing/Documents/RoutingSlip.pdf>

SBE Rules: 6A-14.0734

<https://www.flrules.org/gateway/RuleNo.asp?title=COMMUNITY%20COLLEGES&ID=6A-14.0734>