





# Quiz Show



Question and Answer   
Samples and Techniques 



*I can use a budget code that has a zero balance when placing an order.*

**TRUE** or FALSE?

True - Use the correct code even if it has no money. A budget transfer can be done afterwards.



*Which copy of the Purchase Order should be sent to the Business Office after order is received?*

**Green**

*This is the case unless only a partial order was received, in which case you would send a white copy of the green and mark it as “Partial”.*



*When will my check be mailed on a PO that I've sent in the green copy?*

- A. Same Day
- B. Next Month
- C. Same Week as long as I had it turned in on time.
- D. Never
- E. I have no clue



*As long as I have my green PO turned into the Business Office by Wednesday, I can get a check cut that week.*

TRUE or FALSE?

False - Items received in the Business Office by 4 pm on Friday will be paid the following week.

In case of emergencies, by Tuesday at 4 pm.



*What day are checks printed each week?*

**Wednesday**

The checks are printed every  
Wednesday.

The checks are matched up and put in  
envelopes on Thursday.



*It's Monday afternoon and I've missed the cut off but I have something that must be paid this week so I'll send Diana an email.*

TRUE or FALSE?

False - Always call Diana to assure that the items gets in the check run to assure she is aware of the need.



*Requisitions are converted how many times a day?*

TWO

Requisitions are converted at 8:30 am and 2:30 pm daily and sent to Purchasing for approval, if needed.





*I'm going to process a Requisition to pay for my boss' dues to an association. What account code do I use?*

6495

6495 is used for Dues

6411 is used for registration and employee travel

6412 is used for student travel



*When entering a Requisition, I should put the following information in the ATTENTION line:  
Location/My Name/Who order is for.*

**TRUE** or FALSE?

Brandy Green at CSHS is placing an order for Rhea she would put the following:

CSHS/B.Green/Rhea



*I realize in January that I didn't put enough money on my RPO to Jason's Deli. I'll call and ask Diana or Carmella for additional money to be added to my PO.*

TRUE or FALSE?

False - Once the money is used on a PO, that PO will be closed and you will have to enter a new RPO for the remainder of the year.



*I have attachments for a Requisition that I've entered so I'm going to scan them to [requisitions@csisd.org](mailto:requisitions@csisd.org) with the Requisition number written on top right corner.*

# TRUE or FALSE?

True - Diana and Carmella both receive the mail that comes in to [requisitions@csisd.org](mailto:requisitions@csisd.org) and will add it the PO for approval and processing.

Or

Complete the Attachments Needed for Purchase Order form and attach documents and scan or send in campus mail to Diana or [requisitions@csisd.org](mailto:requisitions@csisd.org)



# *When should I put in my name in the Buyer location?*

**Always**

- Let's everyone know who actually entered the order.
- Makes it easier to search at a later date.
- Let's Business Office know who to contact if they have a question.



*A Purchase Order can be placed to a company not on our bid lists or Co-Op.*

# TRUE or FALSE?

Only if :

They are a Sole Source vendor and documentation will have to be completed, or  
3 quotes are provided for the item.

If Sole Source vendor, then “Sole Source” will be typed in the comments section.

If you have 3 quotes, then “3 quotes” will be typed in the comments section.



# *What website is used to find most commonly used forms for the Business Office?*

- A. MapQuest.com
- B. Face Book.com
- C. Csisd.org
- D. Forms.org
- E. Big Brother.com



*Are signatures required on the Green PO  
when sending in for payment?*

Yes

The green forms must be signed and dated as  
to when received.





*I'm completing a New Vendor Information Form so all I need to put is the Vendor name and address.*

**NO**

Always complete the form in its entirety (including phone and fax numbers, email address, contact name) and send to Diana in the Business Office.

