

# Requisition Approval & Ordering Process

**STEP 1:**  
Site/Department enters Requisition in SACS and sends to Site Administrator/Program Director for Approval(s)

## Requisitions MUST:

- \*Be free of any errors & have sufficient budget.
- \*Include Item #'s & Complete Descriptions
- \*Include Tax & Shipping Costs

**STEP 2:**  
Site Administrator/Director verifies information on requisition is correct, Approves in SACS and sends to Kim Gonzalez

Email Backup to Purchasing-Kim Gonzalez  
\*Quotes/ Proposals, etc.

**STEP 3:**  
PO is Processed then Signed & Approved by CBO or Director of Fiscal Services

Negative Budget Balance- If there is a negative balance on an account line, a Budget Revision must be submitted in Laserfiche.  
\*\*Requisition will not be processed until Budget Revision is received.

**STEP 4:**  
Order is Placed by Purchasing Department

**STEP 5:**  
Purchasing Department Emails Requisitioner a PO copy and Order Confirmation once order is placed

**STEP 6:**  
Order is Received. Site notifies Accounts Payable via email that the order has been received so that Payment to Vendor can be processed

If additional information is needed to Approve or Process, the site/department will be contacted.

# *Purchasing Reminders- to help serve you better!*

To ensure a successful fiscal year-end closing, it is important that we make every effort to meet all the dates listed below, please plan ahead. If you have any questions or need additional information, please call or send us an email and we would be happy to answer any questions you may have.

## 2022-2023 Purchasing Deadlines

<b>03/03/2023</b>	FURNITURE ORDERS	Last Day to submit requisitions for furniture or special order items.
<b>04/07/2023</b>	REQUISITION DEADLINE	Last Day to submit requisitions for ALL 2022-2023 orders, services, registrations & end of year events.
<b>05/15/2023</b>	OPEN PO'S	Last Day to place orders on any Open PO's to Office Depot, Amazon or Southwest School Supply (MUST have encumbered by 4/7 deadline)
<b>06/02/2023</b>	SMART & FINAL/ SAVE MART Open PO's	Last Day to use Smart & Final & Save Mart PO's, MUST Submit receipt same day (MUST have encumbered by 4/7 deadline)