

Purchase Requisition Process

1. Check your budget in Galaxy online to make sure there are sufficient funds. Don't rely on an outdated printed report from Galaxy, as things change daily.
2. If you do not have sufficient funds in that budget line, you must do a budget transfer. There are two types:
 1. Type A transfer – within a fund and within the overall object code category. This requires supervisor approval only.
 2. Type B transfer – between funds and/or overall object code category (4000's, 5000's, etc.) These transfers require a justification, approval by the VP of Business Services, and Board approval. Use the most recent transfer form from the RCCD Intranet.

To expedite, transfers can be sent to the various approvers by email, then forwarded to the next approver in line until it gets to the budget analyst.
3. The best practice is to wait until the transfer is posted to submit the requisition. The req cannot be approved without it, anyway. You'll need to follow the transfer closely from person to person to make sure it doesn't get lost somewhere.
4. Once the req has been submitted, you should check on it periodically to make sure it is making it's way through the approval process. If the budget office needs something, they will note it under the approvals tab. They may not call or email you to let you know – it is your responsibility to follow it through.
5. You can check on all of your outstanding reqs by putting your login number in the "PR Originator User ID" field at the bottom of the search screen and clicking "Find". Leave the "Purchase Requisition Prefix" field blank so it will pull in contract reqs as well.
6. Reminder: Equipment (anything over \$200) cannot be purchased on an Open Purchase Requisition. It must be ordered using the Modify Purchase Requisition screen, where you have to itemize each piece/part.
7. Reminder: All purchases require advance approval through this process. Only valid emergency purchases will be approved through the reimbursement process.

Note: All furniture and/or equipment items must include assembly and delivery to the appropriate office or classroom. This is not the responsibility of the Facilities Department.