Laney College
Business Services

Administrative Services Training/Refresher

January 2020

PowerPoint Presentation

- Budget Transfer and Overview Refresher
  Supplemental Document: Budget Transfer Guidelines
- Requisition/Purchasing Refresher
  Supplemental Document: Requisition Cheat Sheet
- Independent Contractor/Consultant Services Contract (ICC) Refresher
  Supplemental Document: Independent Contract/Consultant Services Contract Guidelines

Petty Cash Reimbursement Process

Supplemental Document: Petty Cash Reimbursement

Understanding Pre-Encumbrance/Open Encumbrance Reports

Supplemental Document: Understanding Pre-Encumbrance/Open Encumbrance Reports

Travel

Supplemental Document: Travel Request Schedule 2020

Purchasing Deadlines

Supplemental Document: FY2020 Purchasing Deadlines DRAFT

Questions?

Supplemental Document: Contact List

Agenda

January 13, 2020

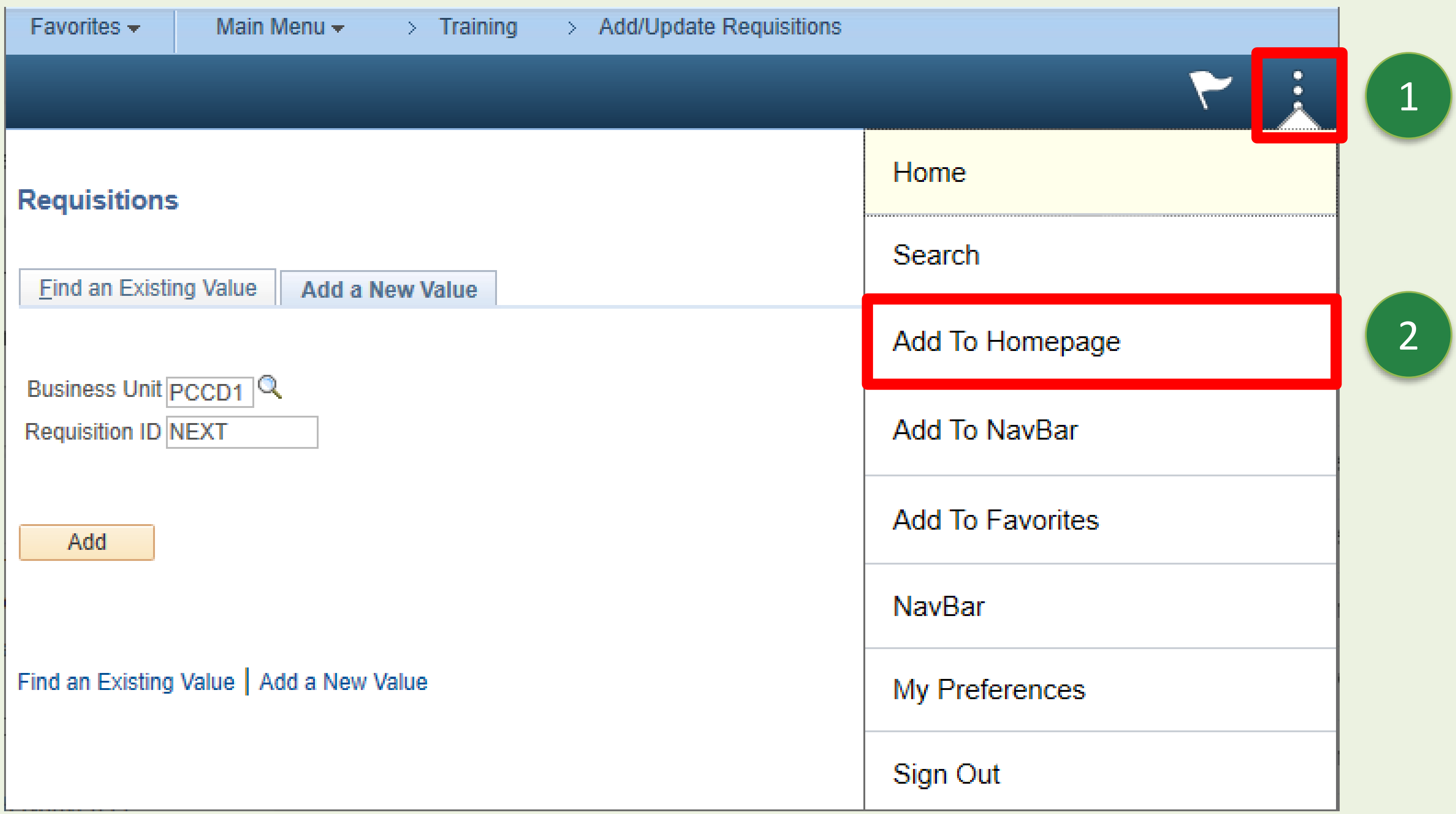
- Housekeeping
- PowerPoint Presentation
  - Budget Overview/Transfer Refresher
  - Requisition/Purchasing Refresher
    - Purchasing Regulations
    - Status of a Requisition
    - Review a Purchase Order
  - Independent Contractor/Consultant Services Contract (ICC) Refresher
- Petty Cash Reimbursement Process Updates
- Understanding Pre-Encumbrance/Open Encumbrance Reports
- Travel Updates
- Business Services Year End Deadlines
- Questions?

ONEPeralta

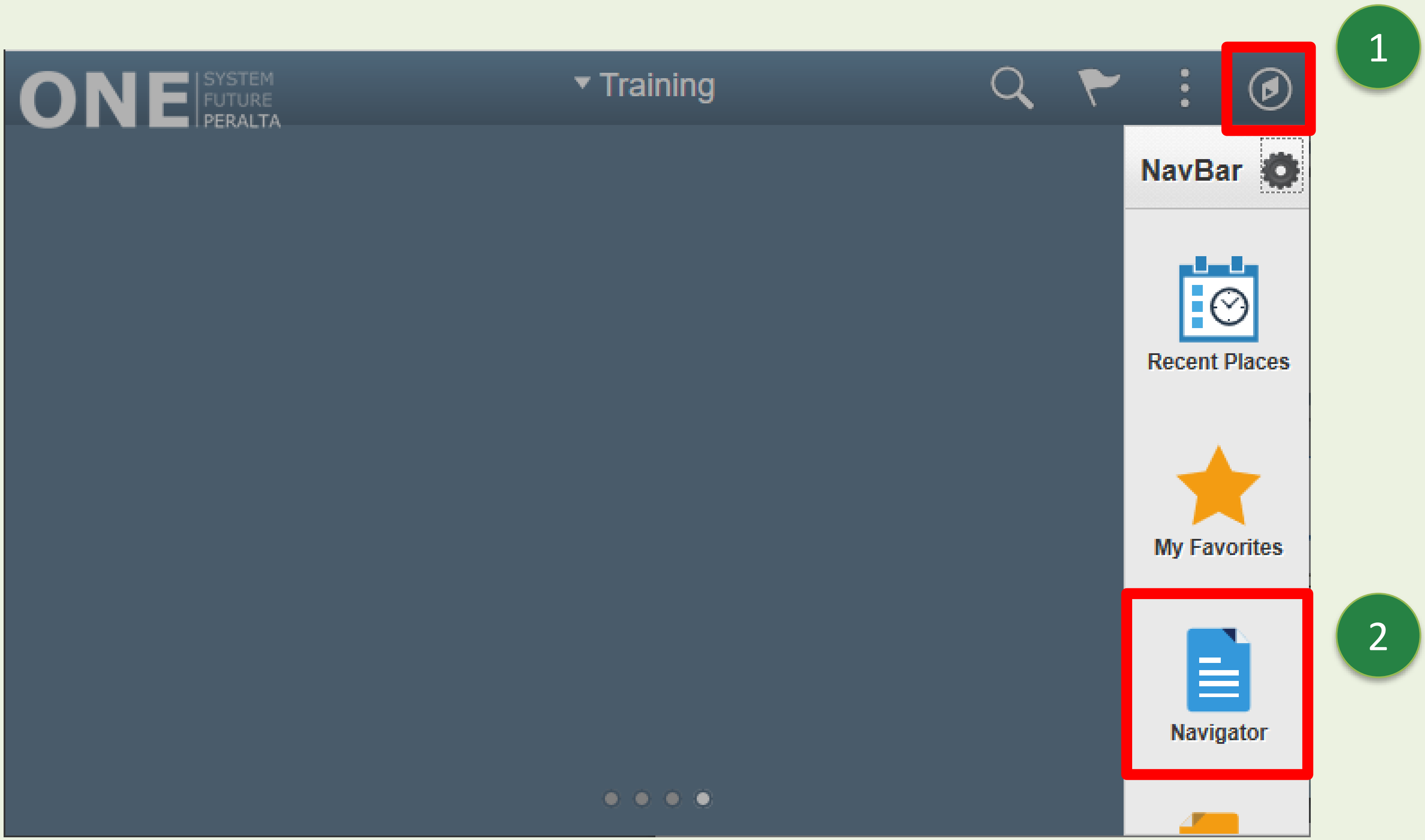
Laney College Business Services

- Add to Homepage
- Accessing Navigator
    - Commonly used pages in Navigator
- Budget Overview
- Budget Transfer
- Creating a Requisition
    - Purchasing Regulations
    - Status of a Requisition
- Review a Purchase Order

Add to Homepage



Accessing Navigator



Commonly Used Pages

Requisitions:

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

Purchase Orders:

Navigator → Purchasing → Purchase Orders → Review PO Information → **Purchase Orders**

Vendor Information:

Navigator → Suppliers → **Supplier Information**
→ **Supplier 360**

Budget Overview:

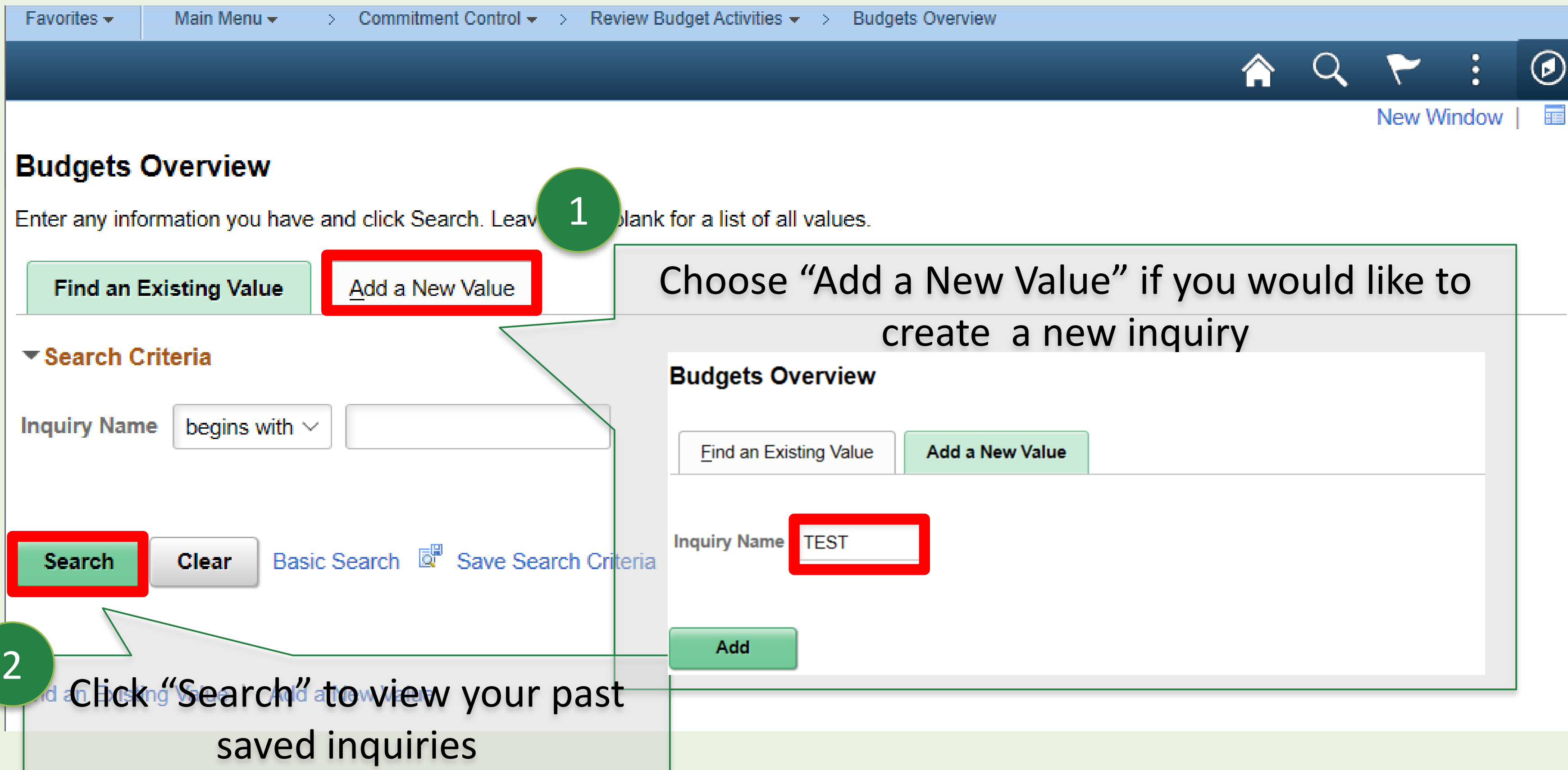
Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**

Budget Transfer/Journal:

Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**
→ **Enter Budget Journals**

