

New Vendors  
Purchase Requisitions  
Receiving

Accounts Payable Process – Check Run

- Items Received in the Business Office by 4 pm on Friday will be paid the following week.
- If you missed the cut-off and have something that needs to be paid that week call (PLEASE DO NOT EMAIL) the Business Office ASAP.
  - The latest we can get something in the weekly check run is Tuesday at 4 pm.

## Accounts Payable Process – Returns/Credits

- Notify the Business Office of all returns or credits.
- We need the following information for all returns, credits, or exchanges:
  - Purchase Order number
  - What line items were returned or exchanged.
  - The date the items were returned or exchanged.
  - Any other documentation that would be helpful to match and pay the invoices and/or credits accordingly.
- Send a copy of the PO with a note beside the items that are being returned or exchanged. Include the date items were returned.

## Accounts Payable Process – Convert Requisitions to Purchase Orders

- Requisitions are converted at 8:30 a.m. and 2:30 p.m. daily and sent to Purchasing for approval, if needed.
- Daily at 4 p.m. mail approved purchase orders to the campus or vendor as needed.
- Call Diana if a purchase orders is needed immediately.

## New Vendor – Approved??

- Approved Vendors
  - Must be on Annual Bid List, Co-Op, or Sole Source
    - See Purchase Department on [csisd.org](http://csisd.org) for current list
- **IMPORTANT NOT all vendors in eFinance are approved.**
  - Past approved vendors *cannot be deleted* from eFinance.
- Please direct questions to Diana Kelly at 979-764-5407 or email [dkelly@csisd.org](mailto:dkelly@csisd.org)

## New Vendor Form and W-9

- Complete the **New Vendor Information form** in its entirety (**including phone and fax numbers, email address, contact name**) and send to Diana Kelly in the Business Office.
- **Request a W-9** from the vendor.
- Both Forms are available online at [www.csisd.org](http://www.csisd.org) → Departments → Business Services → Commonly used Forms (on the right hand side).
- Send **both forms together** to the Business Office, via campus mail, fax 979-694-5664, or email to Diana Kelly.
  - Once the vendor is approved a vendor number will be assigned and the person requesting will be notified.

## Requisitions

- Requisitions are **converted** at **8:30 a.m.** and **2:30 p.m.** daily and sent to Purchasing for approval, if needed.
- Daily at 4 p.m. mail approved purchase orders to the campus or vendor as needed.
- Call Diana if a purchase orders is needed immediately.

## Requisitions

- **Attachments (Quotes, Invoices, Sole Source Docs, Lists, etc)**
  - Two options requisitions
    - Write the Requisition number at the top of the 1<sup>st</sup> page of attachment and scan to [Requisitions@csisd.org](mailto:Requisitions@csisd.org) (Diana Kelly and Carmella Shafer-back-up receive these items.), or
    - Complete the **Attachments Needed for Purchase Order form** attach documents and scan or send in campus mail to Diana Kelly or [Requisitions@csisd.org](mailto:Requisitions@csisd.org).
  - **Do not attach invoices.** Invoices are to be attached to the signed Green (receiving) copy of the Purchase Order and sent to the Business Office.
- **Notes** Use the Notes section of the Requisition to tell the Business Office **where to send the Vendor (white) copy** of the purchase order.

## Requisition - Notes

Important: Double Check the Fax numbers

**REQUISITION NOTES**—Tells the Business Office [where to send the Vendor \(white\) copy of the purchase order](#) for the order to be placed. Enter one of the notes below in the Notes option on the requisition, so the Business Office knows [where to send the Vendor \(white\) copy of the purchase order](#).

