

**ARKANSAS TECH UNIVERSITY  
Young Building East End  
203 West O Street  
Russellville, AR 72801-2222**

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**Prepared by**

**Purchasing Department  
Tel: 479-968-0269  
Fax: 479-968-0633**

<http://www.atu.edu/purchasing/>

## PURCHASING STAFF MEMBERS

As of August 16, 2006

<b>NAME</b>	<b>TITLE</b>	<b>E-MAIL</b>
Jessica Holloway	Purchasing/Program Manager	jholloway@atu.edu
DeAnna Kile	Purchasing Coordinator	<a href="mailto:dkile@atu.edu">dkile@atu.edu</a>
Jennifer Warren	Buyer	jwarren2@atu.edu
Cindy Hubbard	Fiscal Support Specialist	chubbard@atu.edu
Jenny Langford	Accounting Technician I	jlangford3@atu.edu

<b>TELEPHONE &amp; FAX</b>	<b>PRIMARY LINE</b>	<b>SECONDARY LINE</b>
Telephone	(479) 968-0269	(479) 880-4120 (479) 356-2169 (479) 968-0260
Fax	(479) 968-0633	

**[purchasing@atu.edu](mailto:purchasing@atu.edu)**

## CODE OF ETHICS

The Arkansas Tech University Purchasing Department subscribes to the Code of Ethics developed by the National Association of Educational Procurement:

1. Give first consideration to the objectives and policies of my institution
2. Strive to obtain the maximum value for each dollar of expenditure
3. Decline personal gifts or gratuities
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy allows.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentations.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing practices.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industry and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

## ERGONOMIC TIPS

- Rule No. 1: If it hurts, STOP doing it. Find another way to do it that doesn't hurt.
- Rule No. 2: Your Mother was right –sit up straight and keep your feet on the floor! In other words, practice good posture.
- Rule No. 3: Don't spend hours doing one thing. Break up your routine by changing tasks and/or by taking short breaks.

TELEPHONE	<p>DO: Hold the receiver with your hand or use a headset.</p> <p>DON'T: Hold the receiver between your cheek and shoulder.</p>
MONITOR	<p>DO: Place screen directly in front of you Place screen at or slightly lower than eye level. Avoid glare by keeping work area evenly lit</p> <p>DON'T: Sit sideways or with head twisted Sit with your head tilted back or stuck out</p>
KEYBOARD & MOUSE	<p>DO: Place keyboard at or slightly below elbow height Place mouse near and on the same level as the keyboard Have arms hanging straight down from shoulders Have forearms at a 90° angle to arms Keep wrists straight</p> <p>DON'T: Rest wrists on keyboard Work with hands bent back at the wrist Reach for the mouse</p>
CHAIR	<p>DO: Sit all the way back in the chair Sit with lower back fitted into lumbar support Have thighs parallel to the floor Have knees slightly higher than hip joints Keep feet flat on floor or on a footrest</p> <p>DON'T: Slouch or sit hunched over Twist around and reach behind you Sit on your feet</p>

## ELECTRONIC REQUISITIONS

### **GENERAL INFORMATION:**

**Always** check One Tech for messages regarding the Banner system before entering requisitions.

A requisition is only a request for a purchase. An official Purchas Order will be the authorized document used to place an order with a vendor. A requisition only reserves funds. Funds will not be encumbered until a purchase order is issued.

For internal requisitions (such as Bookstore, Physical Plant, Motor Pool, etc) see appropriate section of this manual.

### APPROVALS:

Requisitions from **grants** or **special funds** – *regardless of the amount* - require the approval of the Budget Office or the Office of the Vice President for Administration and Finance. These requisitions will be automatically forwarded to the appropriate area for approval BEFORE they are forwarded to Purchasing.

Requisitions exceeding amounts set by the appropriate vice president will be forwarded by Purchasing for approval by the appropriate vice president. *The Purchasing Department cannot process requisitions that have not been approved.*

### CHANGES/CORRECTIONS TO REQUISITIONS:

The Purchasing Department will not be able to modify a requisition once it has been through the approval process (such as account number, increase/decrease quantity, add an item, etc). It will be necessary for the requesting department to cancel the requisition and issue another.