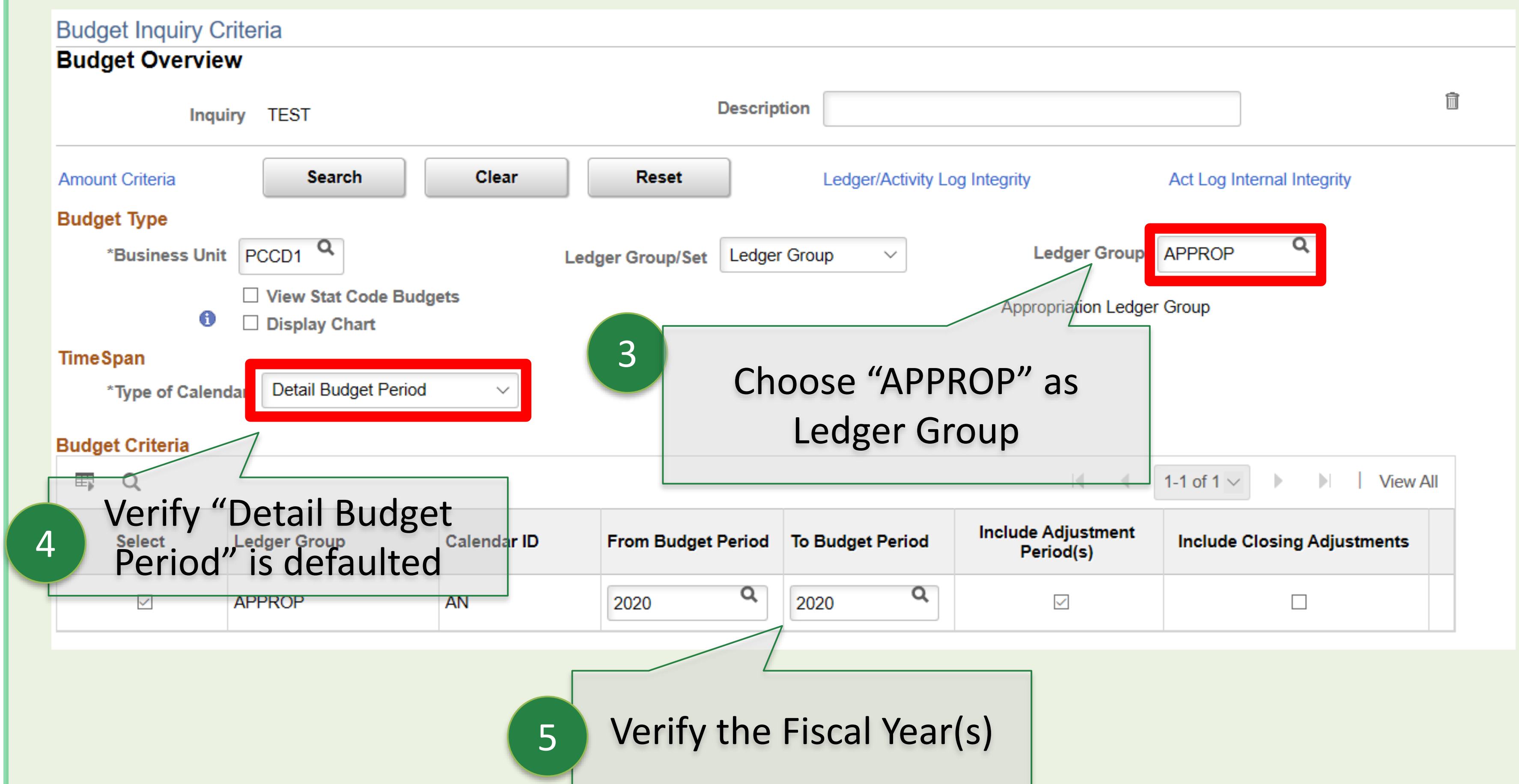
Budget Overview

Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**



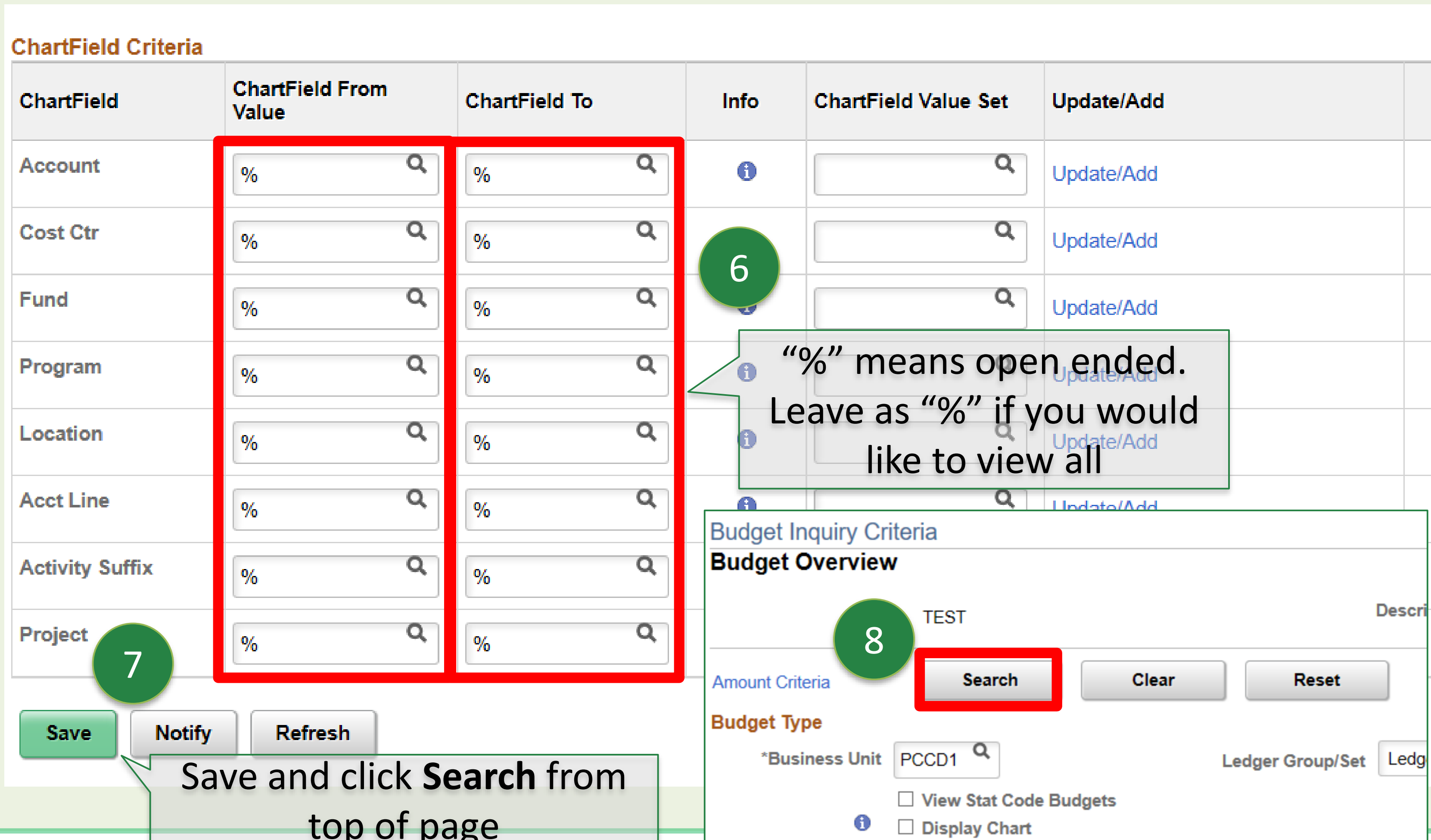
Budget Overview (cont.)

Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**



Budget Overview (cont.)

Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**



"%" means open ended. Leave as "%" if you would like to view all

Save and click **Search** from top of page

Budget Overview (cont.)

Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**

Business Unit	PCCD1
Ledger Group	APPROP
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	

Return to Criteria Max Rows 100 Display Options Search

Ledger Totals (Rows)

Budget	390,141.00
Expense	206,036.42
Encumbrance	1,983.19
Pre-Encumbrance	276.00
Budget Balance	181,845.39
Associate Revenue	0.00
Available Budget	181,845.39

Budget Overview Results

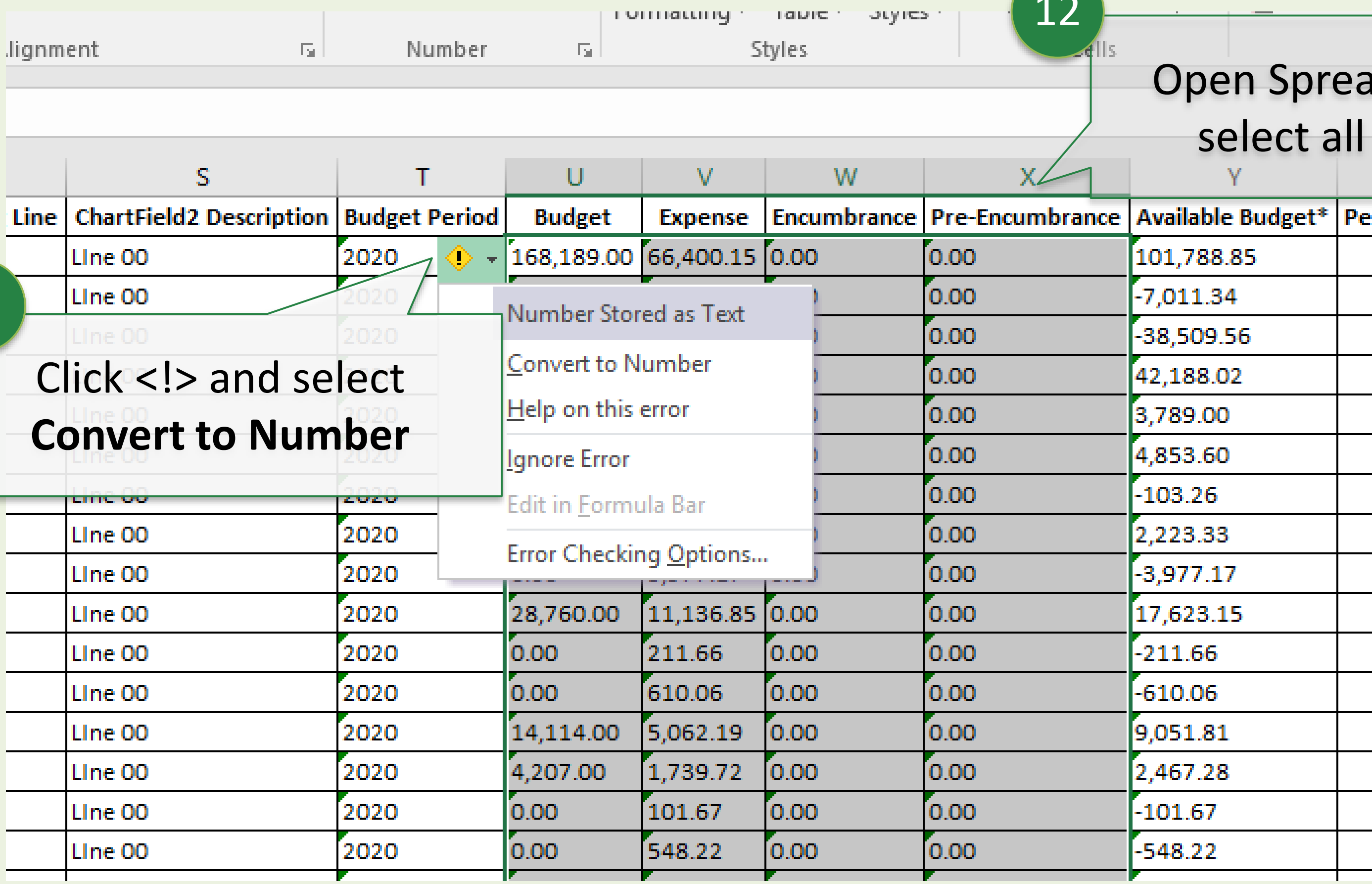
9 Change to “99999” to capture all lines

10 Click **Search** to refresh page

11 Click here to download to Excel

Budget Overview (cont.)

Navigator → Commitment Control → Review Budget Activities → **Budgets Overview**

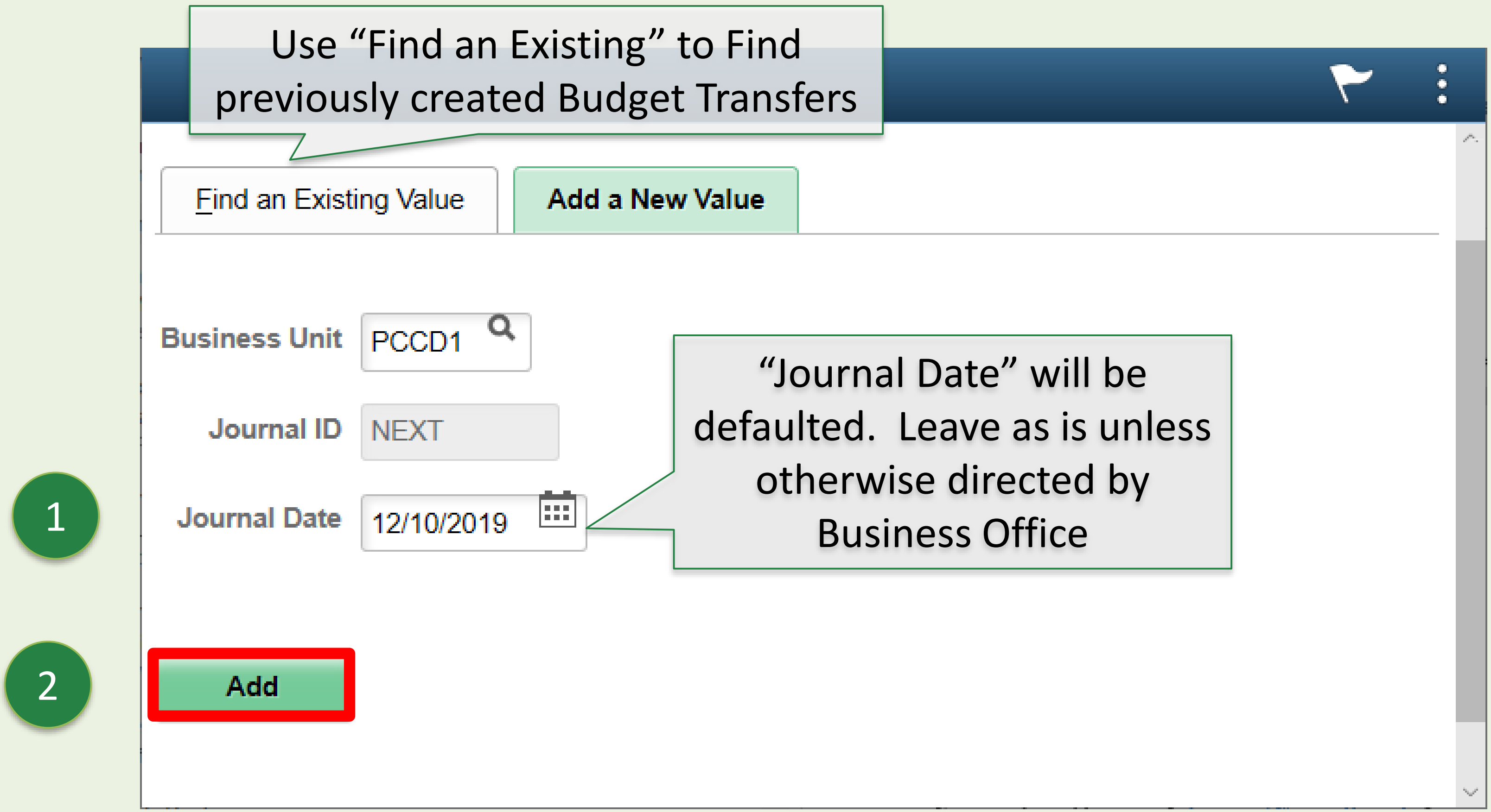


12 Open Spreadsheet and select all numbers

13 Click <!> and select **Convert to Number**

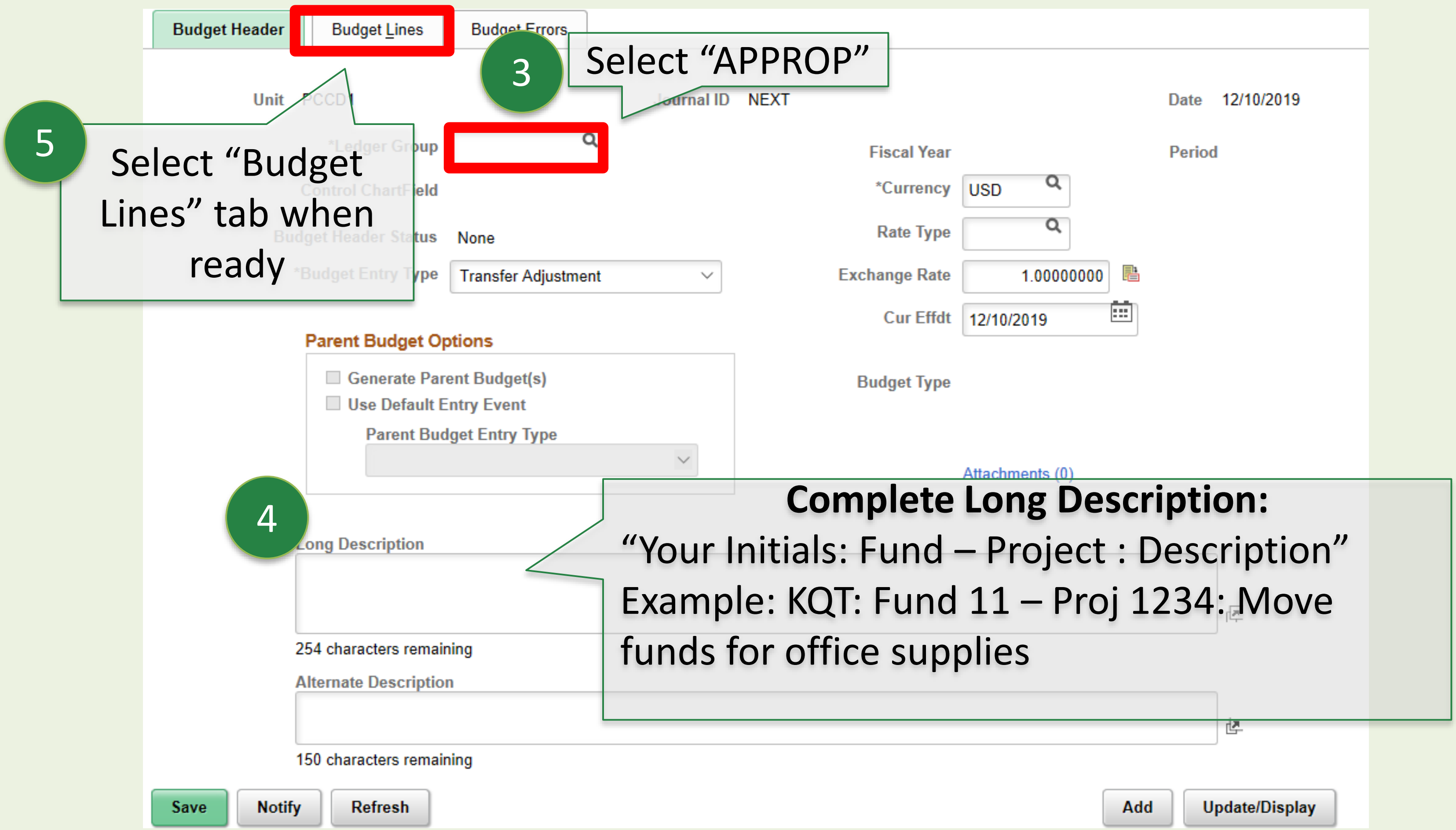
Budget Transfers

Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**



Budget Transfers (cont.)

Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**



Budget Transfers (cont.)

