

# **CAMPUS PROCUREMENT TRANSACTIONS CHECKLIST**

## **STANDARD PURCHASE ORDER - PO**

### **Materials, Supplies and Equipment less than \$4,999**

- Obtain 3 written quotes on orders over \$2,500 (except when using Master Agreement or piggy-back contracts)
- Complete Purchase Request Form and obtain approval signatures from Depart. Head, V.P., Admin Service, & President
- Enter SAP (T-code ME21N)
- Select Order Type: "Standard PO"
- Enter the following information in the Item Overview and Item Detail section in SAP: Vendor > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset numbers on items used more than one year and over (review Asset Policy)
- Save > Approval Release Strategy begins > Write PO# on Purchase Request Form
- Once approved, PO will be printed and distributed by Admin Services
- Receiving Department post goods receipts in SAP when items are delivered > A/P processes invoice without additional approval
- When items cannot be received in SAP, verify goods were delivered, uncheck goods receipt (under Delivery tab in SAP) > Review invoice for accuracy > Submit invoice to A/P with Department head or V.P. Admin Services approval

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## **SHORT TERM AGREEMENT – STA**

### **Service Agreements, with term one year or less, costing \$5,000 or less**

- Obtain 3 informal quotes on orders over \$2,500
- Complete Contract Request Form and obtain approval signatures from Depart. Head, V.P., Admin Service, & President
- Enter SAP (T-code ME21N)
- Select Order Type: "Short Term Agreement" (STA)
- Enter the following information in the Item Overview and Item Detail section in SAP: Vendor > Purchasing Group > Validity Dates > Select Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Enter Text in Item Detail so description will print on first page of STA
- Uncheck Goods Receipt (under Delivery tab)
- Save > Approval Release Strategy begins
- Once approved, STA will be printed by Admin Service, signed by V.P. Admin Services and distributed
- Admin Service or Requestor is responsible obtaining vendor's signature on STA (depending on the College's procedure)
- Review invoice for accuracy > Submit invoice to A/P with Department head or V.P. Admin Services approval
- Submit copy of STA to College Procurement Specialist (CPS)

**Note: Board of Trustees must approve Contracts and STA's within sixty (60) days upon entering into the transaction.**

## **PURCHASE REQUISITION - PR**

### **Material, Supplies and Equipment over \$5,000 and up to Statutory Bid Limit**

- Obtain 3 written quotes (except when using Master Agreement or piggy-back contracts)
  - Complete Purchase Request Form and obtain approval signatures from Depart. Head, V.P., Admin Service, & President
  - Enter SAP (T-code ME51N)
  - Select Order Type: "Purchase Requisition" (PR)
  - Enter the following information in the Item Overview and Item Detail section in SAP: Vendor > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset numbers on items used more than one year and over (review Asset Policy)
  - Save > Approval Release Strategy begins > Write PR# on Purchase Request Form
  - Forward quotes and copy of signed Purchase Request Form to College Procurement Specialist (PR will not be approved until CPS receives these documents) Three quotes are waived if you can justify sole source or if purchase is under Master Agreement, please indicate master agreement number
  - Once approved, Admin Service will convert to Standard PO
  - Approval Release Strategy begins again
  - Once CPS approves, Admin Service will print PO and distribute
  - Receiving Department post goods receipts in SAP when items are delivered > A/P process invoice without additional approval
  - When items cannot be received in SAP, verify goods were delivered, uncheck goods receipt (under Delivery tab) in SAP > Review invoice for accuracy > Submit invoice to A/P with Department head or V.P. Admin Services approval
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## **REQUEST FOR CONTRACT - RFC**

### **Service Agreements over \$5,000 and up to Statutory Bid Limit**

#### **Ex. Multi-year Contracts, No-Cost Contracts (Income) & Special Funded Contracts**

- Obtain 3 written quotes (exceptions will be reviewed)
- Complete Contract Request form and obtain approval signatures from Depart. Head, V.P., Admin Service, & President
- For Special Funded Contracts, complete the following SFP documents: Abstract Specially Funded Program, SFP Fund/WBS Master Data, and Budget Transfer Authorization (BTA), Award Letter, Original Grant Agreement
- Enter SAP (T-code ME51N)
- Select Order Type: "Request for Contract" (RFC)
- Enter the following information in the Item Overview and Item Detail section in SAP: Enter Vendor > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset numbers on items used more than one year and over (refer to Asset Policy)
- Save > Approval Release Strategy begins > Write PR# on Contract Request Form
- Submit the original signed Contract Request form along with back-up paperwork to CPS
- Once RFC is approved, CPS converts RFC to Contract
- CPS creates contract between the two entities
- CPS submits contract to Board of Trustees for ratification
- After Board ratifies, CPS enters certified date (CD) on the Confirmation Tab in SAP
- CPS unchecks Goods Receipt in SAP on expense contracts
- CPS forwards certified copy of the agreement to Requestor and A/P
- Requestor and/or CPS reviews invoice for accuracy > Submit invoice to A/P with Department head or V.P. Admin Services approval

**Note: Board of Trustees must approve Contracts and STA's within sixty (60) days upon entering into the transaction.**

**All forms can be found on the District website: <http://sap.laccd.edu/sap/forms/>**