Also, any requisition that is “disapproved” will be canceled by the Purchasing. The requesting department will be notified of the cancellation.

### PURCHASE ORDERS:

As verification that an order has been placed, a DEPARTMENTAL COPY of the purchase order will be **e-mailed** to the requesting department. If you do not receive a copy of the purchase order within a reasonable time (three working days for regular orders and three weeks for bids), please contact the Purchasing Department.

### TRAVEL:

After any necessary approvals, requisitions for **travel** (object codes 704000), *will be electronically forwarded to the Budget Office for processing.* Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

# Self Service Requisition Manual

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# Accessing Requisition Form:

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## Main Menu

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Finance](#)  
Create or review financial documents, budget information, approvals.

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1. Click on [Finance](#)

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## Finance

- [Budget Queries](#)
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[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

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2. Click on [Requisition](#)

# Requisition Form:

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template:

Transaction Date:     
 Delivery Date:     
 Vendor ID:    
 Address Type:  Address Sequence:   
 Vendor Contact:  Vendor E-mail:   
 Requestor Name:   
 Requestor E-mail:   
 Phone Area:  Phone:  Ext:   
 FAX Area:  FAX Number:  FAX Ext:   
 Chart of Accounts:  Organization:   
 Currency Code:  Discount Code:   
 Ship Code:  Attention To:   
 Comments:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>								
2	<input type="text"/>								
3	<input type="text"/>								
4	<input type="text"/>								
5	<input type="text"/>								

Save as Template:

Shared

**Code Lookup**

Chart of Accounts Code:   
 Type:   
 Code Criteria:   
 Title Criteria:   
 Maximum rows to return:

\*Note\* - The recommended ways of navigating through this form are using the “Tab” key or the mouse. Using the “Enter” key will result in errors in the form.

\*Note\* - Self Serve times out after one hour of inactivity. All information will be lost.

## Requisition Form – Dates / Vendor ID:

The screenshot shows a web form with the following fields and controls:

- Transaction Date: 12 JUN 2005
- Delivery Date: 12 JUN 2005
- Vendor ID: [Empty field] with a 'Vendor Validate' button
- Address Type: [Empty field]
- Address Sequence: [Empty field]
- Vendor Contact: [Empty field]
- Vendor E-mail: [Empty field]
- Requestor Name: [Empty field]
- Requestor E-mail: [Empty field]
- Phone Area: [Empty field]
- Phone: [Empty field]
- Ext: [Empty field]
- FAX Area: [Empty field]
- FAX Number: [Empty field]
- FAX Ext: [Empty field]
- Organization: [Empty field]
- Chart of Accounts: [Empty field]
- Currency Code: None
- Discount Code: None
- Ship Code: [Empty field]
- Attention To: [Empty field]
- Comments: [Empty field]
- Document Text: [Empty field]

1. Enter Delivery Date by using pull down menu: | Delivery Date 12 JUN 2005  
 \*Delivery Date must be equal to or greater than the transaction date.\*
  
2. Enter Vendor ID in the field shown: | Vendor ID [Empty field] Vendor Validate
  - To search for Vendor ID go to Lookup Section
  - If a vendor is not in the system, a Request for New Vendor must be completed.
  
3. Click on Vendor Validate button: Vendor Validate
  - a. The following information should automatically fill in
    - i. Address Type
    - ii. Address Sequence \*Note\*
    - iii. Chart of Accounts – (Required Field)
    - iv. Organization – (Required Field)
    - v. Ship Code – (Required Field)
    - vi. Attention To

\*Note\* - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button.

Vendor Validate
  - b. The following information will automatically fill in if data is in the Banner Finance System
    - i. Vendor Contact
    - ii. Vendor E-mail
    - iii. Requestor Name
    - iv. Requestor E-Mail
    - v. Phone Information
    - vi. Fax Information
  
4. Type any comments in the Comments field | Comments [Empty field]  
 \*Note\* - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.
  