REQUISITION NOTE	Order Placed By	DESCRIPTION
FAX to 000-000-0000 WITH ATTACHMENTS	Business Office	Use for purchase orders that have ATTACHMENTS to be FAXED with the purchase order. Staple the attachments to the white "ATTACHMENTS NEEDED FOR PURCHASE ORDER". Purchase order will be FAXED when attachments are received in the Business Office.
FAX to 000-000-0000	Business Office	Use for purchase orders that need to be faxed to the vendor. Be sure the fax number is correct and current.
MAIL	Business Office	Use for purchase orders that are to be mailed to the vendor by the Business Office.
MAIL WITH ATTACHMENTS	Business Office	Use for purchase orders that have ATTACHMENTS to be mailed with the purchase order. Staple the attachments to the white "ATTACHMENTS NEEDED FOR PURCHASE ORDER". Purchase order will be mailed when attachments are received in the Business Office.
ATTACHMENTS ONLY	Requestor	Use for purchase orders that have ATTACHMENTS that the Business Office or Purchasing need to approve the order. <a href="#">(ie Quotes, Attached list, Sole Source, etc.)</a> Business Office will send the White, Green, and Yellow Copy of the purchase order to the Requestor for them to place the order. <b>DO NOT ATTACH INVOICES.</b>
BLANK -RUNNING PO	Requestor	Business Office will send the White, Green, and Yellow Copy of the purchase order to the Requestor for them to place the order.

**IMPORTANT: IF THE NOTES DO NOT HAVE MAIL OR FAX THE PURCHASE ORDER WILL BE SENT TO THE REQUESTOR TO PLACE THE ORDER.**

## Requisitions - New

- **Requisition #** - Make note.
- **Location** – Select your location.
- **Requested** – Defaults to current date.
- **Required** –This is the date the items/service is needed by. \*\* Be sure to enter a date in the required field.
- **Vendor Address** –Is vendor name and address correct?
- **Vendor** – Must be an approved vendor on the Annual bid list or one of the Cooperatives list.
- **Comments** – Required Enter the Bid or Coop #.
  - Missing Bid or Coop # can delay the approval
- **Buyer** – Your name (Makes searching for previous Req.'s easier)
- **Attention** –Enter Campus/your name/requestor  
(i.e. CSHS/B.GREEN/TEACHER NAME)
- **Ship To** –Select location where goods are to be delivered. Use 923 for the warehouse or your campus location code.










## Requisitions – New

- **Description** – Enter Detailed Description including Part #'s even if the quote is attached.
  - We use the description to determine if the budget and account code is correct.
  - So we need to be able to tell
    - **Who** will be using items/service (classroom, teacher, library, counselor, office, nurse, custodial, etc.)
      - » Determines the **Function** in the Budget Code
    - **What** is being purchased (supplies, contracted services, awards, etc.)
    - **When** used primarily for catering include dates and times of event

## Requisitions – New

- **Measure** – Each, Case, Dozen, Per Copy, Etc.
- **Quantity** – Number of items being ordered
- **Unit Price** – Price per item
- For Example:
 

10 shirts at \$5 per shirt would be entered as:

					
Do	Measure = Each	Quantity = 10	Unit Price = \$5	Total = \$50	
					
Don't	Measure=blank	Quantity = 1	Unit Price = \$50	Total = \$50	

## Requisitions - New

- **Budget Code** – Enter Budget (Nurse supplies use function 33)
- **Account** – Enter Account (Reading materials use 6329)
  - Use the correct budget and account code even if the budget is zero or negative.
    - Prepare a budget transfer if needed...
  - If you do not have the correct budget code, contact Chris Neely to have it added.

## Requisitions – Needs Corrections

- If a requisition needs
- additional information (bid #'s),
- any changes (better description),
- Corrections (budget code or account?), etc.
  - Soon we will send out information on how you can see what needs to be changed, make changes, and re-approve.
  - We will send you an email or call letting you know if a requisition needs corrections.

## Requisitions - Approving

- Approve Requisitions
  - **Soon** you will **begin approving all requisitions, even those over \$5,000.**
  - We will send out an email notifying you when to start approving all requisitions.

## Receiving – Complete Orders

- When order is received and **Complete**
  - Verify that everything was received
  - Sign and write the **received** date on green copy of the purchase order verifying receipt
    - Bottom left hand corner of purchase order.
  - Attach all receiving documents, Packing Slips, Invoices, Receipts to the green copy
  - Send the green copy with attachments to the business office.



