

**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

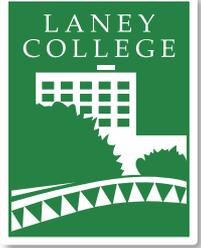
Supplemental Document: Travel Request Schedule 2020

Purchasing Deadlines

Supplemental Document: FY2020 Purchasing Deadlines DRAFT

Questions?

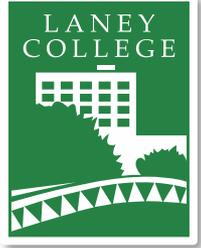
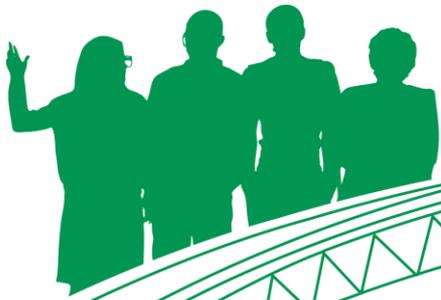
Supplemental Document: Contact List



Agenda

January 13, 2020

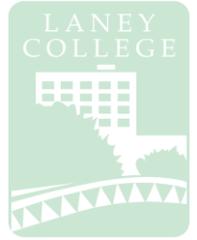
- Housekeeping
- PowerPoint Presentation
 - Budget Overview/Transfer Refresher
 - Requisition/Purchasing Refresher
 - Purchasing Regulations
 - Status of a Requisition
 - Review a Purchase Order
 - Independent Contractor/Consultant Services Contract (ICC) Refresher
- Petty Cash Reimbursement Process 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

Favorites ▾ Main Menu ▾ > Training > Add/Update Requisitions

Requisitions

Business Unit 

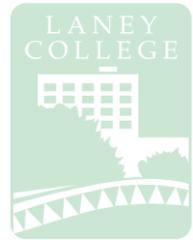
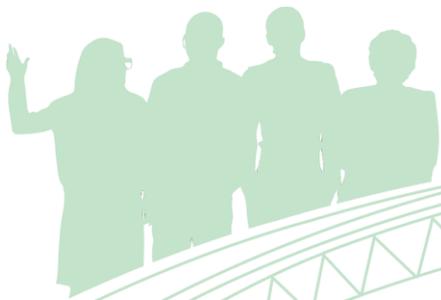
Requisition ID

[Find an Existing Value](#) | [Add a New Value](#)

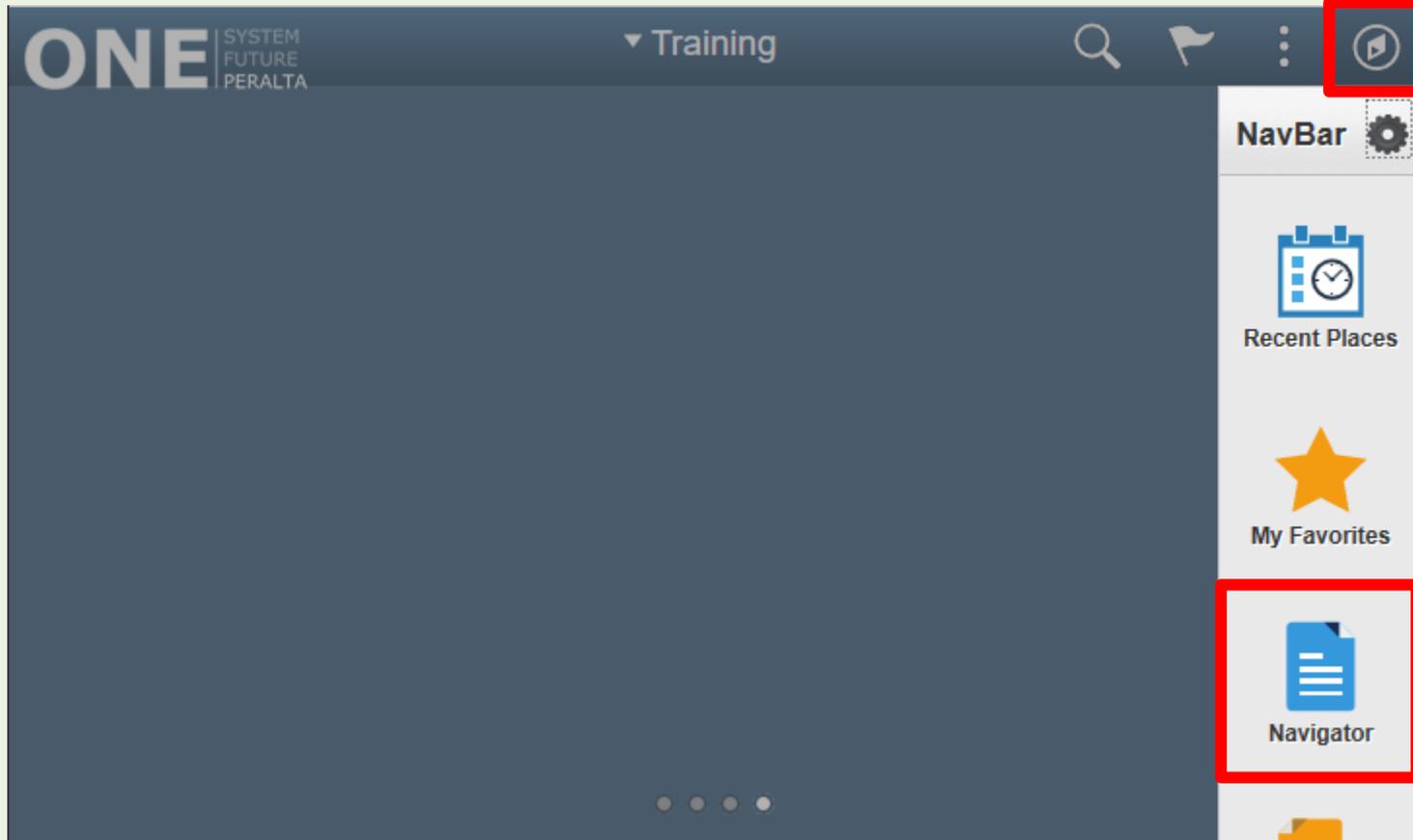
- Home
- Search
- Add To Homepage**
- Add To NavBar
- Add To Favorites
- NavBar
- My Preferences
- Sign Out

