



STANDARD OPERATING PROCEDURE

Title: Invoice Requisition

PURPOSE

This procedure is intended to provide college staff and departments the information necessary to generate a requisition to pay their invoices.

PROCEDURE

To decrease the level of past due invoices that Laney may received at the end of the fiscal year, please generate a pay to requisition once invoice is received. Invoice requisitions are submitted by the department head to the dean using the on-line PROMT system. PROMT routing to access a blank requisition form for completion is:

1. Access PROMT
(https://staff.peralta.edu/psp/PAPROD/EMPLOYEE/EMPL/h/?tab=PCC_EMPLOYEE_HOME)
2. Click on Association Service Center
3. Click on Purchasing
4. Click on Requisitions
5. Click on Add and Update Requisition
6. Click on Add
7. Click on Origin
8. Click on LIN
9. Click on Requisition Default
10. Select appropriate buyer for campus
11. Pick Vendor, Category and type in Budget code on Distribution line
12. Click on OK, this will lead you back to the first page
13. Enter "Description" (Invoice #, Date of Invoice)



14. Enter "Quantity" (This should always be 1)
15. Enter "UOM" (This should always be EA)
16. Enter "Category"
17. Enter "Price" (This amount should be without tax)
18. Click "Save" when finished, then click on the magnifying glass icon to budget check, then click saves again. The requisition is now ready for approval.

Initiator will be notified by email when requisition is forwarded to the District Accounts Payable Department.

After the requester has initiated the requisition, the requisition is routed to the appropriate instruction or student services manager, or the Business Office. A hard copy of the requisition should always be submitted to the Business Office along with the original invoice and two copies of the invoice.

Once the availability of funds in the specified expenditure account is verified, the invoice requisition is routed to the Accounts Payable over in the District Office.

NOTE: Goods or Services ordered prior to the appropriate approvals are the responsibility of the person initiating the purchase to generate an invoice requisition to get the vendor paid.



STANDARD OPERATING PROCEDURE

DEPARTMENT: Business Services		TITLE: Invoice Requisition	
KEY WORDS			
<ul style="list-style-type: none"> • Invoice • Requisitions 			
DEFINITIONS AND ABBREVIATIONS			
<ul style="list-style-type: none"> • PROMT – Peralta Real-time Online Management Technologies (People Soft computer system) • Requestor – District/College personnel authorized to initiate a purchase requisition 			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:	None		