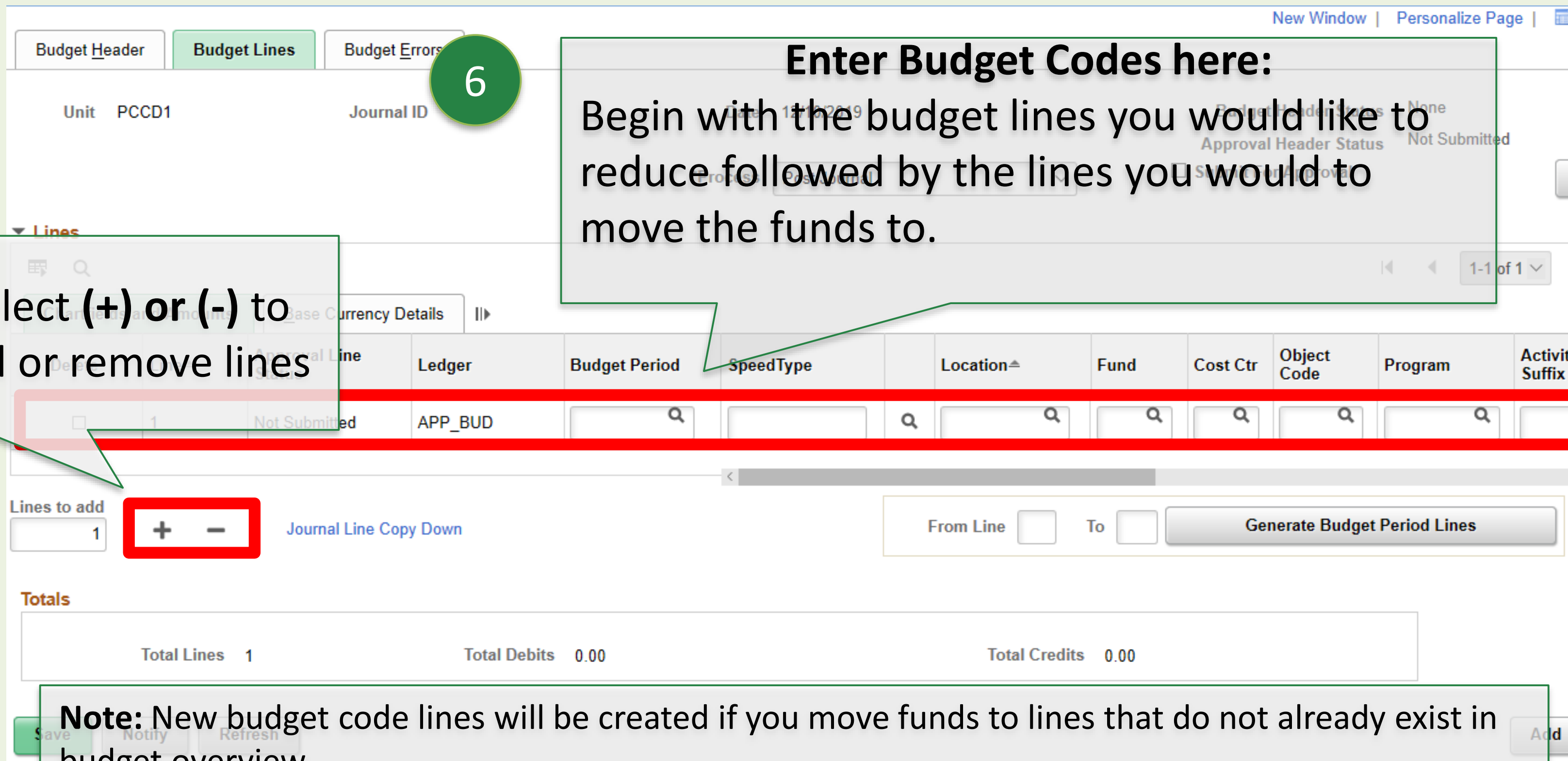
Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**

6

Enter Budget Codes here:

Begin with the budget lines you would like to reduce followed by the lines you would to move the funds to.

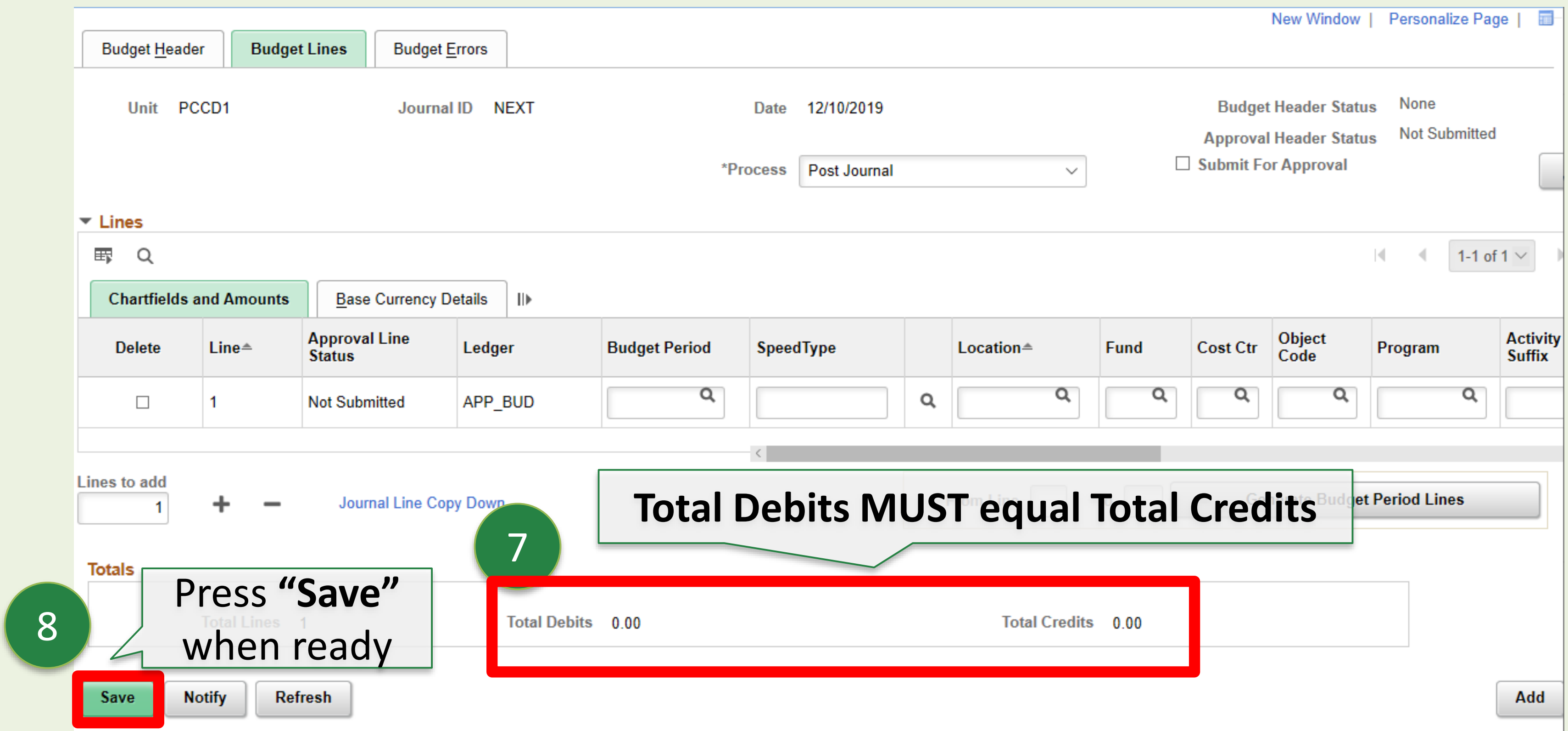
Select **(+) or (-)** to add or remove lines



Note: New budget code lines will be created if you move funds to lines that do not already exist in budget overview.

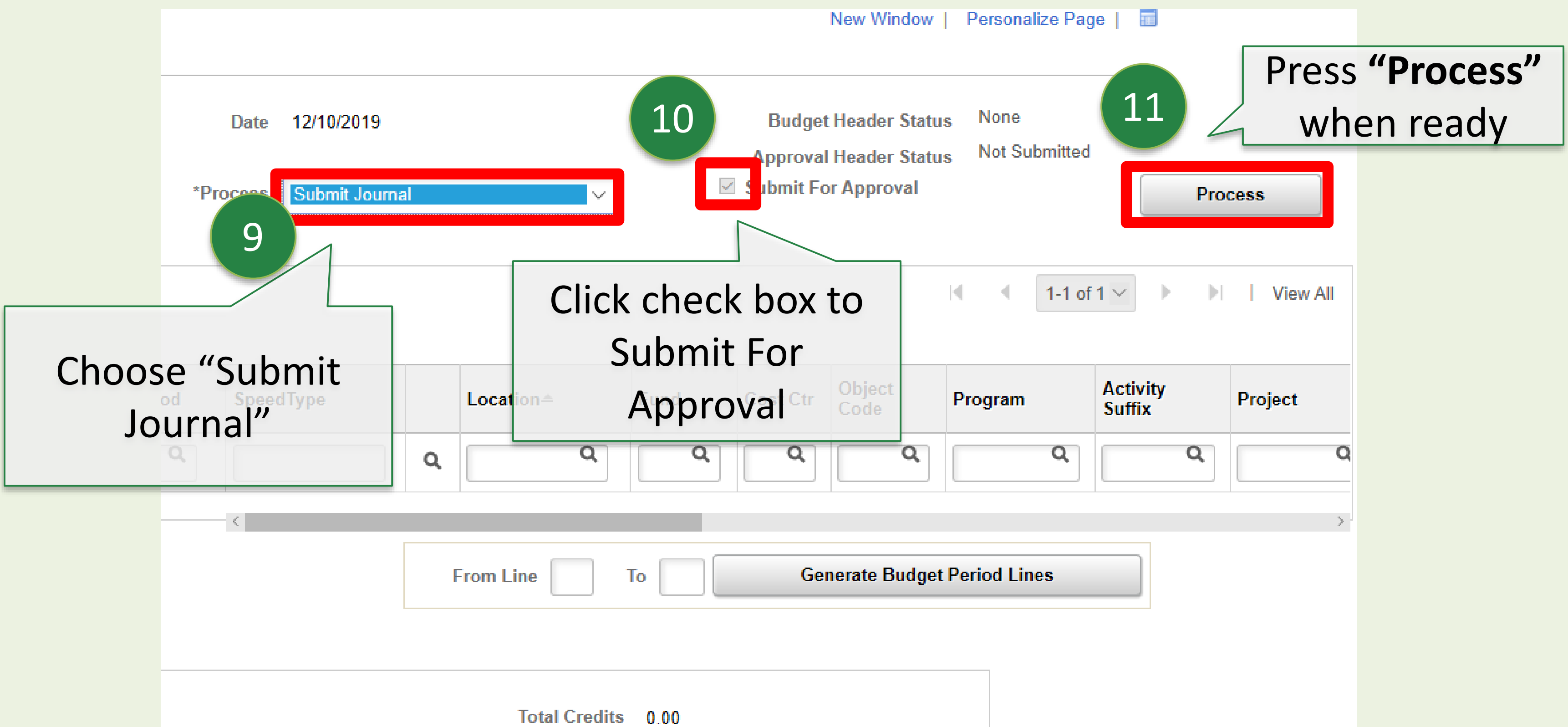
Budget Transfers (cont.)

Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**



Budget Transfers (cont.)

Navigator → Commitment Control → Budget Journals → **Enter Budget Transfer**



Note: Once processed, **Approval Header Status** should be **"Pending".** Once it has approved, check to see if **Budget Header Status** is **"Posted".** If not, select **"Post Journal"** from **Process** and click the **"Process"** button in Step 11

Create a Requisition

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

Purchasing Regulations: Goods (LPO/LOA)

Purchases less than $10,000 – Only one (1) quotation is required
If purchase is over $2,500, the quote must be in writing

Purchases between $10,000.01 and $92,400 – Informal competitive bidding is required
3 quotes and bid recap sheet is required (attached to req.)

Purchases over $92,400 – Formal bidding is required. Formal bidding requires that the department write specifications describing the needed goods or services. The requestor will supply District Purchasing with detailed specifications and approved requisitions.

Notes: These regulations are **per vendor, per fiscal year, district wide**; not per requisition!
Purchases exceeding **$92,400** during a fiscal year **must be approved by the board**
Goods must be delivered to District Warehouse (with exceptions)

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

Purchasing Regulations: Services (LOA)

Services less than $600 – “Payment for Services – Not To Exceed $600” form must be completed and approved by first and second level manager. Attach form to Open Account Requisition (LOA).

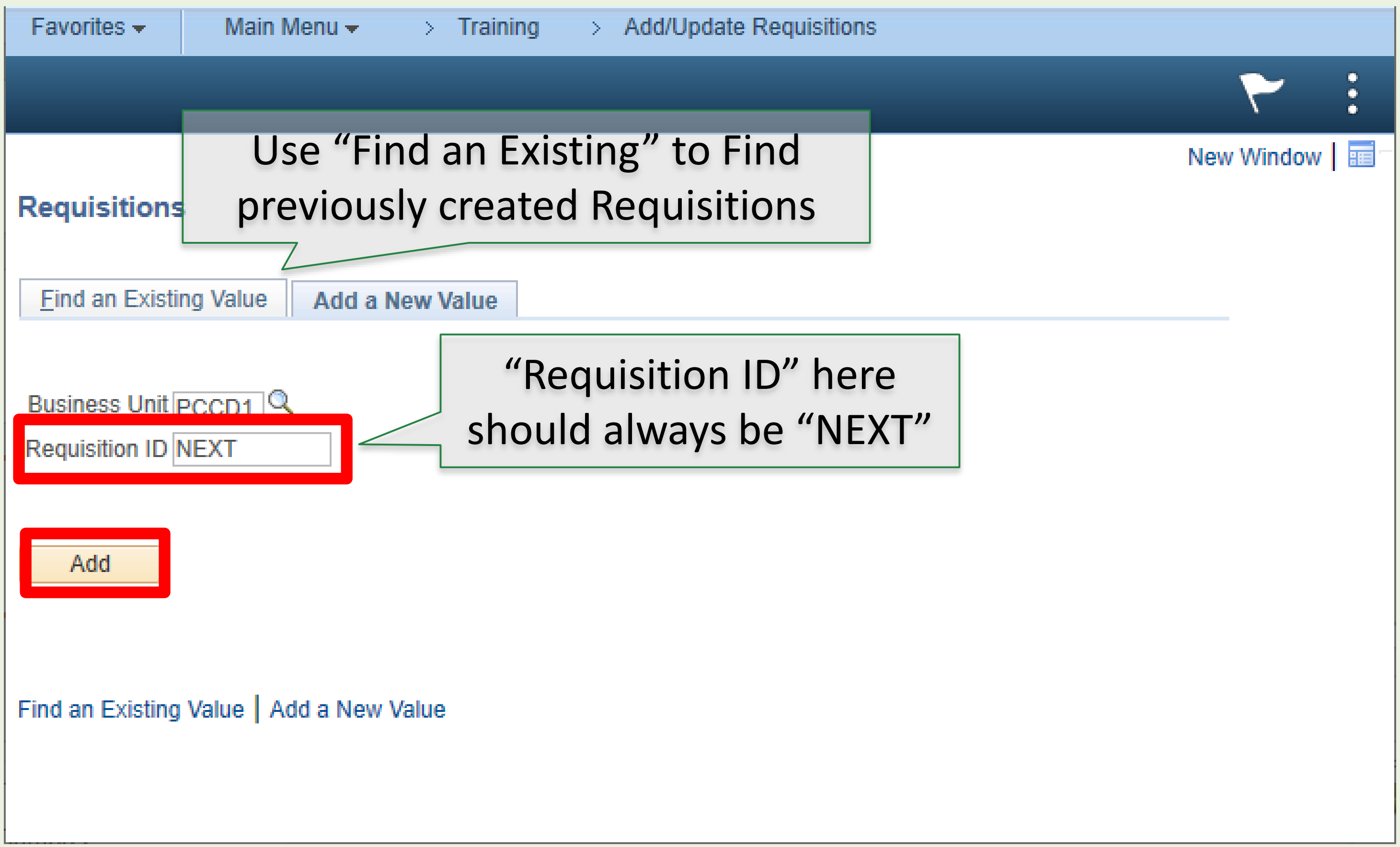
Services between $600 and $25,000 – Independent Contractor/Consultant Services Contract (ICC) must be completed and **approved by Chancellor**

Services over $25,000 – Independent Contractor/Consultant Services Contract (ICC) must be completed and **approved by Board**

Notes: These regulations are **per vendor, per fiscal year, district wide**; not per requisition!
The ICC must be approved by the Chancellor **PRIOR** to service being rendered by any new or continuing contractor/consultant.
A new ICC must be submitted for each fiscal year.