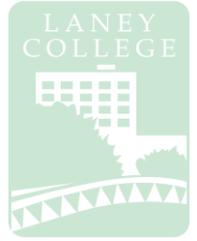
1

2



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**

The screenshot shows the 'Budgets Overview' page in a web browser. The breadcrumb trail at the top reads: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview. The page title is 'Budgets Overview'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave **1** blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below this is a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty text input field. At the bottom left, there is a 'Search' button (highlighted with a red box) and a 'Clear' button. To the right, there is a callout box titled 'Choose "Add a New Value" if you would like to create a new inquiry'. This callout shows a smaller version of the 'Budgets Overview' page where the 'Add a New Value' button is highlighted in green, and the 'Inquiry Name' field contains the text 'TEST' (highlighted with a red box). Below the callout, there is an 'Add' button. At the bottom left, there is another callout box with a green circle containing the number '2' and the text 'Click "Search" to view your past saved inquiries', with an arrow pointing to the 'Search' button.

1 Enter any information you have and click Search. Leave blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Inquiry Name begins with

Search Clear Basic Search Save Search Criteria

2 Click "Search" to view your past saved inquiries

Choose "Add a New Value" if you would like to create a new inquiry

Budgets Overview

Find an Existing Value **Add a New Value**

Inquiry Name **TEST**

Add

Budget Overview (cont.)



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

Budget Inquiry Criteria

Budget Overview

Inquiry TEST

Description

Amount Criteria

Search

Clear

Reset

Ledger/Activity Log Integrity

Act Log Internal Integrity

Budget Type

*Business Unit PCCD1

Ledger Group/Set Ledger Group

Ledger Group APPROP

View Stat Code Budgets

Display Chart

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria

4

Verify "Detail Budget Period" is defaulted

3

Choose "APPROP" as Ledger Group

5

Verify the Fiscal Year(s)

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	AN	2020	2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Budget Overview (cont.)

