County Procurement Process

With the exception of expenses between departments in the County, no expenditure of funds is authorized without a purchase order.

Purchase Requisition

The document generated by a user department that defines the need for goods and/or services. The PR is an internal document; it does not constitute a contractual relationship with any external party. The PR establishes the reservation of funds for obtaining the goods and/or services. The PR is the prelude to the Purchase Order ("PO").

Purchase Order:

A Support Services generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties.

A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

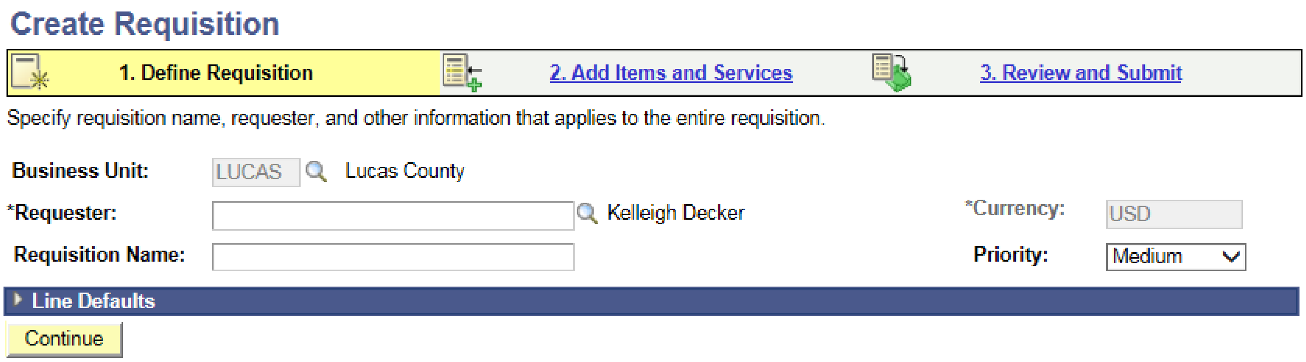
Steps to Purchasing an item

1. Department identifies a buying need
2. Staff member gathers the required documents for the need (Quotes, Bid, resolution, etc.)
3. Staff member completes a Purchase Requisition **(detailed instructions in next Section**
4. Support Services processes the Requisition in accordance with Board of County Commissioners policies and bidding thresholds and creates a Purchase Order
5. The product or service is delivered to the Department
6. The Department will receive a copy of the Invoice
7. Staff member who created the purchase requisition goes in the purchase order and receives
8. A voucher is created in PeopleSoft by using the receipt and sent to the Auditor’s Office for processing of payment

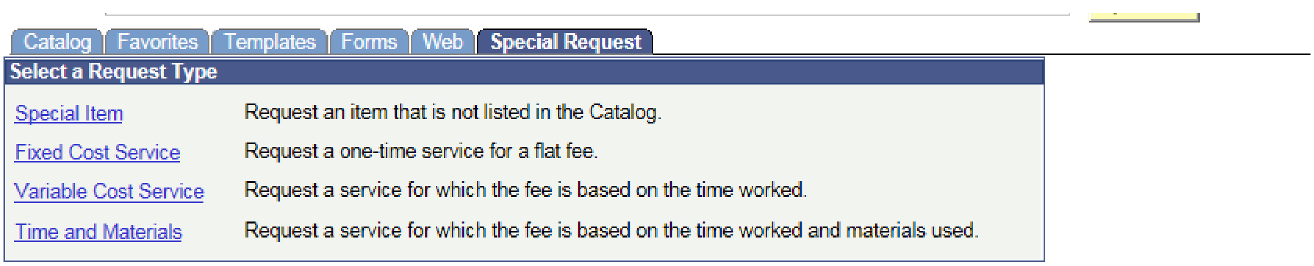
Creating a Purchase Requisition

There are three key stages of creating a requisition: Define Requisition, Add Items and Services, and Reviewing and Submitting