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

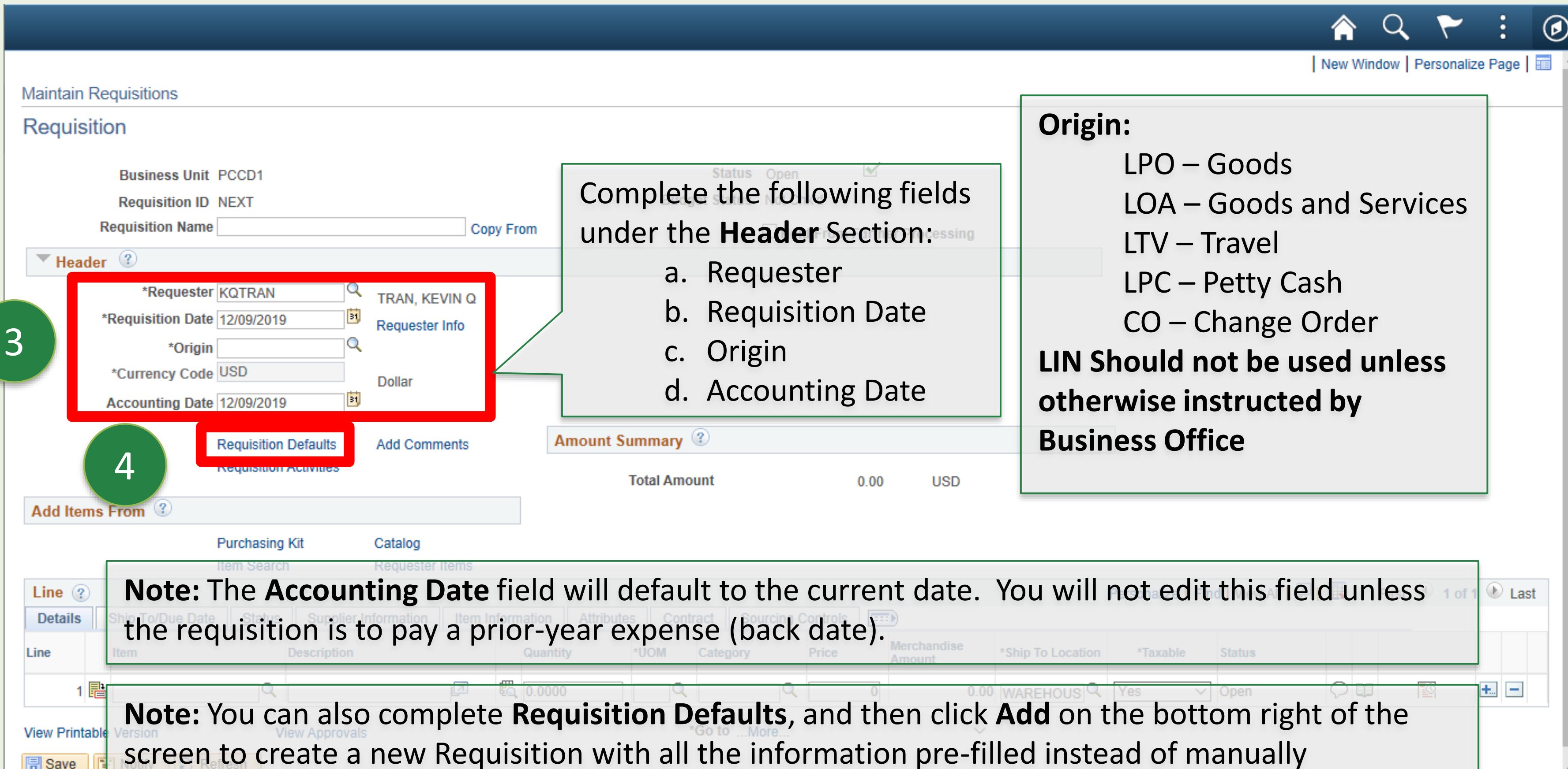


1

2

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



Complete the following fields under the **Header** Section:

a. Requester
b. Requisition Date
c. Origin
d. Accounting Date

Origin:

LPO – Goods
LOA – Goods and Services
LTV – Travel
LPC – Petty Cash
CO – Change Order

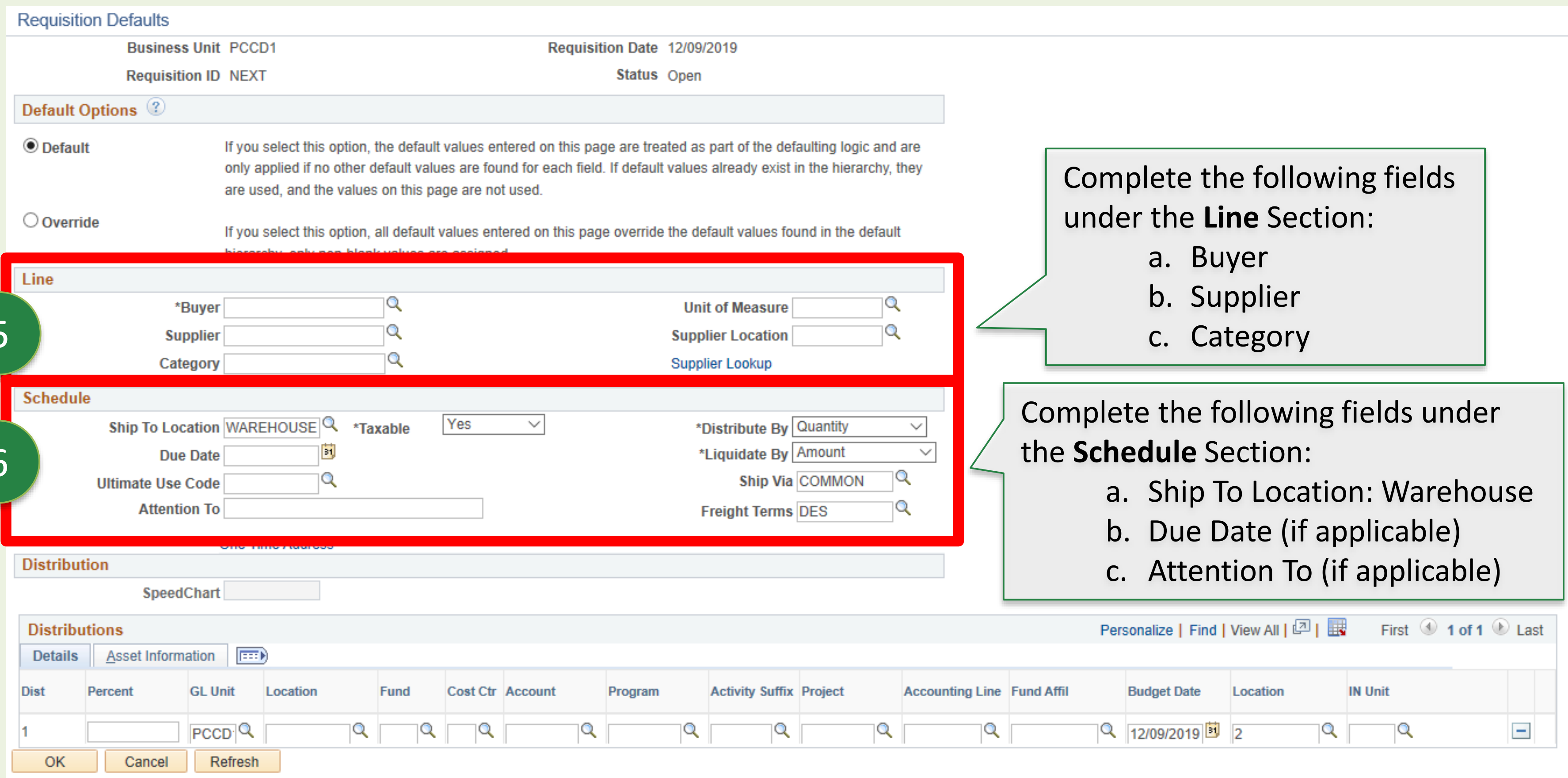
LIN Should not be used unless otherwise instructed by Business Office

Note: The **Accounting Date** field will default to the current date. You will not edit this field unless the requisition is to pay a prior-year expense (back date).

Note: You can also complete **Requisition Defaults**, and then click **Add** on the bottom right of the screen to create a new Requisition with all the information pre-filled instead of manually completing the page.

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



5

6

Complete the following fields under the **Line** Section:

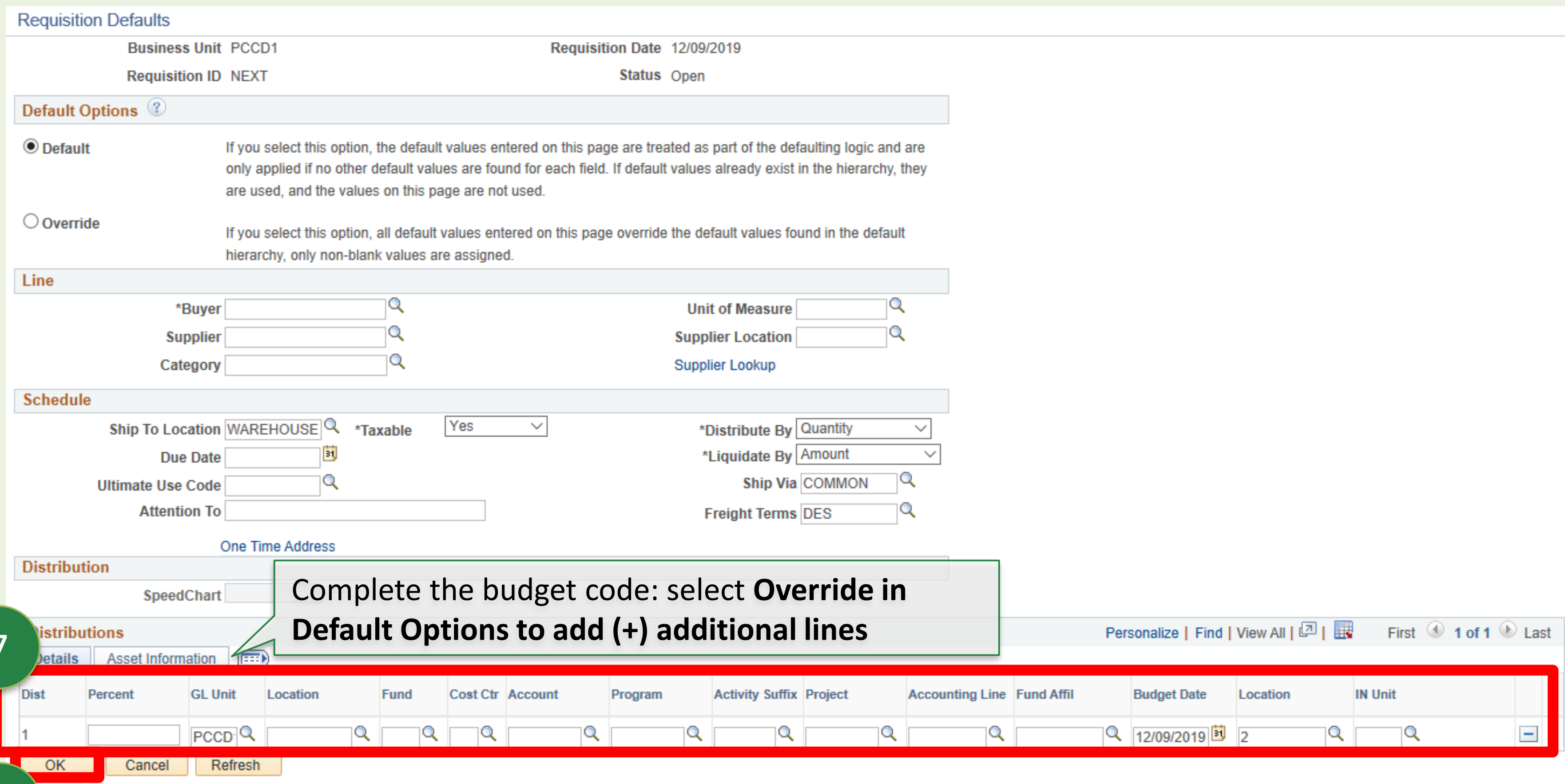
- a. Buyer
- b. Supplier
- c. Category

Complete the following fields under the **Schedule** Section:

- a. Ship To Location: Warehouse
- b. Due Date (if applicable)
- c. Attention To (if applicable)

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



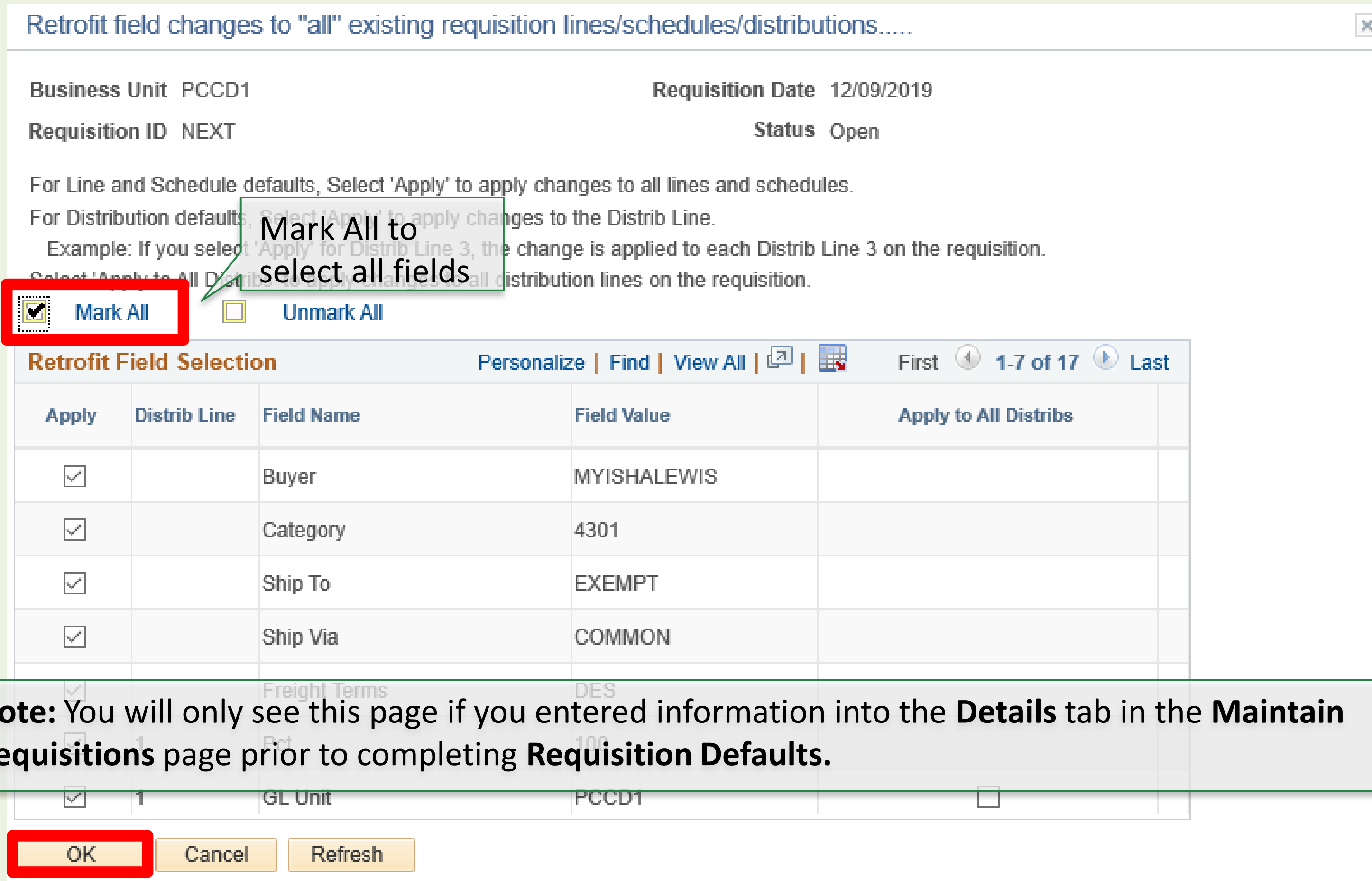
Complete the budget code: select **Override in Default Options to add (+) additional lines**

7

8

Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



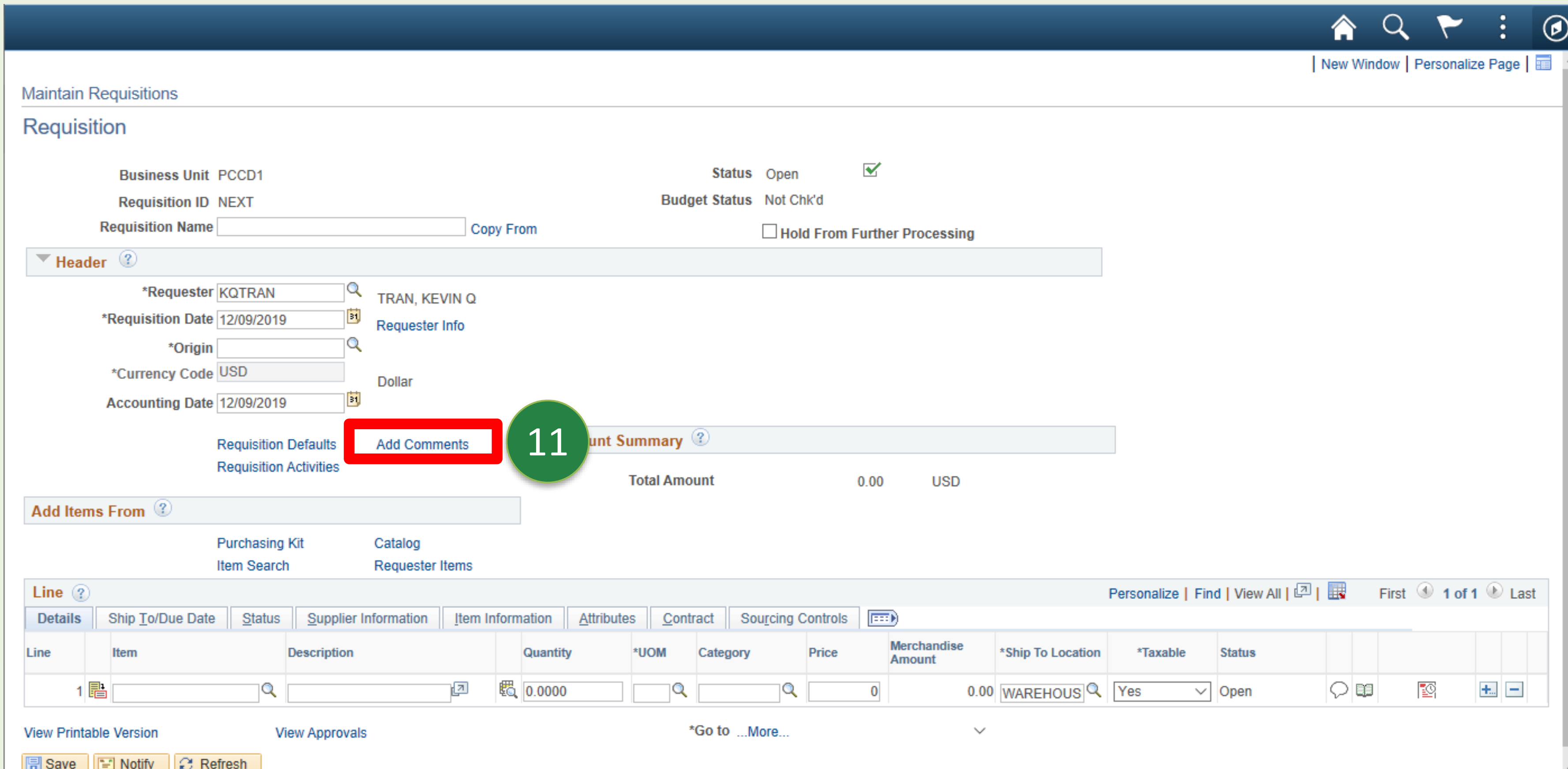
9

10

Note: You will only see this page if you entered information into the **Details** tab in the **Maintain Requisitions** page prior to completing **Requisition Defaults.**