5. To enter Document Text see next section

## Requisition Form – Document Text:

Vendor ID	<input type="text"/>	<input type="button" value="Vendor Validate"/>	
Address Type	<input type="text"/>	Address Sequence	<input type="text"/>
Vendor Contact	<input type="text"/>	Vendor E-mail	<input type="text"/>
Requestor Name	<input type="text"/>		
Requestor E-mail	<input type="text"/>		
Phone Area	<input type="text"/>	Phone	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>
Chart of Accounts	<input type="text"/>	Organization	<input type="text"/>
Currency Code	None	Discount Code	None
Ship Code	<input type="text"/>	Attention To	<input type="text"/>
Comments	<input type="text"/>		<input type="button" value="Document Text"/>

1. Click [Document Text](#)

Document/Commodity Text

---

Enter Document Text, Print:

Enter Document Text, No Print:

[\[Exit document/item text page\]](#)

2. Type in top or bottom box
  - a. Text in top box will print on Requisition. If you want Purchasing to see the text, enter it here.
  - b. Text in bottom box will not print on Requisition
3. Click on Save button:

# Requisition Form – Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

*Calculated Commodity Amounts*

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

- Type In Commodity Description:  \*Required\*
- For additional item text, click on the number at the beginning of each line.
  - Type Text in the top box so that it will print on the Requisition
  - Click on Save button:
- Select U/M (Unit of Measure) from the pull down menu:   \*Required\*
- Type in Quantity:  \*Required\*
- Type in Unit Price:  \*Required\*
  - Must have decimal point if cents are included
  - Do not type dollar signs (\$) or commas (,)
- :  -Do not use this field.
- :  -Do not use this field.
- Repeat steps 1-6 for Items 2 thru 5
  - If you have more than five (5) items, you will have to do multiple requisitions. Select “Another Requisition, Same Vendor.”
- Click on Commodity Validate button:
- The Calculated Commodity Amounts will fill in automatically

*Calculated Commodity Amounts*

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

## Requisition Form – Accounting – Percents - Index:

Dollars
  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template:   
 Shared

When the Percents radio button is selected, the total Percent amount of the commodities listed above must equal the total Percent amount listed in the Accounting Column.

- Click the Percent radio button
- Type "T" in the Chart of Accounts Code in the field  <sup>Chart</sup> \*Required\*
- Type Index Code in the field  <sup>Index</sup>  
(To search for code go to Lookup Section)
- Click Validate button 
  - An error Message will appear Total of Accounting percents does not equal 100
  - Scroll back down to Accounting Section
  - This will populate the Fund, Orgn and Program
  - Index Code will no longer be displayed
- Type Account in the field  <sup>Account</sup> \*Required\*  
Remember, this is the old object code, with 70 in front  
(For questions about Account Numbers, call the Controller's Office at 968-0394)
- Type in Percent Amount in Accounting Field  <sup>Accounting</sup> \*Required\*
  - Total of Accounting Column must equal 100
- Repeat Steps 2-6 until all accounting has been entered
- Click Validate button again
- The message at the top of the form should read:
 

Document Validated with no errors
- Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete

## Requisition Form – Accounting – Dollars - Index:

Dollars     Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template   
 Shared

When the Dollars radio button is selected, the total dollar amount of the commodities listed above must equal the total dollar amount listed in the Accounting Column.

- Click the Dollar radio button
- Type "T" in the Chart of Accounts Code in the field  Chart \*Required\*
- Type Index Code in the field  Index  
(To search for code go to Lookup Section)
- Click Validate button 
  - An error Message will appear  Total of Accounting percents does not equal 100
  - Scroll back down to Accounting Section
  - This will populate the Fund, Orgn and Program
  - Index Code will no longer be displayed
- Type Account in the field  Account \*Required\*  
Remember, this is the old object code, with 70 in front  
(For questions about Account Numbers, call the Controller's Office at 968-0394)
- Type in Dollar Amount in Accounting Field  Accounting \*Required\*
  - Total of Accounting Column must equal Net Amount
- Repeat Steps 2-6 until all accounting has been entered
- Click Validate button again
- The message at the top of the form should read:
 

Document Validated with no errors
- Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete
- Do not click the Save and Process button.

