



## STANDARD OPERATING PROCEDURE

**Title:** Purchasing

### PURPOSE

This procedure is intended to provide college staff and departments the information necessary to order supplies, materials, equipment or services.

### PROCEDURE

To facilitate the availability of goods or services when needed submit, purchase requisitions at least 45 days in advance of the delivery/receiving date. Purchase 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](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 LPO
9. If status is open, click on green check mark to turn into pending, then click on Requisition Default
10. Pick Buyer (Currently DBUI)
11. Complete requisition and forward for approval

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



After the requester has initiated the requisition, the requisition is routed to the appropriate instruction or student services manager, or the Business Office if for the Office of the Vice President of Instruction/Student Services or Business Services.

Once the availability of funds in the specified expenditure account is verified, the purchase requisition is routed to the Purchasing Department in General Services.

**NOTE:** Goods or Services ordered prior to the appropriate approvals are the responsibility of the person initiating the purchase. Unauthorized purchases are the financial responsibility of the person initiating the order.



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<b>DEPARTMENT:</b> Business Services		<b>TITLE:</b> Purchasing	
<b>KEY WORDS</b>			
<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Requisitions</li> </ul>			
<b>DEFINITIONS AND ABBREVIATIONS</b>			
<ul style="list-style-type: none"> <li>• Buyer – District personnel working in the Purchasing Department whose formal job title is “Buyer” or “Assistant Buyer” (Personnel working at the campuses are not Buyers)</li> <li>• PROMT – Peralta Real-time Online Management Technologies (PeopleSoft computer system)</li> <li>• Requestor – District/College personnel authorized to initiate a purchase requisition</li> </ul>			
<b>RESOURCES</b>			
Purchasing Department Policies and Procedures are defined and discussed in Peralta CCD SOP09			
<b>Last Edits:</b>			
<b>Responsible:</b>		<b>Approved by:</b>	
<b>Date for Review:</b>		<b>File Ref:</b>	Purchasing Department Policies and Procedures are defined and discussed in Peralta CCD SOP09
<b>Previous Titles:</b>	None		