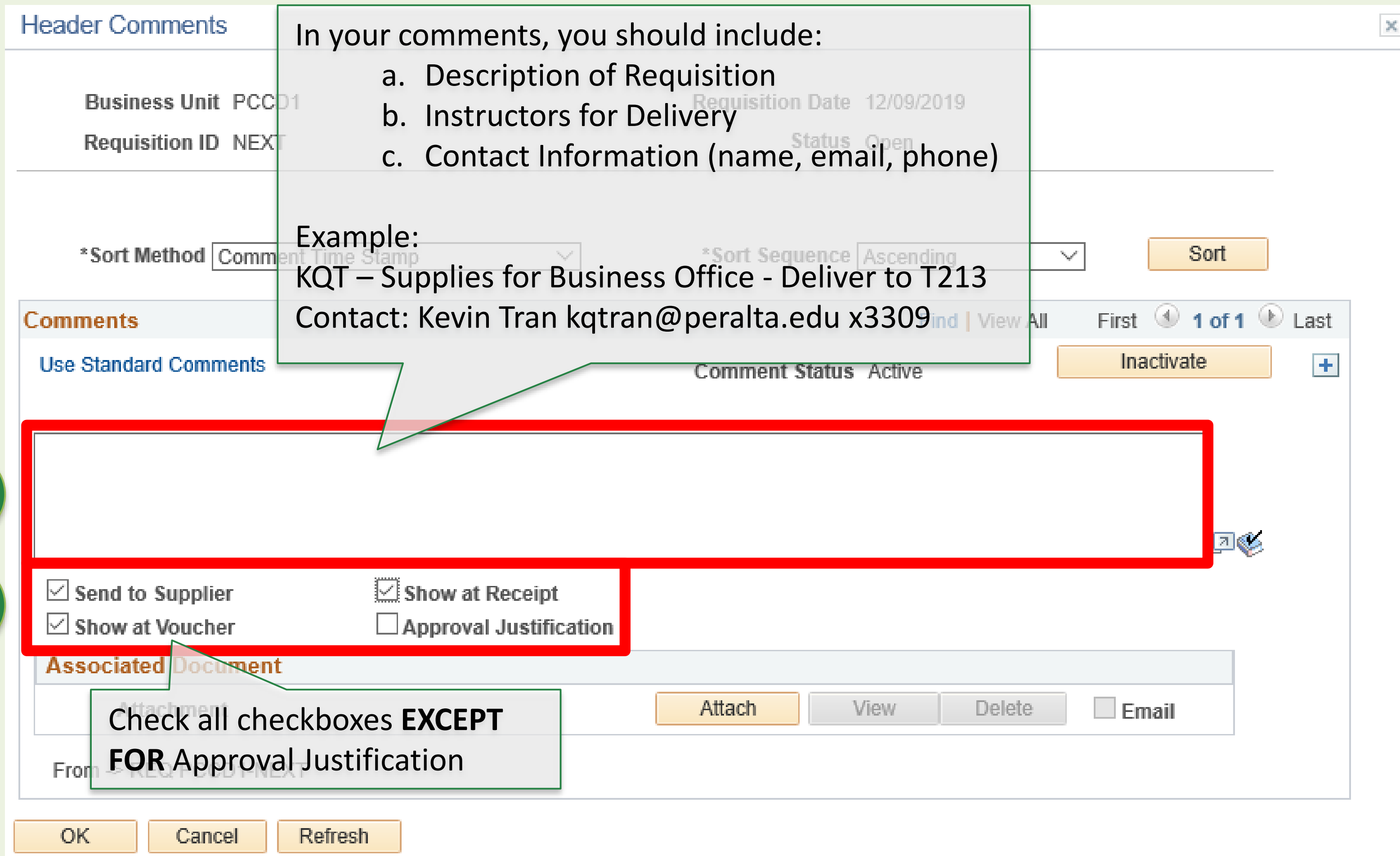
Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

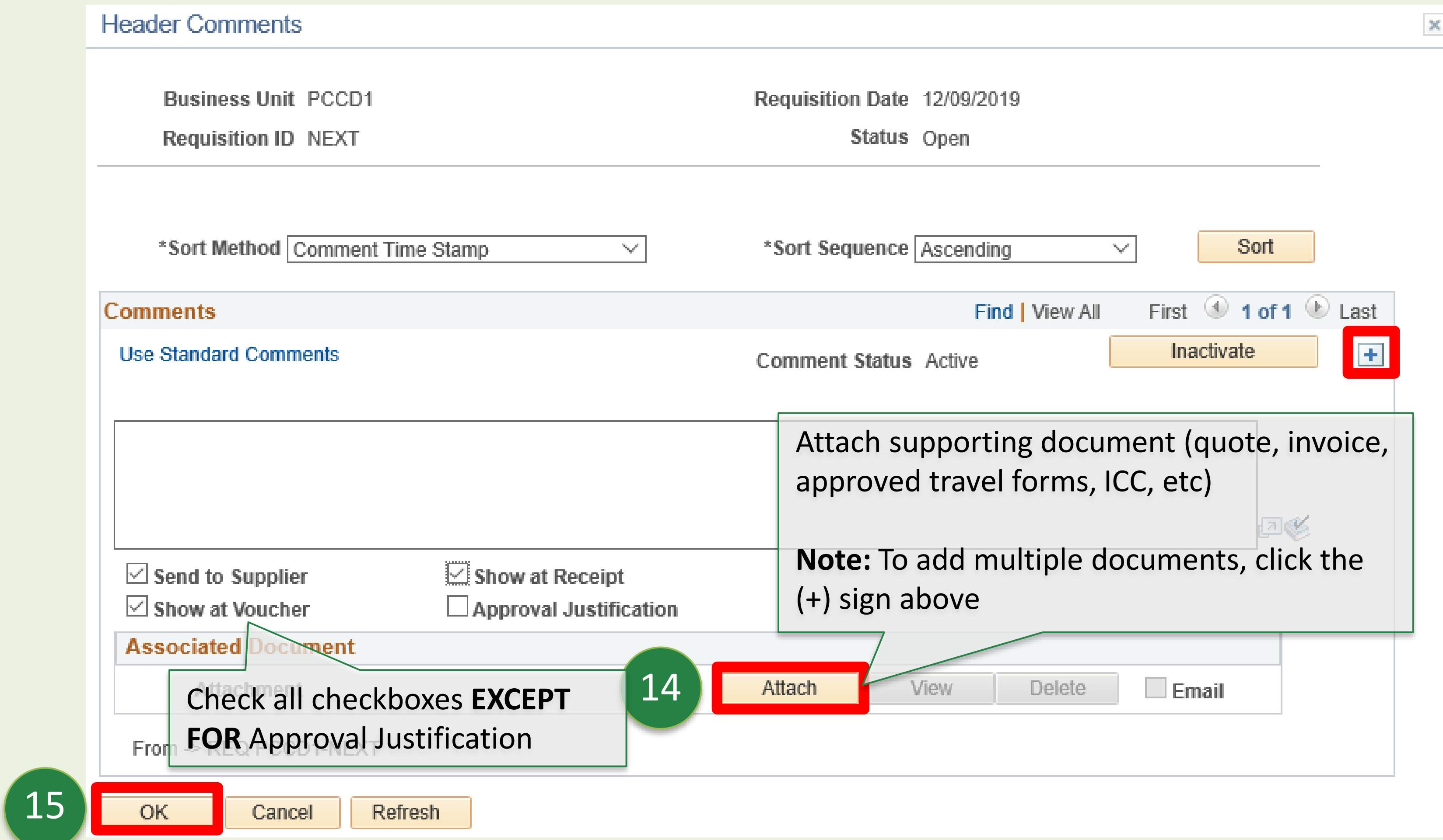


12

13

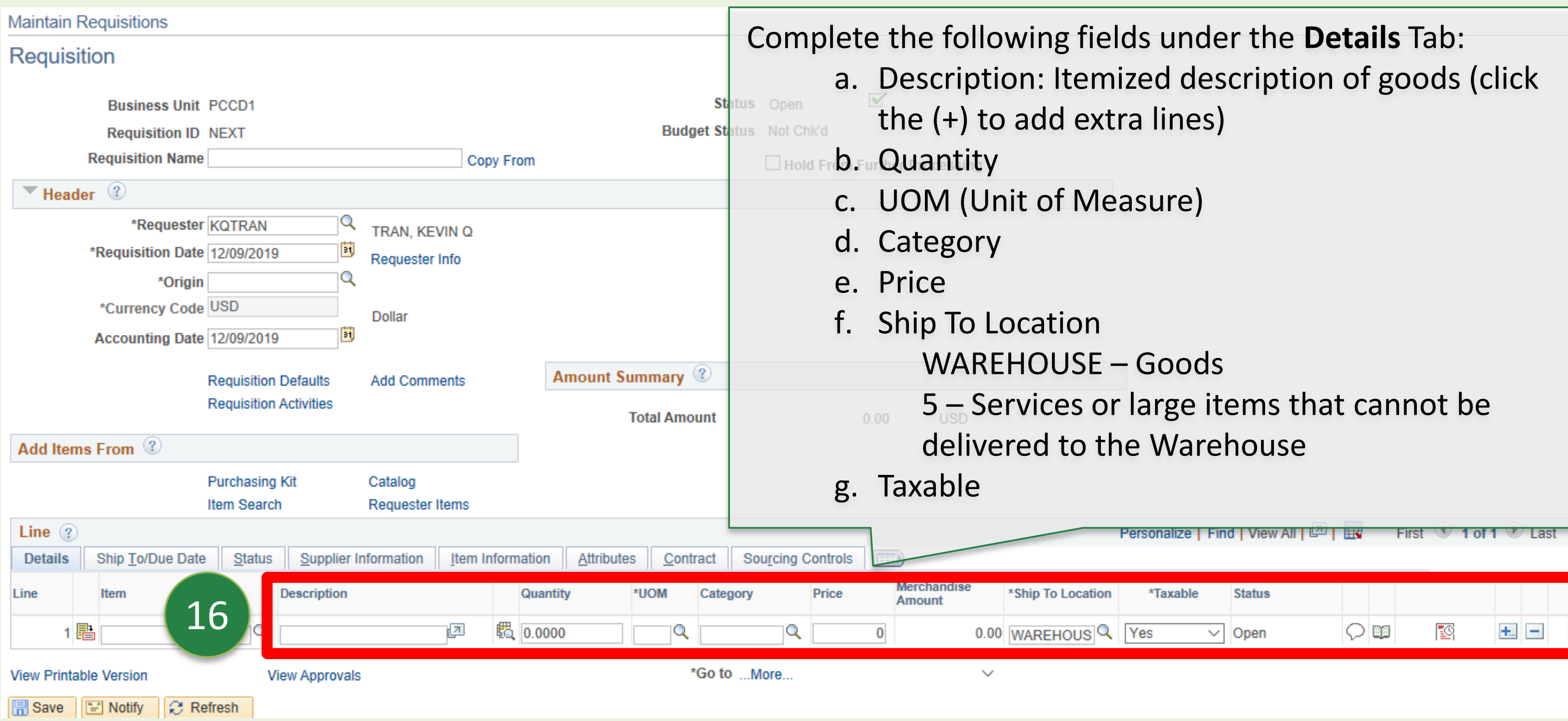
Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



Complete the following fields under the **Details** Tab:

a. Description: Itemized description of goods (click the (+) to add extra lines)
b. Quantity
c. UOM (Unit of Measure)
d. Category
e. Price
f. Ship To Location
   - WAREHOUSE – Goods
   - 5 – Services or large items that cannot be delivered to the Warehouse
g. Taxable

Note: Do not enter anything into the **Item** field under the **Details** tab. Peralta only accepts requisitions by description, not item.

Create a Requisition (cont.)

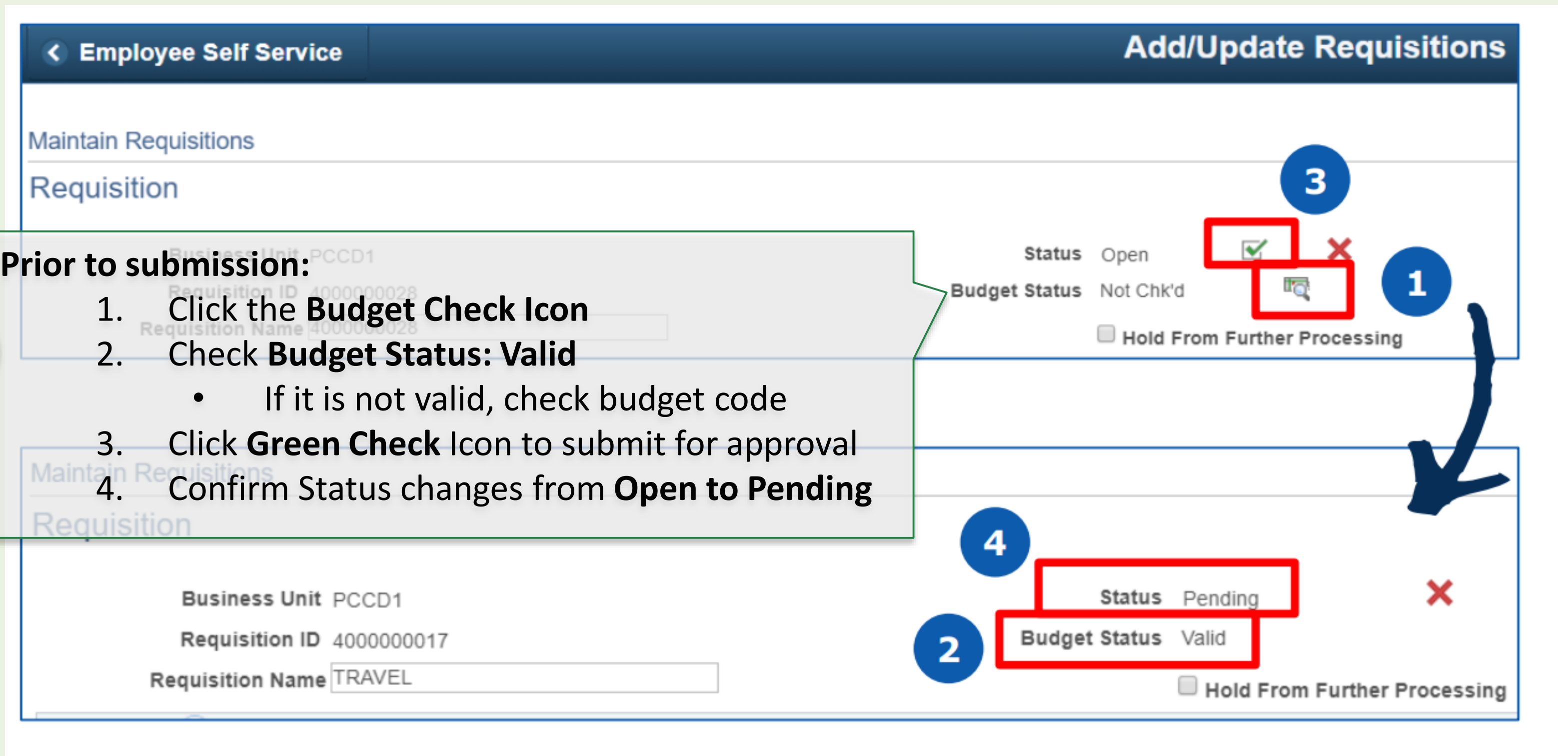
Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

A budget check is run **TWICE:** the first time is **prior to submitting** the requisition, and the second time is after submission.