## Code Lookup Instructions

Code Look-Up is located at the bottom of the form. It allows you to search for a many things, including indexes, ship to addresses, and vendors. There are two ways to search, by code or by title

\*This is case sensitive. Always capitalize the first letter of names.\*



To search by Code, used when you only know part of the code:

1. Select “T” Chart of Accounts Code from pull down menu: Chart of Accounts Code
2. Select type from pull down menu: Type
3. Type in part of the Code followed by a %. If no part is known then type %.  
Code Criteria 
  - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 
  - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button:
6. Results will appear at the top of the form. Make note of Code and scroll down to enter.

To search by Title, used when you only know part of the name:

1. Select “T” Chart of Accounts Code from pull down menu: Chart of Accounts Code
2. Select type from pull down menu: Type
3. Type in part of the Title followed by a %. If no part is known then type %.  
Code Criteria 
  - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 
  - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button:

Results will appear at the top of the form. Make note of Code and scroll down to enter.

## Requisition – Save Template

Do not use a Shared Template. These templates cannot be deleted!

Templates speed up the requisition process to companies that you frequently requisition, such as Office Depot or Dell.



- Create name of Template and type in “Save as Template”

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# Accessing Requisition Form:

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Personal Information Finance

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## Main Menu

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Finance**  
Create or review financial documents, budget information, approvals.

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3. Click on [Finance](#)

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## Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

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4. Click on [Requisition](#)

# Requisition Form:

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template

Transaction Date     
 Delivery Date     
 Vendor ID    
 Address Type  Address Sequence   
 Vendor Contact  Vendor E-mail   
 Requestor Name   
 Requestor E-mail   
 Phone Area  Phone  Ext   
 FAX Area  FAX Number  FAX Ext   
 Chart of Accounts  Organization   
 Currency Code  Discount Code   
 Ship Code  Attention To   
 Comments

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>								
2	<input type="text"/>								
3	<input type="text"/>								
4	<input type="text"/>								
5	<input type="text"/>								

Save as Template

Shared

**Code Lookup**

Chart of Accounts Code   
 Type   
 Code Criteria   
 Title Criteria   
 Maximum rows to return

\*Note\* - The recommended ways of navigating through this form are using the “Tab” key or the mouse. Using the “Enter” key will result in errors in the form.

\*Note\* - Self Serve times out after one hour of inactivity. All information will be lost.

## Requisition Form – Dates / Vendor ID:

The screenshot shows a form with the following fields and controls:

- Transaction Date: 12 JUN 2005
- Delivery Date: 12 JUN 2005
- Vendor ID: [ ] with a 'Vendor Validate' button
- Address Type: [ ]
- Address Sequence: [ ]
- Vendor Contact: [ ]
- Vendor E-mail: [ ]
- Requestor Name: [ ]
- Requestor E-mail: [ ]
- Phone Area: [ ]
- Phone: [ ]
- Ext: [ ]
- FAX Area: [ ]
- FAX Number: [ ]
- FAX Ext: [ ]
- Chart of Accounts: [ ]
- Organization: [ ]
- Currency Code: None
- Discount Code: None
- Ship Code: [ ]
- Attention To: [ ]
- Comments: [ ]

6. Enter Delivery Date by using pull down menu: | Delivery Date 12 JUN 2005  
 \*Delivery Date must be equal to or greater than the transaction date.\*

7. Enter Vendor ID in the field shown: | Vendor ID [ ] Vendor Validate

- To search for Vendor ID go to Lookup Section
- If a vendor is not in the system, a Request for New Vendor must be completed.

8. Click on Vendor Validate button: Vendor Validate

- The following information should automatically fill in
  - Address Type
  - Address Sequence \*Note\*
  - Chart of Accounts – (Required Field)
  - Organization – (Required Field)
  - Ship Code – (Required Field)
  - Attention To

\*Note\* - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button.

Vendor Validate

- The following information will automatically fill in if data is in the Banner Finance System
  - Vendor Contact
  - Vendor E-mail
  - Requestor Name
  - Requestor E-Mail
  - Phone Information
  - Fax Information

9. Type any comments in the Comments field | Comments [ ]

\*Note\* - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.