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

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input data-bbox="376 606 608 664" type="text" value="%"/>	<input data-bbox="647 606 879 664" type="text" value="%"/>		<input data-bbox="1052 606 1304 664" type="text"/>	Update/Add
Cost Ctr	<input data-bbox="376 685 608 742" type="text" value="%"/>	<input data-bbox="647 685 879 742" type="text" value="%"/>		<input data-bbox="1052 685 1304 742" type="text"/>	Update/Add
Fund	<input data-bbox="376 763 608 821" type="text" value="%"/>	<input data-bbox="647 763 879 821" type="text" value="%"/>		<input data-bbox="1052 763 1304 821" type="text"/>	Update/Add
Program	<input data-bbox="376 842 608 899" type="text" value="%"/>	<input data-bbox="647 842 879 899" type="text" value="%"/>		<input data-bbox="1052 842 1304 899" type="text"/>	Update/Add
Location	<input data-bbox="376 921 608 978" type="text" value="%"/>	<input data-bbox="647 921 879 978" type="text" value="%"/>		<input data-bbox="1052 921 1304 978" type="text"/>	Update/Add
Acct Line	<input data-bbox="376 999 608 1056" type="text" value="%"/>	<input data-bbox="647 999 879 1056" type="text" value="%"/>		<input data-bbox="1052 999 1304 1056" type="text"/>	Update/Add
Activity Suffix	<input data-bbox="376 1078 608 1135" type="text" value="%"/>	<input data-bbox="647 1078 879 1135" type="text" value="%"/>		<input data-bbox="1052 1078 1304 1135" type="text"/>	Update/Add
Project	<input data-bbox="376 1156 608 1213" type="text" value="%"/>	<input data-bbox="647 1156 879 1213" type="text" value="%"/>		<input data-bbox="1052 1156 1304 1213" type="text"/>	Update/Add

6

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

7

[Save](#) [Notify](#) [Refresh](#)

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

Budget Inquiry Criteria

Budget Overview

TEST

Amount Criteria [Search](#) [Clear](#) [Reset](#)

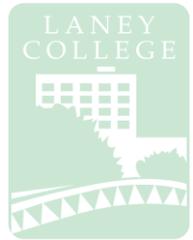
Budget Type

*Business Unit Ledger Group/Set

View Stat Code Budgets
 Display Chart

8

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 100 [Display Options](#)

Ledger Total (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**

Line	ChartField2 Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Per
Line 00		2020	168,189.00	66,400.15	0.00	0.00	101,788.85	
Line 00		2020				0.00	-7,011.34	
Line 00		2020				0.00	-38,509.56	
Line 00		2020				0.00	42,188.02	
Line 00		2020				0.00	3,789.00	
Line 00		2020				0.00	4,853.60	
Line 00		2020				0.00	-103.26	
Line 00		2020				0.00	2,223.33	
Line 00		2020				0.00	-3,977.17	
Line 00		2020	28,760.00	11,136.85	0.00	0.00	17,623.15	
Line 00		2020	0.00	211.66	0.00	0.00	-211.66	
Line 00		2020	0.00	610.06	0.00	0.00	-610.06	
Line 00		2020	14,114.00	5,062.19	0.00	0.00	9,051.81	
Line 00		2020	4,207.00	1,739.72	0.00	0.00	2,467.28	
Line 00		2020	0.00	101.67	0.00	0.00	-101.67	
Line 00		2020	0.00	548.22	0.00	0.00	-548.22	

12

Open Spreadsheet and select all numbers

13

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

- Number Stored as Text
- Convert to Number**
- Help on this error
- Ignore Error
- Edit in Formula Bar
- Error Checking Options...



Budget Transfers

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

Use “Find an Existing” to Find previously created Budget Transfers

Find an Existing Value

Add a New Value

Business Unit PCCD1

Journal ID NEXT

Journal Date 12/10/2019

“Journal Date” will be defaulted. Leave as is unless otherwise directed by Business Office

1

2

Add



Budget Transfers (cont.)

Navigator → Commitment Control → Budget Journals → Enter Budget Transfer

The screenshot shows the 'Enter Budget Transfer' form with several annotations:

- Annotation 3:** A green circle with the number '3' and a callout box pointing to the 'Budget Lines' tab, which is highlighted with a red box. The callout text says 'Select "APPROP"'. Below this, another red box highlights a search field.
- Annotation 4:** A green circle with the number '4' and a callout box pointing to the 'Long Description' text area. The callout text says 'Complete Long Description: "Your Initials: Fund – Project : Description" Example: KQT: Fund 11 – Proj 1234: Move funds for office supplies'. Below the text area, it says '254 characters remaining'.
- Annotation 5:** A green circle with the number '5' and a callout box pointing to the 'Budget Lines' tab. The callout text says 'Select "Budget Lines" tab when ready'.