17

Prior to submission:

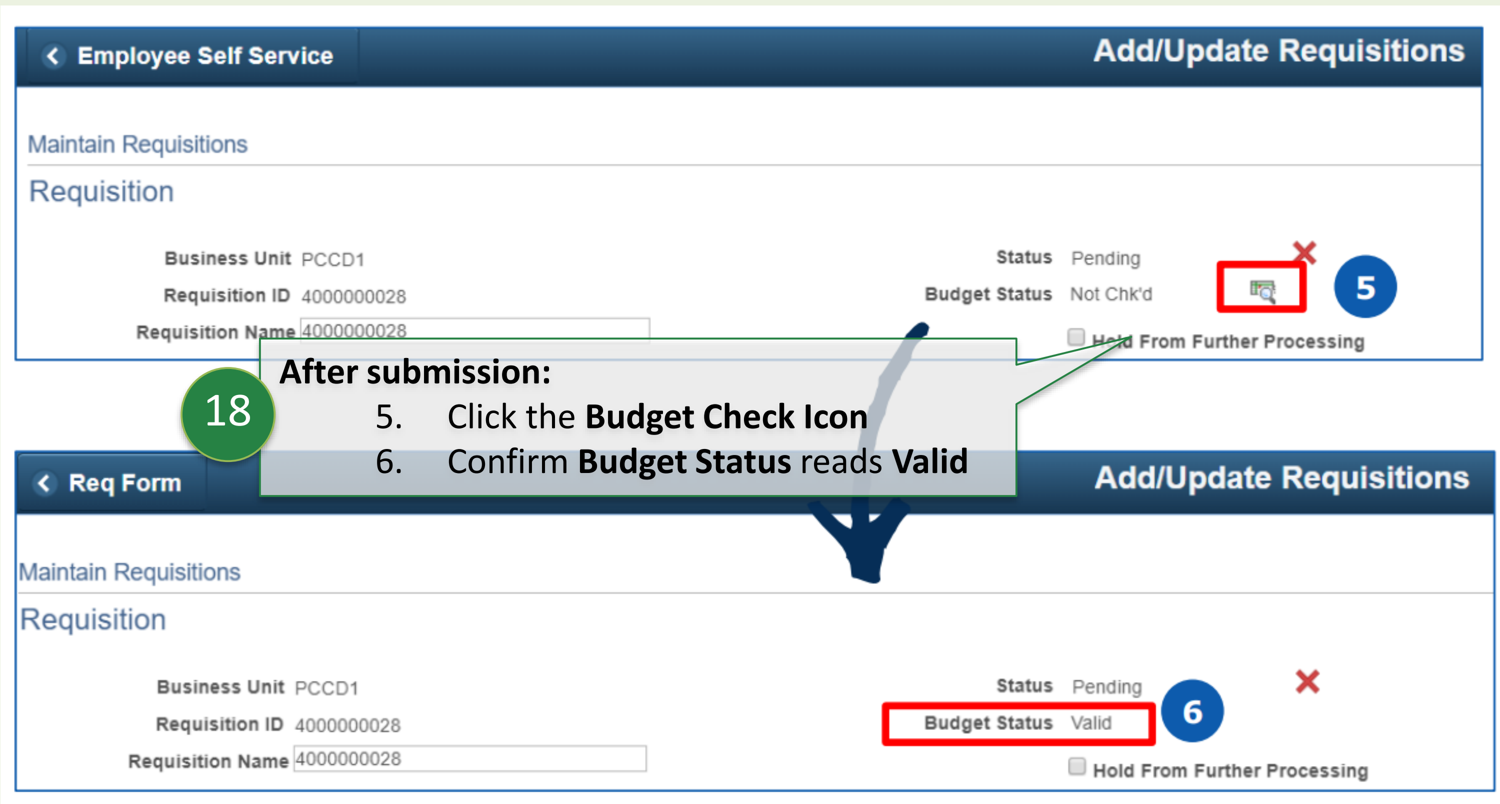
1. Click the **Budget Check Icon**
2. Check **Budget Status: Valid**
   - If it is not valid, check budget code
3. Click **Green Check** Icon to submit for approval
4. Confirm Status changes from **Open to Pending**



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

A budget check is run **TWICE:** the first time is prior to submitting the requisition, and the second time is **after submission**.



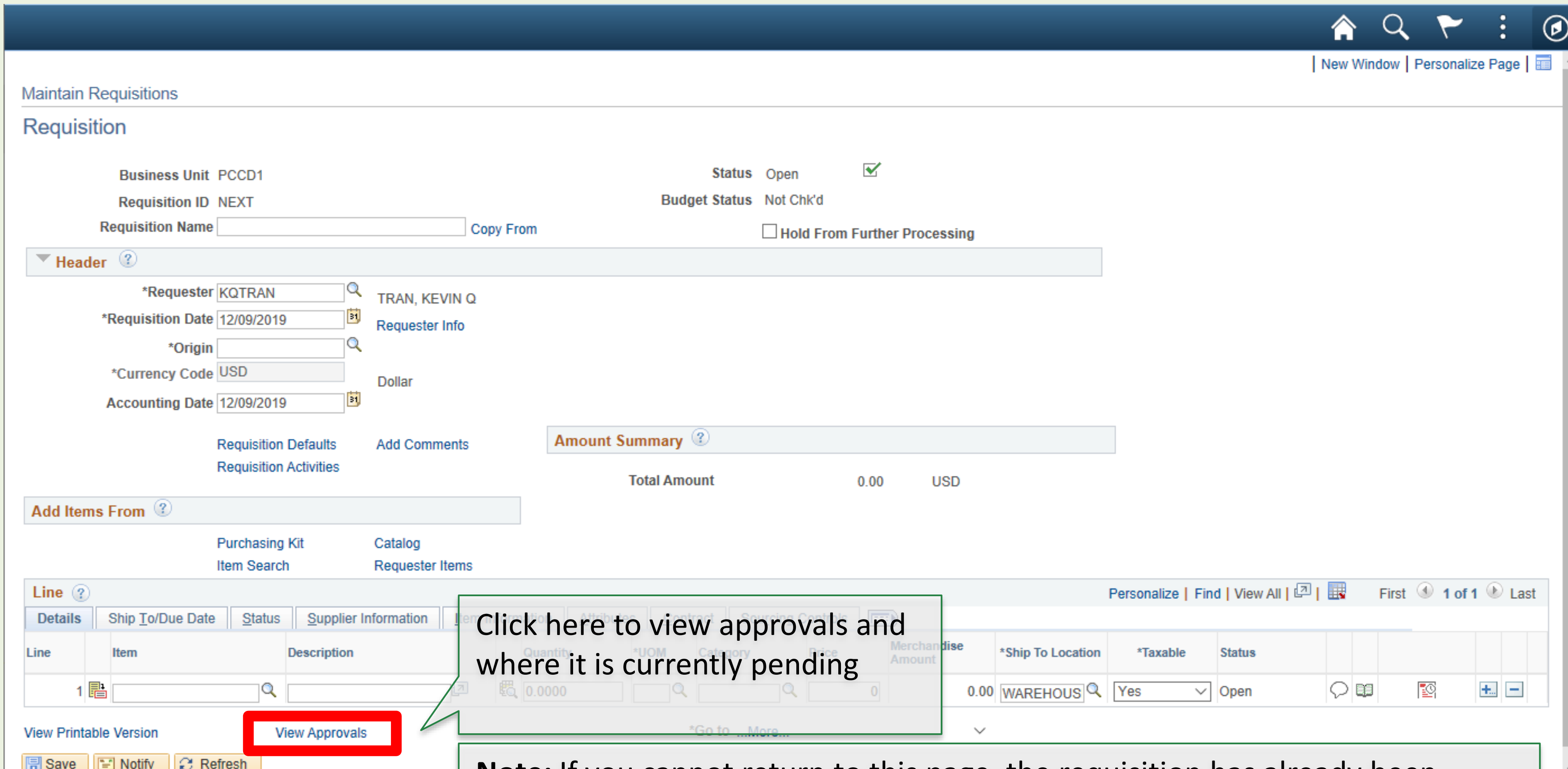
18

After submission:

5. Click the **Budget Check Icon**
6. Confirm **Budget Status** reads **Valid**

Status of Requisition

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**



Click here to view approvals and where it is currently pending

Note: If you cannot return to this page, the requisition has already been approved by Business Office and is pending Purchase Order review/dispatch

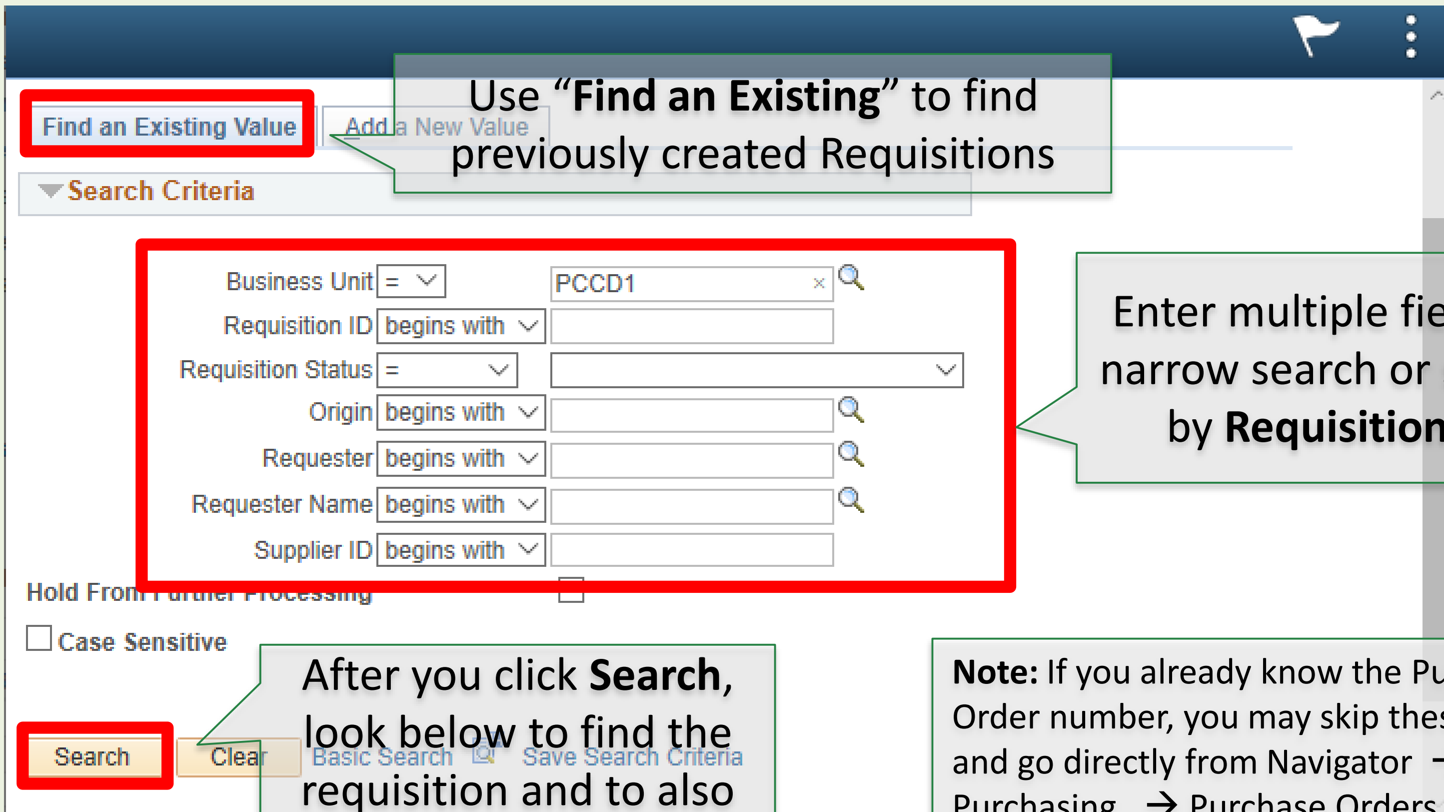
Review Purchase Order

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

1

2

3



Use "**Find an Existing**" to find previously created Requisitions

Enter multiple fields to narrow search or search by **Requisition ID**

After you click **Search**, look below to find the requisition and to also review the status

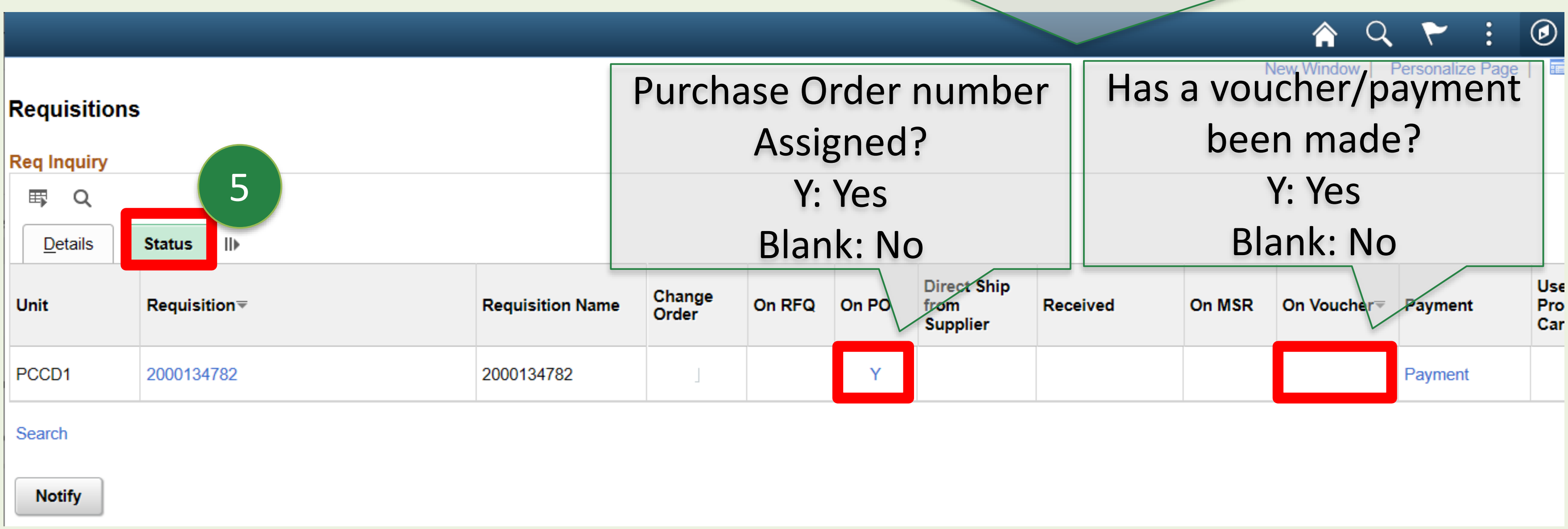
Note: If you already know the Purchase Order number, you may skip these steps and go directly from Navigator → Purchasing → Purchase Orders → Review PO Information → **Purchase Orders**

Review Purchase Order

Navigator → Purchasing → Requisitions → **Add/Update Requisitions**

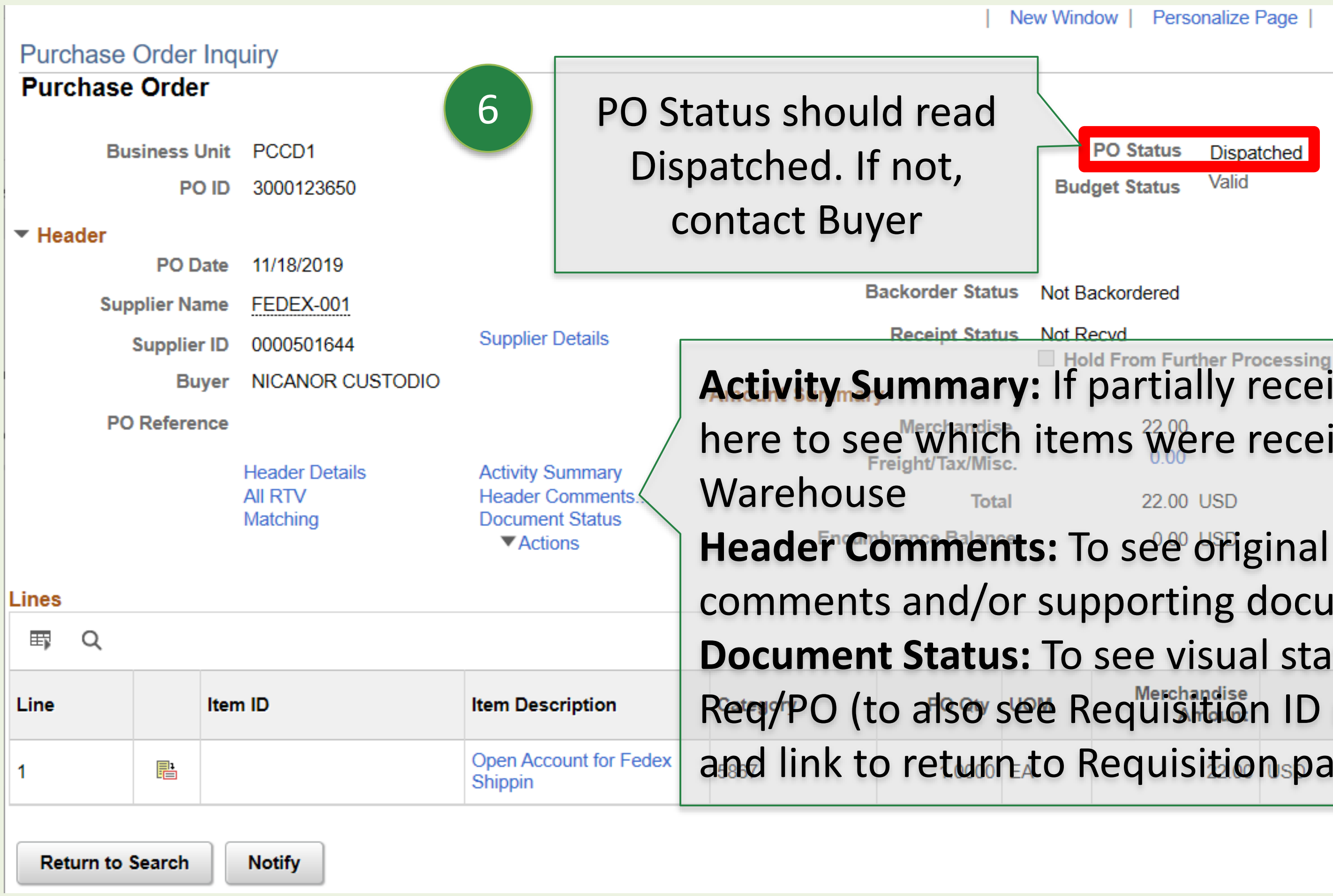
4

Once you have chosen a requisition, the below page will appear.
Click on the **status** tab and you will be able to review multiple items.
Click the respective indicators (marked in red below) to direct you to the page