10. To enter Document Text see next section

## Requisition Form – Document Text:

Vendor ID	<input type="text"/>	<input type="button" value="Vendor Validate"/>	
Address Type	<input type="text"/>	Address Sequence	<input type="text"/>
Vendor Contact	<input type="text"/>	Vendor E-mail	<input type="text"/>
Requestor Name	<input type="text"/>		
Requestor E-mail	<input type="text"/>		
Phone Area	<input type="text"/>	Phone	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>
Chart of Accounts	<input type="text"/>	Organization	<input type="text"/>
Currency Code	<input type="text" value="None"/>	Discount Code	<input type="text" value="None"/>
Ship Code	<input type="text"/>	Attention To	<input type="text"/>
Comments	<input type="text" value="Document Text"/>		

4. Click [Document Text](#)

Document/Commodity Text

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Enter Document Text, Print:

Enter Document Text, No Print:

[\[Exit document/item text page\]](#)

5. Type in top or bottom box
  - a. Text in top box will print on Requisition. If you want Purchasing to see the text, enter it here.
  - b. Text in bottom box will not print on Requisition
6. Click on Save button:

# Requisition Form – Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

11. Type In Commodity Description:  \*Required\*

12. For additional item text, click on the number at the beginning of each line.
- Type Text in the top box so that it will print on the Requisition
  - Click on Save button:

13. Select U/M (Unit of Measure) from the pull down menu:   \*Required\*

14. Type in Quantity:  \*Required\*

15. Type in Unit Price:  \*Required\*
- Must have decimal point if cents are included
  - Do not type dollar signs (\$) or commas (,)

16. Type in Discount Amount:  \*Optional\*
- If vendor does not have discounts set up in the Banner Finance System this column will not appear.
  - Must have decimal point if cents are included
  - Do not type dollar signs (\$) or commas (,)

17. Type in Additional Amount:  \*Optional\*
- For example, use for shipping
  - Must have decimal point if cents are included
  - Do not type dollar signs (\$) or commas (,)

18. Repeat steps 1-6 for Items 2 thru 5
- If you have more than five (5) items, you will have to do multiple requisitions. Select “Another Requisition, Same Vendor.”

19. Click on Commodity Validate button:

20. The Calculated Commodity Amounts will fill in automatically

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

## Requisition Form – Accounting – Percents - Index:

Dollars
  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template   
 Shared

When the Percents radio button is selected, the total Percent amount of the commodities listed above must equal the total Percent amount listed in the Accounting Column.

11. Click the Percent radio button

12. Type "T" in the Chart of Accounts Code in the field  <sup>Chart</sup> \*Required\*

13. Type Index Code in the field  <sup>Index</sup>  
(To search for code go to Lookup Section)

14. Click Validate button

- An error Message will appear  Total of Accounting percents does not equal 100
- Scroll back down to Accounting Section
- This will populate the Fund, Orgn and Program
- Index Code will no longer be displayed

15. Type Account in the field  <sup>Account</sup> \*Required\*  
Remember, this is the old object code, with 70 in front  
(For questions about Account Numbers, call the Controller's Office at 968-0394)

16. Type in Percent Amount in Accounting Field  <sup>Accounting</sup> \*Required\*

- Total of Accounting Column must equal 100

17. Repeat Steps 2-6 until all accounting has been entered

18. Click Validate button again

19. The message at the top of the form should read:

Document Validated with no errors

20. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete

## Requisition Form – Accounting – Dollars - Index:

Dollars     Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template   
 Shared

When the Dollars radio button is selected, the total dollar amount of the commodities listed above must equal the total dollar amount listed in the Accounting Column.

12. Click the Dollar radio button

13. Type “T” in the Chart of Accounts Code in the field  <sup>Chart</sup> \*Required\*

14. Type Index Code in the field  <sup>Index</sup>  
(To search for code go to Lookup Section)

15. Click Validate button

- An error Message will appear  Total of Accounting percents does not equal 100
- Scroll back down to Accounting Section
- This will populate the Fund, Orgn and Program
- Index Code will no longer be displayed

16. Type Account in the field  <sup>Account</sup> \*Required\*  
Remember, this is the old object code, with 70 in front  
(For questions about Account Numbers, call the Controller’s Office at 968-0394)

17. Type in Dollar Amount in Accounting Field  <sup>Accounting</sup> \*Required\*

- Total of Accounting Column must equal Net Amount

18. Repeat Steps 2-6 until all accounting has been entered

19. Click Validate button again

20. The message at the top of the form should read:

Document Validated with no errors

21. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete

## Code Lookup Instructions

Code Look-Up is located at the bottom of the form. It allows you to search for a many things, including indexes, ship to addresses, and vendors. There are two ways to search, by code or by title

