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Payroll Questions
Please see Joan Caldwell or Sandra Israel with any questions you may have concerning payroll. The Human Resources Office handles all other aspects of hiring employees and completion of paperwork for employees working in your program/project.

Timecards
Classified contract employee timecards are due on the 16th and the first working day of each month unless otherwise notified. **Student and temporary employee timecards are due to the payroll office by the first working day of each month unless otherwise notified.** Part-time faculty, student, sub, and temporary employees are paid on the 10th of the following month worked. Timecards must be turned in to the Business Office by the supervisor and must be signed by the employee and supervisor. Workstudy student timecards need to be delivered to Financial Aid by the supervisor.

Purchase Requisition
To purchase materials, services or equipment you must first complete a purchase requisition. Any missing information such as account to be charged or proper authorization will cause a delay in processing of the purchase order to the vendor. Please indicate any special instructions to the Business Office using the “Comments” field when creating the requisition. Comments must start with “B/O” such as B/O return PO to department or B/O Fax PO to vendor. **Printed comments** are for messages to the vendor only. If you have a new employee who has fiscal responsibility and has not had Datatel training, please make arrangements with Technology for training.

Journal Entries
If an expense is charged to the wrong account or category you must submit a journal entry to correct the error. All information must be included so the auditor can insure the item is being moved to the correct account. Forms are available on the Business Office web page (Journal Entry Form).

Budget Transfers
If your project/program allows budget transfers please complete a budget transfer request form. You will need to attach documentation from Datatel showing you have the funds available to transfer out. Please do this in a timely manner, as the accounting system will not allow you to over expend your accounts. The budget transfer form is available on the Business Office web page. Budget transfers require VP signatures for approval so please allow time for the approval process.

Travel Request
Top half of the form is to request the trip, the bottom half is to be completed at the end of the trip to reimburse you for your expenses.
Again, missing information or receipts will delay payment. Business Office staff will help if you have any questions on your travel request form.

Mileage Invoice

Employees are reimbursed $.535 per mile for travel using their personal vehicle. The rate is adjusted in January to reflect the current IRS rate.

Petty Cash

$20 maximum reimbursement with detailed receipt. This should **not** be used to avoid issuing a purchase order to a vendor. It should be used for emergency purchases only or if the vendor will not accept a purchase order and invoice the District. You cannot have a vendor break your sale into smaller amounts, i.e., $100 purchase, 5 receipts for $20 each on same day. Please go to the Business Office window for reimbursement.

Revolving Fund

The District has the ability to write a check for travel advances when given adequate notice (**at least 1 week before check is needed**). Checks are issued on Tuesday’s and Thursday’s only. This should not be used to avoid issuing a purchase order to a vendor. Business Office staff handle all travel advances from the revolving fund. A purchase requisition will need to be prepared for any request made through the revolving fund. If an emergency arises, occasionally a revolving check can be written for that purpose.

CalCard

Employees who have CalCards cannot purchase personal items or services, alcohol, memberships, equipment, pay wages or payment to independent contractors with their card. Card may be revoked at the District’s discretion.

Accounts Payable

Vendor payments are prepared weekly. Please complete your end of the process such as letting the Business Office know that you have received the merchandise or service. Please let the Business Office know immediately of any disputes you may have with a vendor so we do not pay an invoice in error.

Accounts Receivable

Monies can only be collected by the Business Office or their designee. Instructors and centers cannot collect fees. Billing of individuals or companies must be issued through the Business Office. Please see Lynda Little with any questions you may have on this area.

Cash Boxes/Tickets

All tickets and cash boxes need to be requested through the Business Office. Please allow at least one week’s time for processing.

<table>
<thead>
<tr>
<th>BUSINESS OFFICE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Friday Paydays</td>
</tr>
</tbody>
</table>
Budget Transfers

A budget transfer is the transfer of a previously budgeted amount in one budget category to another budget category within the same activity. Budget transfers cannot occur between funds. The budget transfer form must be completed and approved by the administrator of the area and appropriate Vice President before it can occur.

A copy of the general ledger budget report for the account code you are moving budget from must be attached in order to verify that funds are available to transfer. (Datatel reports GLBS or GLSA will show the budget information.)

The “Budget Transfer Form” can be found on the Business Office web page.

1. From www.shastacollege.edu click on Faculty/Staff.
2. Under offices, click on Business Office
3. Click on Forms
4. Click on “Budget Transfer Form”
5. Click Open when the following box pops up.

   ![File Download](image)

   Do you want to open or save this file?

   Name: Budget_Transfer.xls
   Type: Microsoft Excel Worksheet, 12.0 KB
   From: docushare.shastacollege.edu

   Open Save Cancel

   ✔ Always ask before opening this type of file

6. Fill in the GL number with funds available on the left. Fill in the GL number that the funds need to be transferred to on the right.

7. Please provide a detailed explanation of why this is needed as our office can intercept errors with these explanations at times.