Form fields and sections include:

- Unit: PCCD
- Journal ID: NEXT
- Date: 12/10/2019
- Fiscal Year
- Period
- *Currency: USD
- Rate Type
- Exchange Rate: 1.00000000
- Cur Effdt: 12/10/2019
- Budget Type
- Parent Budget Options:
 - Generate Parent Budget(s)
 - Use Default Entry Event
 - Parent Budget Entry Type
- Long Description (254 characters remaining)
- Alternate Description (150 characters remaining)
- Attachments (0)
- *Budget Entry Type: Transfer Adjustment

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.



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

Line	Ledger	Budget Period	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix
1	APP_BUD								

Lines to add: 1 **+** **-** Journal Line Copy Down

From Line: To: **Generate Budget Period Lines**

Totals

Total Lines	1	Total Debits	0.00	Total Credits	0.00
-------------	---	--------------	------	---------------	------

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

Navigation: New Window | Personalize Page | [Menu]

Unit: PCCD1 Journal ID: NEXT Date: 12/10/2019 Budget Header Status: None
Approval Header Status: Not Submitted
*Process: Post Journal Submit For Approval

Lines (1-1 of 1)

Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix
<input type="checkbox"/>	1	Not Submitted	APP_BUD								

Lines to add: 1 + - Journal Line Copy Down

7 Total Debits MUST equal Total Credits

8 Press "Save" when ready

Total Debits	0.00	Total Credits	0.00
--------------	------	---------------	------

Buttons: Save, Notify, Refresh, Add



Budget Transfers (cont.)

Navigator → Commitment Control → Budget Journals → Enter Budget Transfer

New Window | Personalize Page | [Icon]

Date 12/10/2019

Budget Header Status None

Approval Header Status Not Submitted

*Process **Submit Journal** Submit For Approval **Process**

1-1 of 1 | View All

Location	Object Code	Program	Activity Suffix	Project

From Line To **Generate Budget Period Lines**

Total Credits 0.00

9

10

11

Press "Process" when ready

Choose "Submit Journal"

Click check box to Submit For Approval

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**

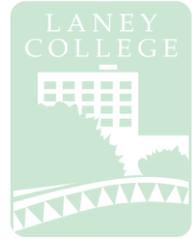
Purchasing Regulations: Services (LOA)

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**

Use "Find an Existing" to Find previously created Requisitions

Business Unit PCCD1

Requisition ID NEXT

Add

Find an Existing Value | Add a New Value

- 1
- 2

"Requisition ID" here should always be "NEXT"



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit PCCD1
 Requisition ID NEXT
 Requisition Name Copy From

Header

*Requester TRAN, KEVIN Q
 *Requisition Date Requester Info
 *Origin
 *Currency Code Dollar
 Accounting Date

Requisition Defaults Add Comments

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog

Line

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	*Ship To Location	*Taxable	Status
1			0.00000				0.00	WAREHOUSE	Yes	Open

Save Refresh

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

- Requester
- Requisition Date
- Origin
- Accounting Date

Origin:

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

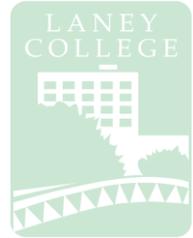
LIN Should not be used unless otherwise instructed by Business Office

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.

3

4



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Requisition Defaults

Business Unit PCCD1 Requisition Date 12/09/2019
 Requisition ID NEXT Status Open

Default Options ?

Default
 If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override
 If you select this option, all default values entered on this page override the default values found in the default hierarchy; only non-blank values are assigned.

5 **Line**

*Buyer Unit of Measure
 Supplier Supplier Location
 Category Supplier Lookup

6 **Schedule**

Ship To Location *Taxable *Distribute By
 Due Date *Liquidate By
 Ultimate Use Code Ship Via
 Attention To Freight Terms

Distribution

SpeedChart

Distributions Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Account	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Budget Date	Location	IN Unit
1		PCCD										12/09/2019	2	

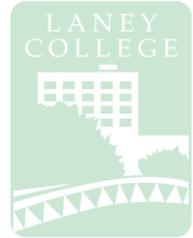
OK Cancel Refresh

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

- Buyer
- Supplier
- Category

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

- Ship To Location: Warehouse
- Due Date (if applicable)
- Attention To (if applicable)



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Requisition Defaults

Business Unit PCCD1 Requisition Date 12/09/2019
 Requisition ID NEXT Status Open

Default Options ?

Default
 If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override
 If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

*Buyer Unit of Measure
 Supplier Supplier Location
 Category Supplier Lookup

Schedule

Ship To Location *Taxable *Distribute By
 Due Date *Liquidate By
 Ultimate Use Code Ship Via
 Attention To Freight Terms

One Time Address

Distribution

SpeedChart

Distributions

Details Asset Information

Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Account	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Budget Date	Location	IN Unit
1		PCCD										12/09/2019	2	

OK Cancel Refresh

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

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit PCCD1

Requisition Date 12/09/2019

Requisition ID NEXT

Status Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.

Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

Mark All to select all fields

Mark All Unmark All

9

Retrofit Field Selection

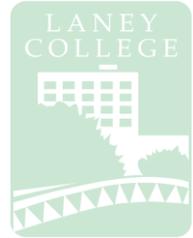
Personalize | Find | View All | [Print] | [Calendar]

First 1-7 of 17 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Buyer	MYISHALEWIS	
<input checked="" type="checkbox"/>		Category	4301	
<input checked="" type="checkbox"/>		Ship To	EXEMPT	
<input checked="" type="checkbox"/>		Ship Via	COMMON	
<input checked="" type="checkbox"/>		Freight Terms	DES	
<input checked="" type="checkbox"/>	1	GL Unit	PCCD1	<input type="checkbox"/>

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**.

10



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit PCCD1 Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header ?

*Requester TRAN, KEVIN Q

*Requisition Date Requester Info

*Origin

*Currency Code Dollar

Accounting Date

Requisition Defaults **Add Comments** **11** **Amount Summary** ?

Requisition Activities

Total Amount 0.00 USD

Add Items From ?

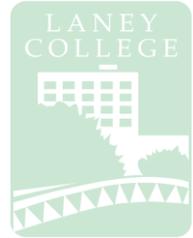
Purchasing Kit Catalog

Item Search Requester Items

Line ? Personalize | Find | View All | First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls													
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	*Ship To Location	*Taxable	Status										
1			0.0000			0	0.00	WAREHOUSE	Yes	Open										

View Printable Version View Approvals *Go to ...More...



Create a Requisition (cont.)

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

Header Comments

Business Unit PCC01
Requisition ID NEXT

Requisition Date 12/09/2019
Status Open

*Sort Method Comment Time Stamp *Sort Sequence Ascending
Sort

Comments

Use Standard Comments

Comment Status Active Inactivate +

12

13

Send to Supplier Show at Receipt
 Show at Voucher Approval Justification

Associated Document

Attach View Delete Email

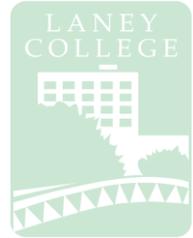
OK Cancel Refresh

In your comments, you should include:

- a. Description of Requisition
- b. Instructors for Delivery
- c. Contact Information (name, email, phone)

Example:
KQT – Supplies for Business Office - Deliver to T213
Contact: Kevin Tran kqtran@peralta.edu x3309

Check all checkboxes **EXCEPT FOR** Approval Justification



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Header Comments

Business Unit PCCD1 Requisition Date 12/09/2019
 Requisition ID NEXT Status Open

*Sort Method *Sort Sequence

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active

Attach supporting document (quote, invoice, approved travel forms, ICC, etc)

Note: To add multiple documents, click the (+) sign above

Send to Supplier Show at Receipt
 Show at Voucher Approval Justification

Associated Document

 Email

Check all checkboxes **EXCEPT FOR** Approval Justification

14

15



Create a Requisition (cont.)

Navigator → Purchasing → Requisitions → Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit PCCD1
 Requisition ID NEXT
 Requisition Name Copy From

Status Open
 Budget Status Not Chk'd
 Hold For Future

Header

*Requester KQTRAN TRAN, KEVIN Q
 *Requisition Date 12/09/2019 Requester Info
 *Origin
 *Currency Code USD Dollar
 Accounting Date 12/09/2019

Requisition Defaults Add Comments
 Requisition Activities

Amount Summary
 Total Amount 0.00 USD

WAREHOUSE – Goods
 5 – Services or large items that cannot be delivered to the Warehouse

Add Items From

Purchasing Kit Catalog
 Item Search Requester Items

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	*Ship To Location	*Taxable	Status
1			0.0000			0	0.00	WAREHOUSE	Yes	Open

View Printable Version View Approvals *Go to ...More...

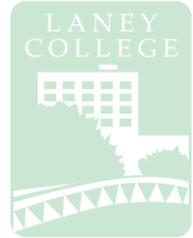
Save Notify Refresh

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

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

16

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.