## Receiving – Partial Orders

- Verify which items were received.
- **Make note by the items that were NOT received** on the purchase order as:
  - Back order
    - Contact vendor to get an expected delivery date on backordered items.
  - Have the items been canceled? Were items damaged? Were items returned?
- Date the items received and sign.
- Make a copy of the Green purchase order on White Paper and write **PARTIAL**
- Attach all receiving documents, Packing Slips, Invoices, Receipts to the **PARTIAL** purchase order copy
- Send the Partial purchase order and attachments to the business office.
- Keep the Green copy until the order is complete (all items were received).

## Running POs

- Write on the front of the Green (receiving) copy of the purchase order the:

Received Date	Invoice No.	Invoice Amt	Balance of PO	Sign
Beginning Bal.			\$500	
09/15/13	987654	\$50.00	\$450.00	Signature

- Description of items purchased (Staff Mtg, Testing Snacks, etc)
  - Make a **copy on white** paper
  - Sign and date
  - Write **PARTIAL** on copy
- Attach invoice or receipt to copy of the purchase order
  - Send to Business Office for processing

**EXAMPLE OF RUNNING PO FOR SUPPLIES, ETC.**

DATE: 04/26/12 PURCHASE ORDER NO.

IMPORTANT: Purchase order number must appear on all invoices, packages, and other correspondence.  
No C.O.D. shipments will be accepted.  
All Purchase Orders must be boxed separately.

SEND INVOICE IN DUPLICATE TO:

V 67020 E SAM'S CLUB DIRECT N PO BOX 660673 D ACCT #10374377109-TAX EXEMPT R DALLAS TX 75266	S COLLEGE STATION I.S.D. H College Station ISD I Business Office P 1812 Welsh Avenue T College Station, TX 77860-4800 O (979) 764-5407
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COLLEGE STATION I.S.D.  
1812 WELSH  
COLLEGE STATION, TX 77840  
ATTN:

TERMS: NET 30 DAYS	F.O.B. DESTINATION	CMTS REGION VI	REQUIRED BY
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ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION
01		1		RUNNING PO Supplies for Staff Development	1000.0000	1,000.00

Received Date	Invoice No.	Inv. Amt.	Description	Balance on PO	Signature
Beg. Bal.				\$ 500.00	
7/2/2013	987654	\$ 50.00	7/06 Staff Mtg	\$ 450.00	<i>signature</i>
8/2/2013	45687	\$ 75.00	8/6 Staff Mtg	\$ 375.00	<i>signature</i>
9/3/2013	12846	\$ 50.00	9/6 Staff Mtg	\$ 325.00	<i>signature</i>

PAGE TOTAL \$ 1,000.00  
TOTAL \$ 1,000.00

TAX EXEMPTION #1-74-600528-7,  
College Station ISD is exempt from payment of sales, excise, or use taxes  
under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Article 20.01 IF) (40). APPROVED BY:

ITEM	BUDGET CODE	ACCOUNT	AMOUNT	PROJECT CODE
01			1,000.00	

MDSE. REC'D BY: \_\_\_\_\_  
DATE REC'D: \_\_\_\_\_  
REQUISITION NO. R12'  
REQUISITION DATE: \_\_\_\_\_

RECEIVING

## Running PO's

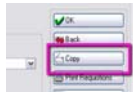
**– IMPORTANT:**

- Additional funds cannot be added to a running purchase order.
- Running purchase orders will be closed when all funds on the PO are spent.
- A New Purchase Order will need to be entered once all funds are spent.
- When green purchase orders are received in the business office the purchase order is closed and any remaining balance(s) after payment are returned to the budget unit on the purchase order.

## Copying Requisitions

- eFinancePlus → Applications → Purchasing → Requisition Processing → Requisitions

- Select Copy



- Enter or Search for the Requisition number and click **OK**.



- Change the year to search for last year
- Select the Requisition in list to be copied and click **OK**.
- Change the
- Required date, Enter Notes, and Click on Line Item Tab.