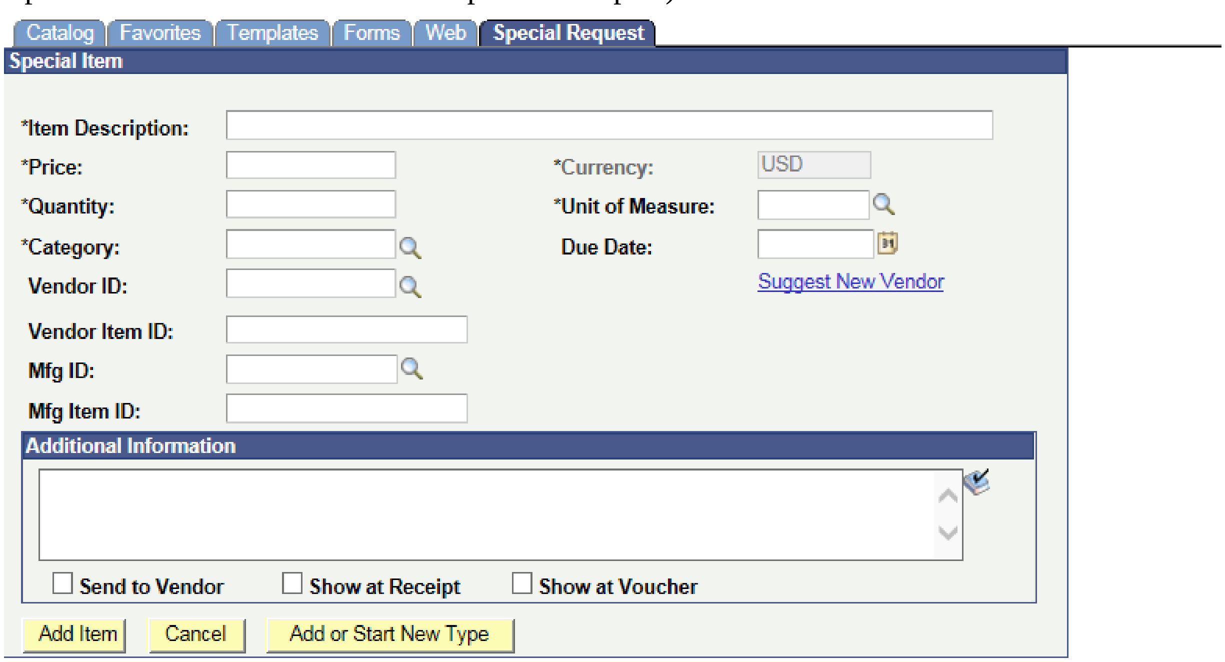
1. Click the **eProcurement** link
2. Click the **Create Requisition** button
3. Click the **1. Define Requisition** button