Add/Update Requisitions

Business Unit PCCD1
Requisition ID 400000028
Requisition Name TRAVEL

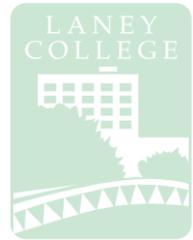
Status Open
Budget Status Not Chk'd
 Hold From Further Processing

Business Unit PCCD1
Requisition ID 400000017
Requisition Name TRAVEL

Status Pending
Budget Status Valid
 Hold From Further Processing

- 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**

17



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**.

Employee Self Service Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit PCCD1 Status Pending

Requisition ID 4000000028 Budget Status Not Chk'd

Requisition Name 4000000028 Hold From Further Processing

5

18 After submission:

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

Req Form Add/Update Requisitions

Maintain Requisitions

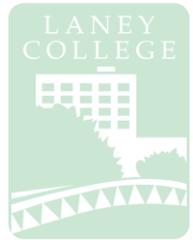
Requisition

Business Unit PCCD1 Status Pending

Requisition ID 4000000028 Budget Status Valid

Requisition Name 4000000028 Hold From Further Processing

6



Status of Requisition

Navigator → Purchasing → Requisitions → Add/Update Requisitions

The screenshot displays the 'Maintain Requisitions' page for a requisition with ID 'NEXT'. The status is 'Open' and the budget status is 'Not Chk'd'. The requester is 'TRAN, KEVIN Q' and the requisition date is '12/09/2019'. The amount summary shows a total amount of 0.00 USD. A callout box points to the 'View Approvals' button, which is highlighted in red. Another callout box provides a note about the requisition's status.

Business Unit PCCD1 Status Open
Requisition ID NEXT Budget Status Not Chk'd
Requisition Name Copy From Hold From Further Processing

Header ?
*Requester TRAN, KEVIN Q
*Requisition Date Requester Info
*Origin
*Currency Code Dollar
Accounting Date

Requisition Defaults Add Comments Amount Summary ?
Requisition Activities
Total Amount 0.00 USD

Add Items From ?
Purchasing Kit Catalog
Item Search Requester Items

Line ?
Details Ship To/Due Date Status Supplier Information
Line Item Description Quantity Unit Cost Category Price Merchandise
1 0.0000 0.00 WAREHOUSE Yes Open

Personalize | Find | View All | First 1 of 1 Last

View Printable Version **View Approvals**
Save Notify Refresh

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

Find an Existing Value

Add a New Value

Use "Find an Existing" to find previously created Requisitions

2

Business Unit =

Requisition ID begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Supplier ID begins with

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

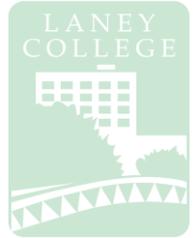
3

Search

Clear

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

Requisitions

Req Inquiry

Details **Status**

5

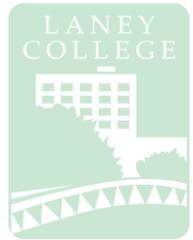
Purchase Order number Assigned?
Y: Yes
Blank: No

Has a voucher/payment been made?
Y: Yes
Blank: No

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Payment	Use Pro Car
PCCD1	2000134782	2000134782			Y					Payment	

Search

Notify



Review Purchase Order

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

Purchase Order Inquiry
Purchase Order

Business Unit PCCD1
PO ID 3000123650

6 PO Status should read Dispatched. If not, contact Buyer

PO Status **Dispatched**
Budget Status Valid

Header

PO Date 11/18/2019
Supplier Name FEDEX-001
Supplier ID 0000501644
Buyer NICANOR CUSTODIO
PO Reference

Supplier Details
Activity Summary
Header Comments
Document Status
Actions

Backorder Status Not Backordered
Receipt Status Not Recvd
 Hold From Further Processing

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)

Lines

Line	Item ID	Item Description
1		Open Account for Fedex Shippin

Return to Search Notify

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:

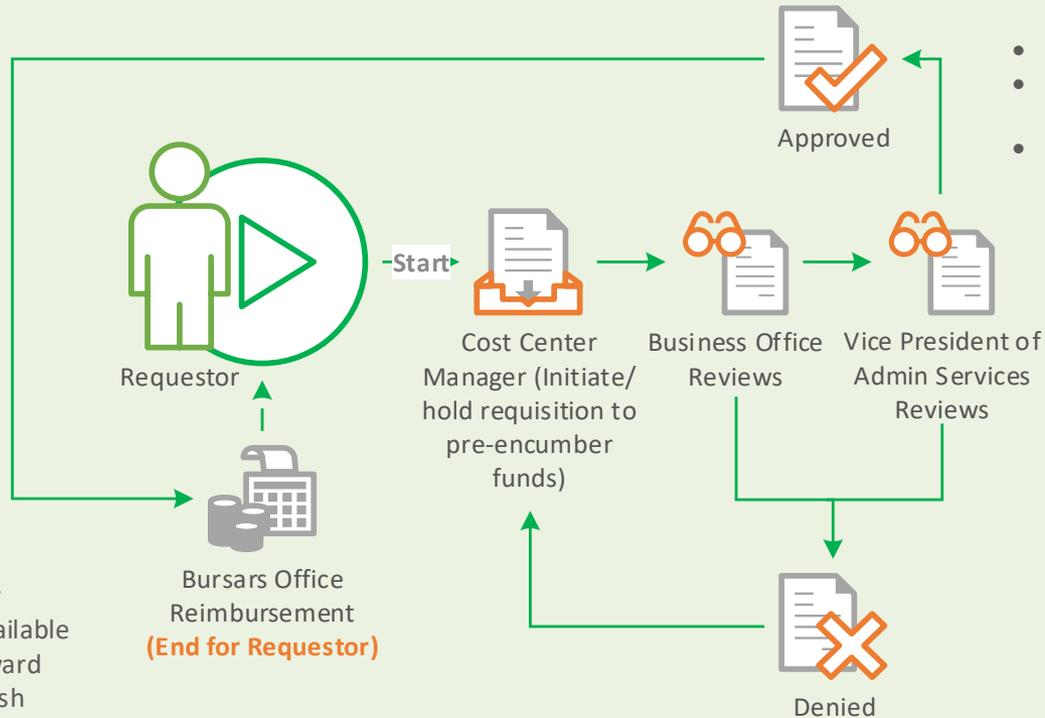
- Department Manager Approval
- Requisition initiated
- Department to forward to Business Office

4. Bursars Office:

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



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PETTY CASH REIMBURSEMENT

College	Requisition Number	Purchase Order Number
From:	Requesting Staff Member	Date:
Contact:	Email	Phone
To:	Name (Manager)	Department

Attached receipts were incurred for authorized college business as indicated

Date	Description	Amount

TAX _____
 TOTAL _____
 DATE _____
 REC'D BY _____

OFFICE USE ONLY CODING

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

Business Office (Budget Approval)

1. Approval _____ 3. Approval _____
SIGNATURE DATE Signature Date

2. Approval _____
SIGNATURE DATE

Account Number

Loc	Fund	CC	Obj	P	Act	Proj	Ln	\$ Amount

**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.
-

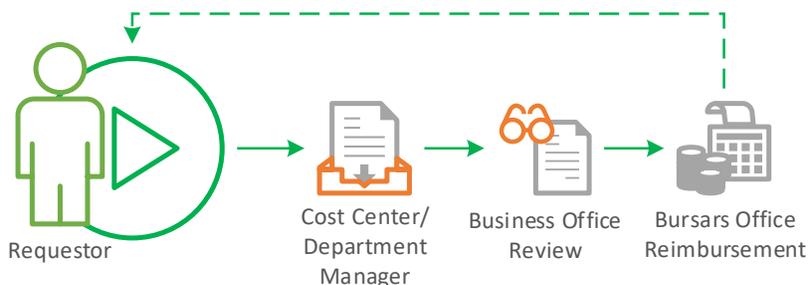
Department approved Petty Cash Form Packet must be submitted to Business Office – Staff Services Specialist

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

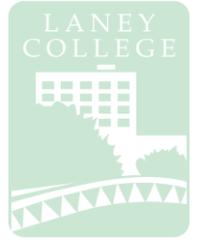
Transaction (Tentative)	DATE
Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - Tangible Items/ Goods	April 3, 2020
Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders - Services	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 necessary