## Copying Requisitions

- If needed, Change the Description, Quantity, Unit Price, Budget Code, Account, and Amount for each line item, or Add/Delete Line Items.

**IMPORTANT:**  
The Extended Amount and Amount must match.

BUDGET CODE	Account	SUB PROJECT	Account	Percentage	Amount
1992530074699046	6249.FR			1.00	12.98

- SAVE** - After all Line Items are updated, added, and or Deleted

## Has a PO or Invoice been Paid?

- Efinance -> Applications -> Fund Accounting -> Detailed Displays -> Vendor Transactions

Date: 09/19/2013 Period: 1/14

Select Transactions For:

Vendor # 7014 LOWES HOME CENTERS INC Enter Vendor #

Selection Criteria:

Invoice PO 14000664 Enter Invoice, or PO#

Check Number

Check Date

1099 Indicator

Amount

Year

Period

Alternate Vendor

SUB PROJECT

SUB PROJEC Acct

Transaction Code

Transaction C Control Num

Look for Check Number of Payment

All Vendor Name Previous Balance 0.00

Date	TC	Invoice	PO	Check	Description	Amount	Indi
09/17/13	21	10897	14000664	282863	FLASH LIGHT	23.72	
09/12/13	17		14000664		FLASH LIGHT	23.72	

## Prompt Payment Act

- **When Payments Are Due**
  - Texas' "prompt payment law" establishes when payments are due to a vendor. The law says that payments for goods and services are **due 30 days after the goods are provided, the services completed, or a correct invoice is received, whichever is later.**
- **Disputes must be in writing** within 21 days of receiving items or invoice.
- **Interest Due on Late Payments**
  - The prompt payment law also says that interest is due to a vendor for goods and services payments that are late.
  - Interest starts accruing on goods and services payments on the first day that the payment is late.
  - The law sets the rate that is to be used for the interest calculation.

For additional information see:

<https://fmx.cpa.state.tx.us/fm/usas/prompay/rate/index.php>  
<https://fmx.cpa.state.tx.us/fm/payment/vendorinfo.php>  
<http://www.statutes.legis.state.tx.us/Docs/GV/pdf/GV.2251.pdf>

## Summary

- **Double Check Fax #'s** because we fax all purchase orders if at all possible to speed up the order delivery.
- **Attachments for Purchase Order**
  - Write Req. # on the top right hand corner of the 1<sup>st</sup> page and scan to [Requisitions@CSISD.ORG](mailto:Requisitions@CSISD.ORG),
  - or use the Attachments for Purchase Order Form to send in the campus mail.
- **Bid #, Co-Op Contract #, Sole Source** – Every PO must have one in the Comments field.
- **Buyer Name** – Enter the name of the person entering the requisition, so that they can be searched for more easily, if needed.
- **Budget and Account Code** – must use the correct budget and account according to TEA.
  - If it a new budget/account code is needed contact Chris Neely (x5544)
  - Prepare a budget transfer if funds need to be moved...
- **Pre-Pay** – Only used for Postage Stamps.
- **Send in Green (receiving Copy) ASAP**– Remember we are required by law to pay invoices within 30 days.

## Summary

- **Descriptions** -we use the description to determine if the budget and account code is correct.
  - So we need to be able to tell by the description
    - **Who will be using items/service** (classroom, teacher, library, counselor, office, nurse, custodial, etc.)
      - » Determines the **Function** in the Budget Code (1994-11)
- **Approving Requisitions** – Soon you will be approving all Requisitions even those over \$5,000.
- **Running PO** – Track the balance remaining.
  - Received Date, Invoice No., Invoice Amt, Balance of PO, Brief Description, Sign.
  - **Funds cannot be added to a Running PO. A new PO must be entered.**
- **Measure = Each, Lot, Per Copy Qty = # Ordered Unit Price = Price Per Item Total = for all Items ordered**
- **Needs Correction**–
  - Soon we will send out information on how you can see what needs to be changed, make changes, and re-approve.
  - We will send you an email or call letting you know if a requisition needs corrections.