Review Purchase Order

Navigator → Purchasing → Purchase Orders → Review PO Information → **Purchase Orders**



6

PO Status should read Dispatched. If not, contact Buyer

Activity Summary: If partially received, click here to see which items were received by Warehouse

Header Comments: To see original comments and/or supporting documents

Document Status: To see visual status of Req/PO (to also see Requisition ID number and link to return to Requisition page

Independent Contract/Consultant Services Contract

Initiator & CC Manager

- Check vendor ID # (for new vendors, please submit a vendor application to the Purchasing @DO)
- Make sure payment address matches with One Peralta
- Attach Resume (for individuals) or company overview
- Attach A brief description for the Scope of Work (SOW) with project amount
- Contract completion date must be complete by end of fiscal year
- Signature is required. Electronic signatures are accepted

Initiator & CC Manager

- Obtain all appropriate signatures (E.g. vendor/ Dean/ PM)
- Create requisition with object code: 5106 in most cases. Note: Split coding is allowed but be sure to include the amounts for each budget string
- For amount $25,000 or more, board doc agenda item is required. $25K is aggregate amount for all PCCD locations within one fiscal year

Business Office & Presidents Office

- The VP-Administration will perform a budget review and approve the ICC packet
- Business Office will hold the ICC packet until P.O. is sourced. After P.O. is dispatched. B.O. will submit the ICC packet to the College President for review and approval.
- The Presidents Office will forward the approved ICC packet to District Purchasing

District Office

- From Purchasing, the ICC will be routed to the Executive Assistant at District Finance Office for the Vice Chancellor of Finance and Administration's review and approval
- The Finance Office will forward the ICC to the Chancellor for final approval
- For $25K+ ICCs: B.O.T. will review & approve ICCs at their meeting
- Once all of the appropriate signatures have been obtained, the ICC will be logged, and a copy of the entire ICC packet will be email back to the campus. Originals will be stored at the District Finance Office.
- The vendor / initiator to send the invoice to Accounts Payable for payment

Initiator & CC Manager

- An ICC is required for services of $600 or more. Contracts over $25,000 require Board of Trustees' approval, with the exception of bond funded contracts (Funds 63 & 65). A copy of the Board meeting minutes must be submitted with the ICC packet.
- The ICC must be approved by the Chancellor PRIOR to services being rendered by any new or continuing contractor/consultant. A new ICC must be submitted for each fiscal year.

Initiator & CC Manager

- If there are changes in contract amount, contract date or scope of work. An ICC addendum is required. Also, if change is over $25K or new amount is over $25k, B.O.T. approval is required.
- If there are no changes in contract amount, contract date or scope of work, change order will do (E.g. change in budget line)
- For $25,000 or more board doc is required. $25,000 is the aggregate amount for all 5 PCCD locations within one fiscal year

Services less than $600	"Payment for Services – Not To Exceed $600" form is required
Services between $600 and $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and approved by Chancellor prior to services being rendered
Services over $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and approved by Board prior to services being rendered

Requisition/Contract #:

PO #:

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by ______________________________

Name of Contractor - Business

____

Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

____

____

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: ______________________________

Tax ID Number: ______________________________

The work of the INDEPENDENT CONTRACTOR shall be approved by: ______________________________

Unit Manager/Title

The work shall be completed on or before ______________________________

COMPENSATION: Compensation shall be $______________, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of

ACCOUNTING CODES

L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN

______________________________ ______________________________

Budget Funds Verified by Business Officer

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

____

Contractor's Printed Name

____

Contractor's Signature Date

____

Vendor Number

(Obtain in "/VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98

APPROVAL ROUTING:

______________________________ __________

College President/Vice Chancellor Date

______________________________ __________

Vice Chancellor, Financial Services Date

APPROVED:

____

Chancellor

Approval Date ______________________________

____

Reviewed by Purchasing

ORIGINAL-DISTRICT BUSINESS SERVICES

TAXABLE EARNINGS: The INDEPENDENT CONTRACTOR, in signing this contract, acknowledges that the DISTRICT will report all earnings to the California State Franchise Tax Board and the Internal Revenue Service as required by law. The INDEPENDENT CONTRACTOR is solely responsible for the payment of taxes on all income generated from this contract.

TERMINATION: The DISTRICT shall have the right in its sole discretion to terminate this contract without cause by giving (30) days written notice to the INDEPENDENT CONTRACTOR. If, through any cause, INDEPENDENT CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this contract, or if INDEPENDENT CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this contract, District shall thereupon have the right to terminate this contract by giving written notice to INDEPENDENT CONTRACTOR of such termination and specifying the effective date of such termination.

INSURANCE: The INDEPENDENT CONTRACTOR shall obtain Workers' Compensation Insurance for any employees he/she may employ.

INDEMNIFICATION: INDEPENDENT CONTRACTOR agrees to hold harmless, indemnify and defend District and its officers, agents and employees from any and all claims and losses accruing or resulting from injury, damage or death of any person, firm or corporation in connection with its performance of this agreement. CONTRACTOR also agrees to hold harmless, indemnify and defend District and its officers, agents and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services or materials to CONTRACTOR in connection with the performance of this agreement.

INDEPENDENT CONTRACTOR: It is mutually understood and agreed that in performing services under this contract, the contractor shall act as an INDEPENDENT CONTRACTOR and that no relationship of employer and employee is created by this contract. In no way should this contract be construed as an agreement with an individual person to perform part-time, fulltime or extra service duties for the DISTRICT. DISTRICT shall neither have nor exercise control or direction over the methods by which the INDEPENDENT CONTRACTOR performs his/her functions. The sole interest and responsibility of the DISTRICT is to assure that services are performed in competent, efficient and satisfactory manner. The INDEPENDENT CONTRACTOR shall retain sole and absolute direction and judgment in the manner and means for carrying out his/her activities. It is understood that the INDEPENDENT CONTRACTOR shall not have any claim under his contract against the DISTRICT for social security benefits, disability benefit, Worker's Compensation Insurance Benefit, unemployment insurance benefits, vacation pay, sick leave, overtime pay or any other employee benefits of any kind.

CONTRACTOR'S EXPENSE: The INDEPENDENT CONTRACTOR shall be solely responsible for his/her expenses incurred in connection with the performance of this contract. INDEPENDENT CONTRACTOR agrees that DISTRICT shall have access to his/her financial records for audit purposes. Such records shall be retained and available for audit purposes for __5__ (4 or 5) years after final payment.

NON-ASSIGNMENT: It is acknowledged and understood that the service to be rendered to the DISTRICT by the INDEPENDENT CONTRACTOR hereunder are personal in nature, and, therefore, the INDEPENDENT CONTRACTOR may not assign this contract, nor may the INDEPENDENT CONTRACTOR assign any monies to be received hereunder unless the written consent of the District is first obtained.

NONDISCRIMINATION: INDEPENDENT CONTRACTOR agrees that no person shall, on the grounds of race, color, religion, national origin, sex, ancestry, age, marital status, or handicapped condition be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under this agreement.

ENTIRE AGREEMENT: This agreement embodies the whole agreement between the parties hereto, and there are not inducements, promises, terms, conditions, or obligations made or entered into by the DISTRICT or the INDEPENDENT CONTRACTOR other than those contained herein.

Petty Cash Reimbursement

1. Requestor:

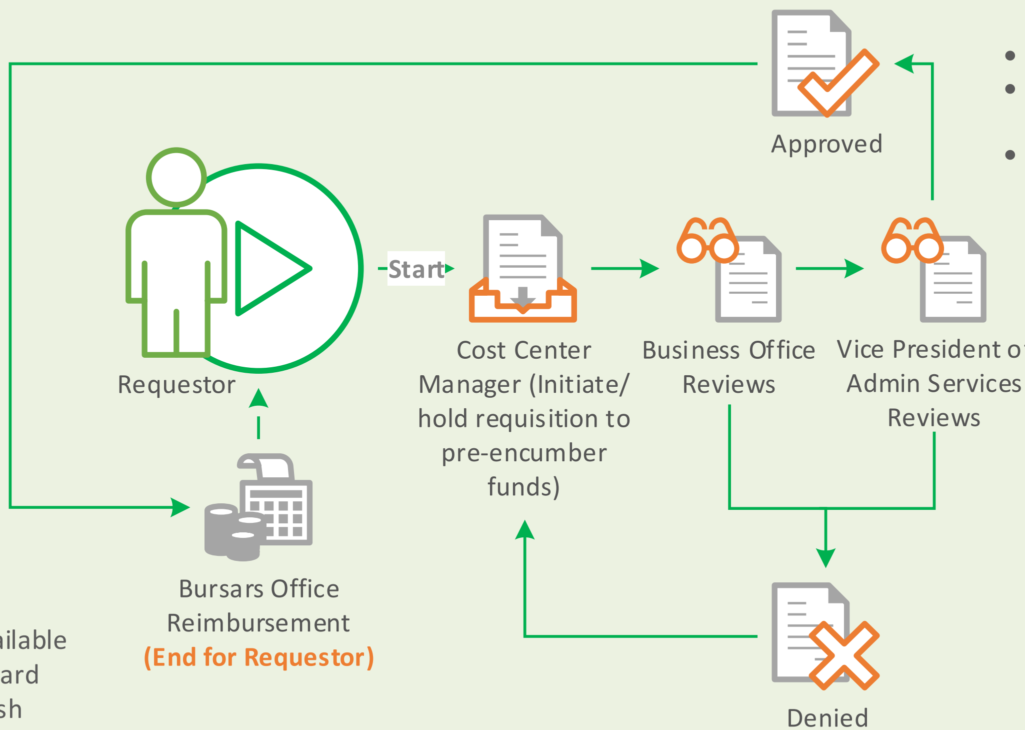
- Request approval for use of petty cash reimbursement
- Purchase item(s)
- Complete Petty Cash form and submit original receipts to Cost Center Manager/Department
- Department Manager Approval, Business Office Approvals
- Bursars to notify when reimbursement is available (pending availability of funds)
- Reimbursed

2. Cost Center:

- Department Manager Approval
- Requisition initiated
- Department to forward to Business Office

3. Business Office Review Process:

- Signed Petty Cash Form & Receipts received from Cost Center Manager/Department
- Business Office Staff reviews
- Vice President of Administrative Services reviews
- Petty Cash form forwarded to Bursars Office



4. Bursars Office:

- Bursar will notify requestor when reimbursement is available
- Upon reimbursement, forward signed/completed Petty Cash Form to Business Office

PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PETTY CASH REIMBURSEMENT

Laney College
College

Requisition Number

Purchase Order Number

From: ____________________ **Date:** ____________________
Requesting Staff Member

Contact: ____________________ ____________________
Email **Phone**

To: ____________________ ____________________
Name (Manager) **Department**

Attached receipts were incurred for authorized college business as indicated

Date	Description	Amount
	DATE ____________________	TAX ____________________ TOTAL ____________________ REC'D BY ____________________

OFFICE USE ONLY CODING

College/Department Approvals (Cost Center Manager(s))

1. Approval ____________________
SIGNATURE DATE

2. Approval ____________________
SIGNATURE DATE

Business Office (Budget Approval)

3. Approval ____________________
Signature Date

Account Number

Loc	Fund	CC	Obj	P	Act	Proj	Ln	$ Amount

This reimbursement request must be submitted for payment before June 15 of the current fiscal year. Revised 11/15/2019 KQT

DISTRICT BUSINESS OFFICE

Laney College
Business Services
Petty Cash Reimbursement

Petty cash reimbursements may be permitted in the event of a small emergency purchase of supplies or services for employees **not to exceed $100.00**. Petty cash reimbursement must be preapproved by the appropriate cost center manager.

Instructions

Please print legibly and complete the entire form

Requestor:

COLLEGE, FROM, CONTACT:

- Name of requesting staff member, email address and telephone number are **ALL required**

TO, DEPARTMENT:

- Name of Budget/Cost Center Manager and respective department

DATE, DESCRIPTION, AMOUNT:

- Date of the request
- For each item provide a complete description (including quantity) and total unit price
- Original receipts clearly indicating the purchase **must** be provided

Department/Cost Center:

REQUISITION:

- Requisition with the budget string from Petty Cash Form must be completed and a **printout of requisition must be attached.**
- **Requisition must be inputted with the following requirements:**
  Origin: LPC (Laney Petty Cash)
  Vendor ID: 0000502825 (LANEY COLLEGE BUSINESS OFFICE)
- Requisition number, overseeing cost center manager name and department are **ALL required**

DEPARTMENT TO, APPROVALS, SIGNATURE, DATE:

- The Budget/Cost Center Manager must sign and date the form indicating approval of this payment. The Requestor and Approver cannot be the same person.

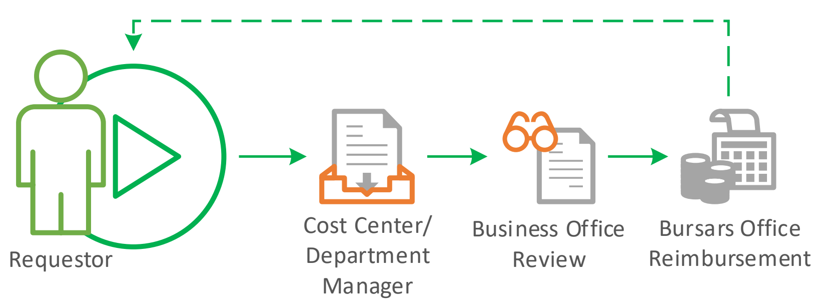
Department approved Petty Cash Form Packet must be submitted to Business Office – Staff Services Specialist

Petty Cash Form Packet **must include**:

Petty Cash Form
Original Receipts
Copy of Requisition

The requestor will be notified by the Bursar's Office when the Petty Cash Reimbursement is available
Pending availability of cash funds in the Bursar's Office

Please check with your department if you have not received a notification within 2 weeks of submission



Tentative Year-End Close Timeline

Transaction (Tentative)	DATE
Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - Tangible Items/ Goods	April 3, 2020
Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders - Services	May 10, 2020
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 10, 2020
Personnel Actions Cut-off for Summer Session	May 26, 2020
Warehouse Cut-off (Stores and Warehouses Orders)	May 29, 2020
Deposits Cut-off (Checks due to District Office)	May 26, 2020
Accounts Payable Cut-off (Invoices to District AP)	July 16, 2020
Payroll Adjustment Requests Cut-off	July 17, 2020
Journal Entries Cut-off (Expense Transfers)	July 17, 2020

Laney College
Business Services
2020 Year-End Close Timeline (Tentative)

Transaction (Tentative)	DATE
Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - Tangible Items/ Goods	April 3, 2020
Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders - Services	May 10, 2020
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 10, 2020
Personnel Actions Cut-off for Summer Session	May 26, 2020
Warehouse Cut-off (Stores and Warehouses Orders)	May 29, 2020
Deposits Cut-off (Checks due to District Office)	May 26, 2020
Accounts Payable Cut-off (Invoices to District AP)	July 16, 2020
Payroll Adjustment Requests Cut-off	July 17, 2020
Journal Entries Cut-off (Expense Transfers)	July 17, 2020

Key Notes:

- All invoices must be emailed **DIRECTLY** to Accounts Payable at accountspayable@peralta.edu no later than **Thursday, July 16, 2020.** PO numbers must be referenced on all invoices. Invoices for open purchase orders must be approved by the appropriate College Administrator before being forwarded to Accounts Payable. Invoices received by Accounts Payable after **Thursday, July 16, 2020** will be paid from your 2020-2021 allocations. **This is the District deadline, not an internal campus deadline. Do not submit your invoices to the Laney Business Office; submit them directly to accountspayable@peralta.edu and save your email as proof that it was submitted in a timely manner.**

- The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list.

- Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to July 1, 2020 must be approved by the College President (for colleges) or the Vice Chancellors (for district offices) AND submitted prior to May 26, 2020 to Human Resources. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.