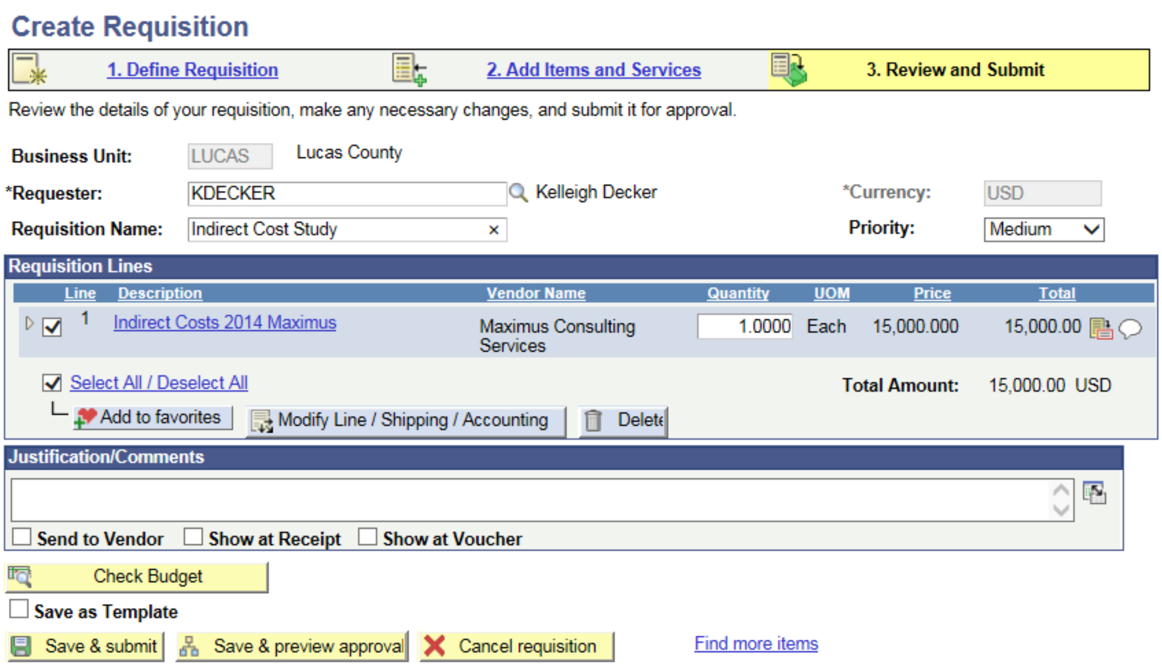
4. Enter a description in the **Requisition Name** field
5. Click the **2. Add Items and Services** link
6. Click the **Special Request** link



7. Chose which type of request you want to use
8. Enter the desired information into the **Item Description** field (this is what will be seen on the purchase order and in the FROGS purchase report)



9. Enter the price in the **Price** field.
10. Enter the quantity in the **Quantity** field
11. Fill out the Unit of Measure for the Purchase
12. Choose the Category Type (do not just default to misc.)
13. Enter the Vendor ID # (if you do not know, you can look up with the magnifying glass)
14. If you have other information that you want included please type in the Additional Information box
15. Click the **Send to Vendor** checkbox if you want the Comments inserted under Additional Information to appear on the purchase order
16. Click the **Show at Voucher** checkbox if the comments entered under Additional Information to show at the time the item(s) are received.
17. Click the Add item button
18. Once the Add item button is selected, the Requisition Summary section is updated with the number of lines and amount
19. If an additional line should be needed, simply click the '**Add Item**' button and repeat the process
20. Click the 3. **Review and Submit** link when you have completed adding lines



21. Select the requisition line.
22. Click the **Expand Section** button to view the line and distribution information for the line.
23. Click the **Modify Line / Shipping / Accounting** button to change a field on more than one line.
24. Enter the appropriate information into Vendor ID, Vendor Location, BUYER (only when putting in NO PO BUYER for requisitions under $1,000), Fund, Dept., Account, LC Project (if applicable)
25. Click Apply
26. To add comments or a file attachment to a line, click the Comments button
27. Enter "**SEE ATTACHED**" in the **Comments** field
28. Press [Enter] to **continue**
29. Click the **Send to Vendor** checkbox if you want the comment to print on the PO

30. Click the **Add Attachment** button
31. Click the **Browse** button
32. Search and select the file you want to upload into the system
33. Click the **Open** button
34. Click the **Upload** button
35. If successful, the file will be uploaded into the system and appear here
36. Click the **OK** button
37. Click the **Check Budget** button if you are ready to pre encumber the funds and verify they are available for usage
38. Click the **OK** button
39. The Budget Checking Status will change to Valid if the requisition successfully created a pre-encumbrance
40. Click the **Save & preview approvals** button when you are done updating the requisition and want to preview the approval routing
41. The confirmation page allows you to review who is in the approval path for this requisition based on the chart fields. This field will be updated with the appropriate approver's user id
42. Click the **Submit** button when you are ready to send an approval notification to the approvers
43. If you need to make changes to the requisition after it has been submitted for approval, but before it is approved, click the **Edit Requisition** button
44. Click the **OK** button and await approval