

## Fiscal Year 2018-2019 Purchase Requisition Guide

Galaxy is open for the entering of Fiscal Year 2018-2019 purchase requisitions. Here are some friendly reminders and instructions to help assist in the entering process.

1. Remember to choose **2019** in the Fiscal Year field before clicking Add. The system defaults to the current fiscal year.
2. **Open Purchase Orders** are for limited use of similar, incidental items/supplies that are being purchased throughout the fiscal year. For example office supplies, custodial supplies, instructional materials.
  - a. Use the "OPEN PURCHASE ORDER" note available under the "Attach" button in the Notes tab.
  - b. Include detailed description of items being purchased, department, and NTE amount.
  - c. Include the full names of the authorized purchasers. Only those listed as authorized purchasers are allowed to place orders for each assigned Open PO.
3. **Items NOT allowed** to be purchased on **Open PO's** (must be entered as a regular line driven PO or Contract)
  - a. Individual items costing over \$500.00 (includes tax and freight)
  - b. Equipment, Furniture, Technology Hardware or Software, Staff/Student Clothing, Custom/logo items.
  - c. Public works projects, construction, repairs, installation of equipment/furniture.
  - d. Any services that includes vendor labor or vendor services/installation to be performed on-site. Must be entered as a Contract to verify insurance, license, and vendor compliance.
4. **Quotes** - Include current quote(s) from vendor as backup and reference quote number in internal notes of PR. Quotes usually expire in 30 days, unless noted otherwise.
  - a. Quotes and backup should be emailed to the purchasing department email at [purchasing@msjc.edu](mailto:purchasing@msjc.edu) referencing the PR number in the subject field
  - b. Additional vendor quotes as required per AP 6330 ([see attached Purchasing Thresholds Cheat Sheet](#)) should also be included in the backup sent to purchasing.
  - c. Do not "re-use" quotes, especially for IT items or vendors like GHA, Dell, and HP
5. **Internal notes section**
  - a. All notes entered by PR originator should be placed in internal notes (left side)
  - b. Includes notes for the following.
    - i. All tangible PR's - include "Deliver To" note to include: **Campus, Department, Building, Room number and contact person first and last name**
    - ii. Asset Equipment (Object code 649x) – include "Equipment" note
    - iii. Bond Measure AA contracts – include "Bond AA" note
    - iv. Conference PR's – include "Conference" note
    - v. Furniture orders – include "Furniture" note
    - vi. Open PR – Include "Open Purchase Order" note and Authorized Purchasers
    - vii. Contract PR's "prefix A" require contract date range (start and end dates)
    - viii. New vendors – Use Temporary Vendor number 7410 and include "New Vendor" note. Include complete vendor contact information (Name, address, phone, fax or email).
    - ix. Board approval date, if required
    - x. Vendor quote number, cooperative/piggyback contract number
6. Please see attached **Purchasing Thresholds Cheat Sheet**. Purchasing is here to assist in the Procurement process so please let us know if you have questions or need assistance.

### Mission Statement

Procurement and General Services supports the college's mission and goals through dedicated teamwork and exemplary customer service, while being a good steward of public funds and maximizing the use of all resources. We are committed to provide the college with policies that foster an ethical, responsive, and efficient environment by recognizing the department's obligations to our external and internal customers. The department is determined to accomplish all of the above while providing a great work environment and treating each other with respect and dignity.