Travel

Employee fills out **Travel Request PART 1** & gathers associated travel background materials

Employee obtains supervisor approval & submits **Travel Request** (Excel) & **Funding Request** (Word)form

Cost Center creates requisitions, & approves travel package

FOR OUT OF STATE/INTERNATIONAL

Please see attached Board of Trustees Meeting Schedule

Business Office reviews requisition, request & approves travel package 18 working days prior to travel date required

President reviews & approves request 15 working days prior to travel date required

In/Out of State travel advanced to Chancellor/Board of Trustees if necesary

Chancellor reviews & approves request 10 working days prior to travel date required

After travel, employee fills out **Travel Request PART 2** for reimbursement

Employee submits reimbursement with receipts to Supervisor for approval

Business Office reviews & approves reimbursement request

District Office Accounts Payable issues the check

Travel Request & Reimbursement Process

Regular Travel Request

1. Employee fills out **Travel Request PART 1** & gathers associated travel background materials
2. Employee obtains supervisor approval & submits **Travel Request** (Excel) & **Funding Request** (Word)form
3. Cost Center creates requisitions, & approves travel package
4. **FOR OUT OF STATE/INTERNATIONAL**
   Please see attached Board of Trustees Meeting Schedule
5. Business Office reviews requisition, request & approves travel package
   18 working days prior to travel date required
6. President
   reviews & approves request
   15 working days prior to travel date required
7. In/Out of State travel advanced to Chancellor/Board of Trustees if necesary
8. Chancellor
   reviews & approves request
   10 working days prior to travel date required

P.D. Travel Request

1. Employee fills out **Travel Request PART 1** & gathers associated travel background materials
2. Employee obtains supervisor approval & submits **Travel Request** (Excel) & **Funding Request** (Word)form to PD Committee
3. PD Committee
   reviews & approves request, submit to Business Office
4. **FOR OUT OF STATE/INTERNATIONAL**
   Please see attached Board of Trustees Meeting Schedule
5. Business Office creates requisition, reviews & approves travel package
   18 working days prior to travel date required
6. VP of Instruction
   reviews & approves requisitions
7. President
   reviews & approves request
   15 working days prior to travel date required
8. In/Out of State travel advanced to Chancellor/Board of Trustees if necesary
9. Chancellor
   reviews & approves request
   10 working days prior to travel date required

Travel Reimbursement

1. After travel, employee fills out **Travel Request PART 2** for reimbursement
2. Employee submits reimbursement with receipts to Supervisor for approval
3. Business Office reviews & approves reimbursement request
4. District Office Accounts Payable
   issues the check
5. Once notified, employee picks up reimbursement check from Business Office

Revised 12/04/2019 > August 5 2019

Travel Request & Reimbursement Process

Regular In-State Travel Request:

In State Travel	**In State** Due at Business Office	**In State** Due at President's Office	**In State*** Due at Chancellor's Office
Supervisor Approval Required	18 working days prior to travel	15 working days prior to travel	10 working days prior to travel

* If required, In State travel will be advanced to the Chancellor's Office

Regular Out-of-State/International Travel Request:

Out of State Travel*	**Out of State** Due at Business Office**	**Out of State** Due at President's Office***	**Out of State** Due at Chancellor's Office****	**Out of State** Board Material Due Date	**Out of State** Board Approval Required	**Out of State** Travel After:
SAR	11/25/2019	12/02/2019	12/06/2019	12/19/2019	01/07/2020	01/07/2020
SAR	11/28/2019	12/04/2019	12/10/2019	01/02/2020	01/21/2020	01/22/2020
SAR	01/02/2020	01/07/2020	01/13/2020	01/16/2020	02/04/2020	02/05/2020
SAR	01/13/2020	01/20/2020	01/24/2020	02/06/2020	02/25/2020	02/26/2020
SAR	01/27/2020	02/03/2020	02/07/2020	02/20/2020	03/10/2020	03/12/2020
SAR	02/10/2020	02/17/2020	02/21/2020	03/05/2020	03/24/2020	03/25/2020
SAR	02/24/2020	03/02/2020	03/06/2020	03/19/2020	04/07/2020	04/08/2020
SAR	03/09/2020	03/16/2020	03/20/2020	04/02/2020	04/21/2020	04/22/2020
SAR	04/30/2020	04/06/2020	04/10/2020	04/23/2020	05/12/2020	05/13/2020
SAR	04/13/2020	04/20/2020	04/24/2020	05/07/2020	05/26/2020	05/27/2020
SAR	04/29/2020	05/04/2020	05/08/2020	05/21/2020	06/09/2020	06/10/2020
SAR	05/11/2020	05/18/2020	05/22/2020	06/04/2020	06/23/2020	06/24/2020
SAR	06/01/2020	06/08/2020	06/12/2020	06/25/2020	07/14/2020	07/15/2020
SAR	06/15/2020	06/22/2020	06/26/2020	07/09/2020	07/28/2020	07/29/2020
SAR	08/03/2020	08/10/2020	08/14/2020	08/27/2020	09/15/2020	09/16/2020
SAR	08/17/2020	08/24/2020	08/28/2020	09/10/2020	09/29/2020	09/30/2020
SAR	09/02/2020	09/07/2020	09/11/2020	09/24/2020	10/13/2020	10/14/2020
SAR	09/11/2020	09/18/2020	09/25/2020	10/08/2020	10/27/2020	10/28/2020
SAR	09/28/2020	10/05/2020	10/09/2020	10/22/2020	11/10/2020	11/11/2020
SAR	10/26/2020	11/02/2020	11/06/2020	11/19/2020	12/08/2020	12/09/2020

*SAR – Supervisor Approval Required
** 18 working days prior to Board Meet
***15 working days prior to Board Meet
****10 working days prior to Board Meet
x- Board retreat, may not accept agenda items

Note from PCCD Administrative Procedure 7400 Travel Authorization
The employee's Supervisor, College or District Administration, must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available. Required approval signatures are as follows:

Travel Request & Reimbursement Process

a. In-State Travel: Requests under $3000 require approval of the College President (for college members) or the appropriate Vice Chancellor (for district members). Request $3000 and above require the Chancellor's approval. The Chancellor's Office must receive the request no later than 10 business days in advance of a trip.

b. **Out-of-State and International Travel.** All out-of-state and international travel require approval by the Chancellor and the Board of Trustees. The Chancellor's Office must receive the request no later than 30 business days in advance of the trip.

Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.

Professional Development Travel Request:

PD Travel In/Out of State Due at PD meeting	**Out of State** Travel*	**Out of State** Due at Business Office**	**Out of State** Due at President's Office***	**Out of State** Due at Chancellor's Office****	**Out of State** Board Material Due Date	**Out of State** Board Approval Required	**Out of State** Travel After:
Fall 2019	SAR	11/25/2019	12/02/2019	12/06/2019	12/19/2019	01/07/2020	01/07/2020
Fall 2019	SAR	11/28/2019	12/04/2019	12/10/2019	01/02/2020	01/21/2020	01/22/2020
Fall 2019	SAR	01/02/2020	01/07/2020	01/13/2020	01/16/2020	02/04/2020	02/05/2020
Fall 2019	SAR	01/13/2020	01/20/2020	01/24/2020	02/06/2020	02/25/2020	02/26/2020
Fall 2019	SAR	01/27/2020	02/03/2020	02/07/2020	02/20/2020	03/10/2020	03/12/2020
01/27/2020	SAR	02/10/2020	02/17/2020	02/21/2020	03/05/2020	03/24/2020	03/25/2020
01/27/2020	SAR	02/24/2020	03/02/2020	03/06/2020	03/19/2020	04/07/2020	04/08/2020
02/24/2020	SAR	03/09/2020	03/16/2020	03/20/2020	04/02/2020	04/21/2020	04/22/2020
03/16/2020	SAR	03/30/2020	04/06/2020	04/10/2020	04/23/2020	05/12/2020	05/13/2020
03/30/2020	SAR	04/13/2020	04/20/2020	04/24/2020	05/07/2020	05/26/2020	05/27/2020
04/13/2020	SAR	04/29/2020	05/04/2020	05/08/2020	05/21/2020	06/09/2020	06/10/2020
04/27/2020	SAR	05/11/2020	05/18/2020	05/22/2020	06/04/2020	06/23/2020	06/24/2020
05/25/2020	SAR	06/01/2020	06/08/2020	06/12/2020	06/25/2020	07/14/2020	07/15/2020
05/25/2020	SAR	06/15/2020	06/22/2020	06/26/2020	07/09/2020	07/28/2020	07/29/2020
05/25/2020	SAR	08/03/2020	08/10/2020	08/14/2020	08/27/2020	09/15/2020	09/16/2020
05/25/2020	SAR	08/17/2020	08/24/2020	08/28/2020	09/10/2020	09/29/2020	09/30/2020
Fall 2020	SAR	09/02/2020	09/07/2020	09/11/2020	09/24/2020	10/13/2020	10/14/2020
Fall 2020	SAR	09/11/2020	09/18/2020	09/25/2020	10/08/2020	10/27/2020	10/28/2020
Fall 2020	SAR	09/28/2020	10/05/2020	10/09/2020	10/22/2020	11/10/2020	11/11/2020
Fall 2020	SAR	10/26/2020	11/02/2020	11/06/2020	11/19/2020	12/08/2020	12/09/2020

*SAR – Supervisor Approval Required

** 18 working days prior to travel
***15 working days prior to travel, if required, In State travel will be advanced to the Chancellor's Office
****10 working days prior to travel

Revised 12/04/2019 > August 5 2019

Laney College
Business Services
Requisition Cheat Sheet

Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Line
5	XX	XXX	XXXX	X	XXXXXX	XXXX	XX

Origins:

LOA: Open Account (Goods and Services/ICC)	**LPO:** Purchase Order (Goods)
LTV: Travel (Advance and Reimbursement)	**LPC:** Petty Cash (USE VENDOR: 0000502825)
CO: Change Order	

Notes: **LIN** should not be used unless otherwise instructed by Business Office

Purchasing Regulations: Goods (LPO/LOA)

Purchases less than $10,000	Only one (1) quotation is required
Purchases between $10,000.01 and $92,400	3 quotes and bid recap sheet is required – Informal Bidding
Purchases over $92,400	Formal bidding is required

Notes: These regulations are **per vendor, per fiscal year, district wide**; not per requisition!
Purchases exceeding **$92,400** during a fiscal year **must be approved by the board**
Goods must be delivered to District Warehouse (with exceptions)

Purchasing Regulations: Services (LOA)

Services less than $600	"Payment for Services – Not To Exceed $600" form is required
Services between $600 and $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and **approved by Chancellor**
Services over $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and approved by Board

Notes: These regulations are per vendor, per fiscal year, district wide; not per requisition!
The ICC must be approved by the Chancellor PRIOR to service being rendered by any new or continuing contractor/consultant.
A new ICC must be submitted for each fiscal year.

Commonly Used Object Codes

Supplies and Equipment:

4301 – Supplies – Instructional	4304 – Supplies – Office
4306 – Computer Software for Classrooms	6403 – Non-Instructional Equipment & Furnishing
6406 – Laptop Computers	6407 – Computers, Services, Other Peripherals

Services:

5105 – Independent Contractor/Consulting	5505 – Telephone Services
5867 – Postage Services	5882 – Equipment Repairs Maintenance &
5890 Service Contract - Equipment	

Food/Events/Outreach:

5106 – Events/Programs Outside Prod	5888 – Advertising Print

Travel:

5202 – Travel Non-Local	5203 – Travel Local
5205 – Conference Registration	5301 – Dues and Membership

Laney College
Business Services
Miscellaneous Cheat Sheet

Budget Transfer Guidelines

- Transfers across locations are not allowed
- Transfers across funds are not allowed
- Transfers across projects are not allowed
- Transfer debit and credit totals must balance
- Transfers cannot create a negative balance
- Transfers from negative balances are not allowed
- College/Department cannot over-ride any errors
- Transfers out of object code 5895 are not allowed
- Transfers in/out of object codes 73xx are not allowed
- Transfers to/from object codes 8xxx are not allowed
- Object codes 9xxx cannot be used

Routing Process

Initiator → CC Manager → Business Office → Posted

Independent Contract/Consultant Services Contract Guidelines

Services less than $600	"Payment for Services – Not To Exceed $600" form is required
Services between $600 and $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and **approved by Chancellor prior to services being rendered**
Services over $25,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and **approved by Board prior to services being rendered**

ICC Packet must include:

- Completed Independent Contract/Consultant Services Form
  - Vendor ID
  - Payment Address must match ONEPeralta
  - Contract completion date must be within Fiscal Year
  - Requisition (initiated and forwarded)
  - Appropriate Signatures are required (contractor and budget administrator)
- Scope of Work
- Resume (for individuals) or company overview
- Board Agenda item required for Independent Contract/Consultant Services Contract packets over $25,000

Change Order for Independent Contract/Consultant Services Contract

- If there is change in contract amount, contract date or scope of work. An ICC addendum is required. Also, if change is over $25K or new amount is over $25k B.O.T. approval is required.
- If there is no change in contract amount, contract date or scope of work, you may submit a CO requisition
- $25,000 is aggregate amount for ALL PCCD locations within one fiscal year

Routing Process

Initiator → Business Office → President's Office → District Office → Business Office → Initiator

Laney College
Business Services
Understanding Pre-Encumbrance/Open Encumbrance Reports

Pre-Encumbrance:
A pre-encumbrance is a request to reserve budget funds for planned expenditures via requisition. The funds have been requested, but have not yet been approved for a purchase order.

Encumbrance:
When requisitions are approved by Business Services, a purchase order (PO) number is assigned and is routed to District Purchasing. Once reviewed, the Buyer will dispatch the purchase order to the vendor.

Pre-Encumbrance Report will allow you to review your outstanding requisitions that are <u>pending approval</u> and would only appear on this report if it has not been routed to District Purchasing.

Here are a few common issues that may appear and/or can be identified on the report:

- **Funds that are being held by requisitions not approved or forwarded**
  Solution(s): Refer to requisition to cancel and budget check to release funds or
  Submit/forward requisition for approval
- **Requisitions that have not been fully approved**
  Solution(s): Submit/forward requisition for approval or
  Check approval history of requisition on routing
- **Purchase order has not been dispatched but has already been approved by Business Services**
  Solution(s): Check in with Business Services or
  Check in with Buyer/Purchasing

Laney College
Pre-Encumbrance
11-1-2019

Requester	Requisition ID	Req Date	PO No.	Supplier2	Fund	Project	Origin	Total
ALEJANDROGONZALEZ	2000134571	10/29/2019	(blank)	BLAISDELL & SONGEY, INC.	11	2081	CO	80.24
AMARSHALL	2000132687	7/19/2019	3000121656	ECOLAB, INC. (PEST CONTROL)	01	0000	LOA	9500.00
	2000134484	10/23/2019	3000123257	ORKIN PEST CONTROL	01	0000	LOA	9950.00
	2000134546	10/25/2019	(blank)	MUSCO SPORTS LIGHTING, LLC	10	5250	LOA	4730.53

Open Encumbrance Report will allow you to review your outstanding requisitions that have been <u>approved</u> and would appear on this report if the PO has been dispatched.

Here are a few common issues that may appear and/or can be identified on the report:

- **You placed an order but the items have not been received at the warehouse**
  Solution: Check in with the vendor to confirm the order will get to us before 6/30
- **You have a Purchase Order/Req. that you never wound up using at all or is complete**
  Solution: Notify Purchasing to cancel/close it
- **You have an order that was received but never paid**
  Solution: Check with AP to confirm if they have the invoice

Laney College
Open Encumbrace
11-1-2019

Entered By	Req ID	PO No.	PO Date	PO Origin	Supplier2	Fund	Project	Receipt Status	Sum of Orig. PO Line Amt	Sum of Open Encumbrance Amount
ALEJANDROGONZALEZ	2000132979	3000121953	8/9/2019	LTV	JEAN PAUL SCHUMACHER	11	1060	PO Not Received	619.00	619.00
	2000133965	3000122730	10/2/2019	LOA	LANEY COLLEGE STUDENT CENTER CAFETERIA	11	2071	PO Not Received	700.00	460.00
	2000133929	3000122732	10/2/2019	LPO	BLAISDELL & SONGEY, INC.	11	1060	Fully Received	2314.03	2314.03

All encumbrances/pre-encumbrances must be cleared by fiscal year closing
Closing dates TBD by Business Services

Revised 11/15/2019 - KQT

Laney College
Business Services
Contact List

Laney College
Business Services

Vice President Administrative Services Derek Pinto 510-464-3232 dpinto@peralta.edu	**Director of Facilities & College Operations** Amy Marshall 510-464-6984 amarshall@peralta.edu
Principal Financial Analyst Kevin Q Tran 510-464-3309 kqtran@peralta.edu	**Facilities Services Specialist** Kinetta Barnett 510-464-3235 laneyfacilities@peralta.edu
Staff Services Specialist, Fiscal Pak Ho 510-464-3378 pho@peralta.edu Independent Contract/Consultant Services Contracts (ICC) Travel Requests Fund 11 – Grants and Categorical	**Staff Services Specialist, Fiscal** Diana Davaasuren 510-464-3239 ddavaasuren@peralta.edu ePAFs Timesheets Position Control Petty Cash

District Office

Finance **Coordinator of Grants & Special Programs** Carmen Fairley 510-466-7307 cfairley@peralta.edu Grants and Categorical	**Accounts Payable** **Accounts Payable Specialist** Tina Du 510-835-4078 tdu@peralta.edu Invoices
Purchasing **Buyer** Nicanor Custodio 510-466-256 ncustodio@peralta.edu Purchase Orders	**Purchasing** **Buyer – Contract Specialist, Purchasing** John Hiebert 510-466-256 ncustodio@peralta.edu Independent Contractor/Consultant Services Contract (ICC)