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

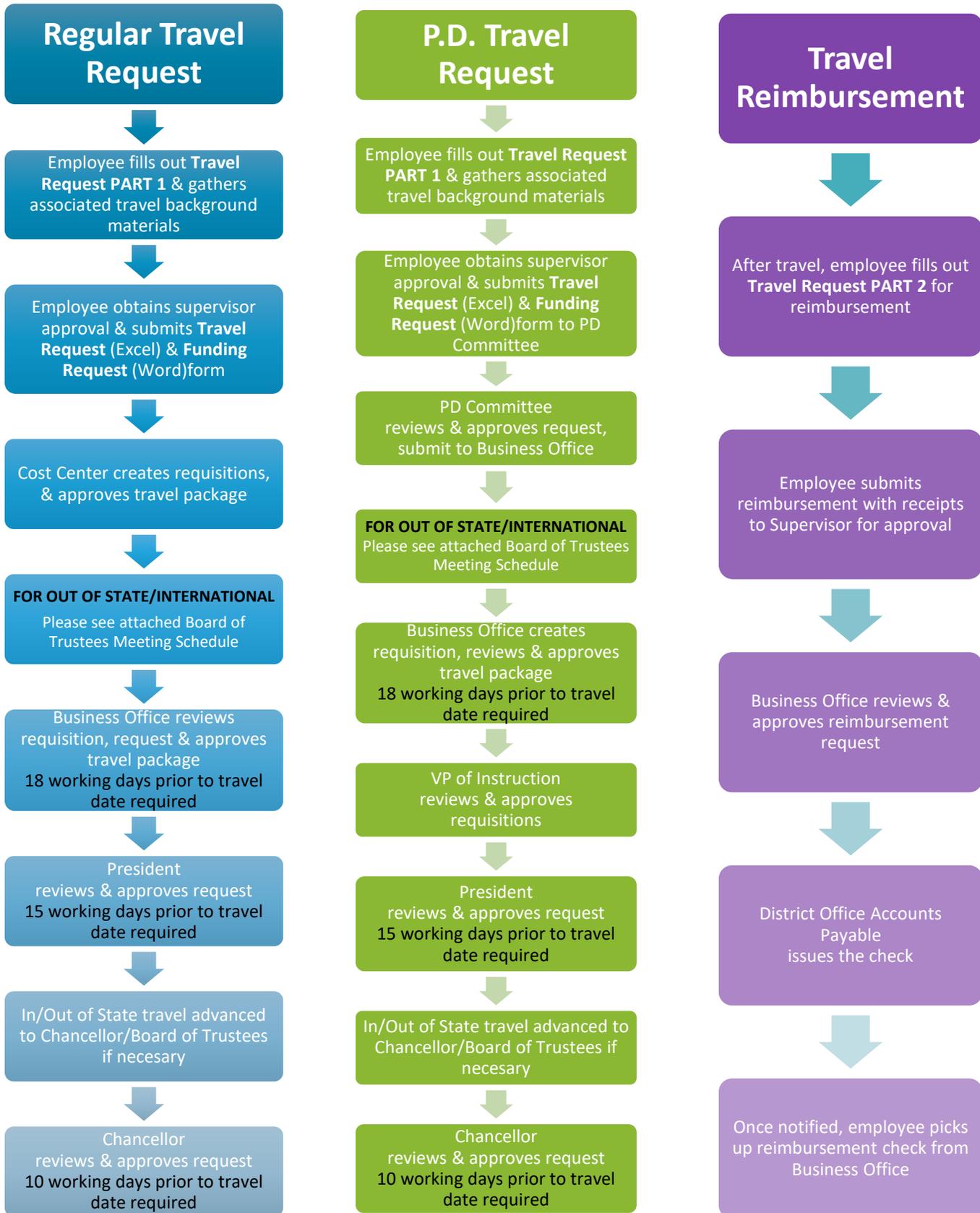
After travel, employee fills out **Travel Request PART 2** for reimbursement

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



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

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 \$50,000	Independent Contractor/Consultant Services Contract (ICC) must be completed and approved by Chancellor
Services over \$50,000	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
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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 pending approval 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 Supplier2									
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 approved 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 Encumbrance 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**

Laney College
Business Services
 Contact List

Laney College
 Business Services

<p>Vice President Administrative Services Derek Pinto 510-464-3232 dpinto@peralta.edu</p>	<p>Director of Facilities & College Operations Amy Marshall 510-986-6984 amarshall@peralta.edu</p>
<p>Principal Financial Analyst Kevin Q Tran 510-464-3309 kqtran@peralta.edu</p>	<p>Facilities Services Specialist Kinetta Barnett 510-464-3235 laneyfacilities@peralta.edu</p>
<p>Staff Services Specialist, Fiscal Pak Ho 510-464-3378 pho@peralta.edu</p> <p>Independent Contract/Consultant Services Contracts (ICC) Travel Requests Fund 11 – Grants and Categorical</p>	<p>Staff Services Specialist, Fiscal Diana Davaasuren 510-464-3239 ddavaasuren@peralta.edu</p> <p>ePAFs Timesheets Position Control Petty Cash</p>

District Office

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