\*This is case sensitive. Always capitalize the first letter of names.\*



To search by Code, used when you only know part of the code:

7. Select “T” Chart of Accounts Code from pull down menu: Chart of Accounts Code
8. Select type from pull down menu: Type
9. Type in part of the Code followed by a %. If no part is known then type %.  
Code Criteria 
  - Note: (%) is called a Wildcard
10. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 
  - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
11. Click Execute Query button:
12. Results will appear at the top of the form. Make note of Code and scroll down to enter.

To search by Title, used when you only know part of the name:

6. Select “T” Chart of Accounts Code from pull down menu: Chart of Accounts Code
  7. Select type from pull down menu: Type
  8. Type in part of the Title followed by a %. If no part is known then type %.  
Code Criteria 
    - Note: (%) is called a Wildcard
  9. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 
    - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
  10. Click Execute Query button:
- Results will appear at the top of the form. Make note of Code and scroll down to enter.

## Requisition – Save Template

Templates speed up the requisition process to companies that you frequently requisition, such as Office Depot or Dell.



- Create name of Template and type in “Save as Template”

**Templates cannot be deleted!**

<b>Ship Code</b>	<b>Department</b>	<b>Building</b>	<b>Contact</b>
VIPR	Accademic Affairs	Administration	Karen Riddell
ACCT	Accounting Dept	Corley Bldg	
ACTG	Accounting Office	Administration	Katy Ehemann
ADVI	Advising/Registration Center	Bryan Hall Lobby	Rhonda Rogers
ART	Art Department	Art Bldg	William Tomlin
AGRI	Agricultural Dept.	Dean Bldg.	Susan Morris
ALUM	Alumni Office	Alumni House	Terry Holland-Finley
AVPR	Assoc VP Admin and Finance	Bryan Hall	Sandi Bradley
DIRC	Athletic Director	Hull Bldg	Lindsey Porter
BAND	Band and Choir	Witherspoon	Bonnie Heathcoat
BSBM	Baseball Office	Stroupe Bldg	Peggy Gregory
BEHV	Behaviorial Science Dept.	Witherspoon	Susan Johnson
BIOS	Biological Science Dept.	McEver Bldg	Regina Storment
BRDT	Board of Trustees	Administration	Beverly Shively
BKST	Bookstore	Young	Johnny Sue Christy
RLBR	Brown Hall		Aaron Hogan
BDGT	Budget Office	Bryan Hall	Karen Alexander
BUAD	Business & Economincs	Corley Bldg	
CPPL	Career Planning & Placement	Doc Bryan Bldg	Jayne Sewell
CNTR	Center for Teaching & Learning	Pendergraft Library	
FOOD	Chambers Cafeteria		Doug Walton
CSPL	College Student Personnel	Bryan Hall	
CMED	Community Ed & Professional Dev	Dean Bldg.	Rebecca Baker
COMS	Computer & Info Science	Corley Bldg	Ellen Crane
COSV	Computer Services	Corley Bldg	Merrell Shoptaw
CONT	Controllors Office	Administration	Sandi Mitchell
COUN	Counseling Center		Kristi Stokes
CNLL	Center for Leadership & Learning	Crabaugh Bldg	Heather Edgemon
CURR	Curriculum Instruction	Crabaugh Bldg	Natalie Maples
PSFT	Department of Public Safety		Anita Riddley
DVVP	Development Office	Administration	Lisa Harris
DISB	Disabililty Services	Bryan Hall	Kimberlee Mealy
ELEG	Electrical Engineering	Energy Center	Carla Terry
EAMT	Emergency Admin & Mgt	Bryan Hall	Tracy Eichenberger
ENGL	English Dept.	Witherspoon	Wanda Choate
FTBM	Football	Hull Bldg	Becky Rachel
FGNL	Foreign Language Dept.	Dean Bldg.	Monica Miller
GSDN	Graduate Studies	Tomlinson Bldg	Regina Thompson
HLPE	Health & Physical Education	Hull Bldg	Lindsey Porter
HRES	Human Resource	Bryan Hall	Amber Tennison
INMU	International Studies	Doc Bryan Bldg	Sabrina Anwar

LEGL	Legal Counsel	Administration	Thomas Pennington
MATH	Mathematics Dept	Corley Bldg	Erica Newman
MCEG	Mechanical Engineering	Energy Center	Carla Terry
BKTM	Men's Basketball	Tucker Coliseum	Peggy Gregory
GLFM	Men's Golf	Tucker Coliseum	Peggy Gregory
MUSC	Music Dept	Witherspoon	Karen Greer
NEWS	News Bureau	Bryan Hall	Rhonda Signor
NURS	Nursing Dept.	Dean Bldg.	Patti Fernandez
OZARK	Ozark Campus		Dianne Bell
RLPA	Paine Hall		Aaron Hogan
PRHO	Parks Recreation Hospitality	Williamson Bldg	Bobbi Haralson
PLANT	Physical Plant	Critz Bldg	Sandra Tritt
PHSC	Physical Science Dept	McEver Bldg	Linda Norris
BKPO	Post Office	Young Bldg	LeAnne Riley
PRES	President's Office	Administration	Beverly Shively
PBRL	Public Relations	Administration	Brandi Collins
PURC	Purchasing Dept.	Young Bldg	Jennifer Warren
KXRJ	Radio Station	Crabaugh Bldg	Christie White
REGR	Registrars Office	Doc Bryan Bldg	Christina Pacheco
RLDR	Residence Life	Doc Bryan Bldg	Janet Roys
STJN	Speech Theater Journalism	T-1 Bldg	Pat Bullard
INFO	Sports Information Director	Tucker Coliseum	Paul Smith
STAC	Student Accounts Office	Doc Bryan Bldg	Mary Hoyt
FINA	Student Financial Aid	Doc Bryan Bldg	Nita Brashear
HLTH	Student Health Services	Dean Bldg.	Julie Hood
STSV	Student Services Admin.	Doc Bryan Bldg	Crystal Taylor
RLSU	Summit Hall		Aaron Hogan
TEST	Testing Center Operations	Bryan Hall	Kimberlee Mealy
RLTU	Turner Hall		Aaron Hogan
TV6	TV Station	Crabaugh Bldg	Christie White
UPBD	Upward Bound Math & Science	Bryan Hall	Jill Hendrix
VPAF	VP Administration & Finance	Administration	Cheryl Moody
VPST	VP Student Services	Doc Bryan Bldg	Brandi Collins
WARE	Warehouse		Sandra Tritt
BKTW	Women's Basketball	Tucker Coliseum	Peggy Gregory
CRCW	Women's Cross Country	Tucker Coliseum	Peggy Gregory
GLFW	Women's Golf	Tucker Coliseum	Peggy Gregory
SFTW	Women's Softball	Buerkle Fieldhouse	Peggy Gregory
TENW	Women's Tennis	Tucker Coliseum	Peggy Gregory
VOLW	Women's Volleyball	Tucker Coliseum	Peggy Gregory
ATCC	Area Technical Career Center	High School Campus	Jennifer McIntare
ARKA	Speech Theater		Tommy Mumert
ADSV	Admin Services	Bryan Hall	Fred Clayton

Chaffee	Air Conditioning & Refridg	Ozark Campus	Kenneth Beeler
CMATCH		Rothwell Hall	Nathan George
CONST	Construction	Administration	Galen Rounsaville
CUST	Custodial	Physical Plant	Lisa Wesley
DEAN	College of Business	Rothwell Hall	Lori Bartlett
EDUC	College of Education	Crabaugh Bldg	Lawana Hamilton
ELI	English Language	Tomlinson Bldg	Donna Ogle
ETCH	Technology Center	Pendergraft Library	Ken Wester
FADV		Tomlinson Bldg	Tawana Daniel
LIBG		Pendergraft Library	Pam Curry
MUSG	Museum	Techionary	Judith Stewart- Abernathy
NHDEAN	Biological Science Dept.	McEver Bldg	Valli Wanzer
TRAIN	Sports Medicine	Hull Bldg	Duke Walden
VETS	Veteran Services	Doc Bryan Bldg	Marsha Oels