8. Print the form and attach to a GLSA or GLBS report then forward to the Business Office once appropriate approval signatures have been obtained.
Shasta College

Internal Budget Transfer

This form is to be used for changing a budget amount from one account to another account in the allocated budget column. This will allow you to charge an expenditure to this account by having sufficient funds budgeted. Must have approval of Dean/Director/Manager or Supervisor and the appropriate Vice President.

Date: 

<table>
<thead>
<tr>
<th>Original account budgeted:</th>
<th>Move budget to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Account Number</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of the General Ledger Budget Report for the account code you are moving budget from must be attached in order to verify that funds are available to transfer.

Explanation of change of budget:

Prepared by: 

Approved by: Dean or Director or Manager or Supervisor

Approved by: Appropriate Vice President
Journal Entries

A journal entry is used to change a previously recorded expenditure or receivable from one category to another category, and may occur between funds. For example: A journal entry is made to change a previously paid or received amount from a supply account in Agriculture to a supply account in Industrial Education. A journal entry form must be completed and approved by the administrator of the area before it can occur. Payroll JE’s must be on a separate JE form and not included with non payroll items needing journal entries.

In the section ‘Explanation Must Accompany,’ the following must be noted:

Expense Transactions
Vendor name, PO #, check #, date paid and reason for change. This information can be obtained by doing a vendor or purchase order lookup. (Datatel VENI or PINQ will show this information.)

Income Transactions
Name, description, cash receipt number, date received and reason for change. This information can be obtained by detailing the account. (Datatel ACBL or GLTB will show this information.)

A detail copy of the general ledger for the account code you are moving expense or income from must be attached in order to verify the data. (Datatel detail report GLTB will show the actual income or expense transaction.) The “Journal Entry Form” can be found on the Business Office web page.

Payroll Journal Entries
Payroll JE’s should be on a separate JE form. When a journal entry is needed to move an employee’s salary from one account to another, the taxes and benefits associated with that dollar amount also need to be moved. If for some reason you do not want the taxes and benefits moved (for example: not enough funds in the grant) please indicate this on the journal entry by stating “NO BENE’S.”

If there is no indication regarding benefits, the associated benefits paid will be moved with the wages.

Backup for payroll journal entries must include:
Emails, timecards, or payroll posting sheets if applicable. See Jill Ault or Payroll for data related to payroll benefits.

The “Journal Entry Form” can be found on the Business Office web page.
**Shasta College**

**Internal Journal Entry**

This form is to be used for changing expenditures from one account to a different account (actual expended column only) or backcharging to another account. For example, to correct coding errors or transferring to correct/new project account.

Date: ____________

<table>
<thead>
<tr>
<th>Original account charged:</th>
<th>Move charge to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Account Number</td>
<td>To Account Number</td>
</tr>
<tr>
<td></td>
<td>Offset</td>
</tr>
</tbody>
</table>

Office Use Only
12-00-00-000-00000-913100 Offset 11-00-00-000-00000-913100 Offset
11-00-00-000-00000-913100 Offset 12-00-00-000-00000-913100 Offset

**Please attach a copy of the General Ledger Detail Report for the expenditures.**

Explanation of change of charge:

General Ledger  Transaction Date: ____________
Vendor: ____________
Invoice/ID #/Check #: ____________
Reason for change: ____________

Prepared by: ____________
Approved by: ____________

Dean or Director or Manager or Supervisor
# Payroll Tentative Budget Worksheet

## 2008-2009

<table>
<thead>
<tr>
<th>Department #</th>
<th>Activity #</th>
<th>OBJ</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th>OJ</th>
<th>TITLE</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADMIC</td>
<td></td>
<td>110000</td>
<td>Teachers' salary-contract</td>
<td>311000 STRS Academic Inst</td>
<td>0.002500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>110000</td>
<td>Teachers' salary-contract M/C</td>
<td>312000 STRS Class Inst (Indv)</td>
<td>0.002500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>115000</td>
<td>Teachers' salary-contract sabbatical</td>
<td>314000 STRS Class Non Inst (Indv)</td>
<td>0.002500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>116000</td>
<td>Teachers' salary-contract sabbatical M/C</td>
<td>321000 PERS Academic Inst (Indv)</td>
<td>0.004280</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>120000</td>
<td>Supvis' salary-teaching schedule</td>
<td>322000 PERS Class Inst</td>
<td>0.004280</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>120000</td>
<td>Supvis' salary-teaching schedule M/C</td>
<td>322000 PERS Academic Non Inst (Indv)</td>
<td>0.004280</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>121000</td>
<td>Supvis' salary-admin schedule</td>
<td>324000 PERS Class Non Inst</td>
<td>0.004280</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>121000</td>
<td>Supvis' salary-admin schedule M/C</td>
<td>331000 SS Academic Inst</td>
<td>0.002000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>122000</td>
<td>Non-instruction teach schedule</td>
<td>332000 SS Class Inst</td>
<td>0.002000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>125000</td>
<td>Non-instruction teach schedule M/C</td>
<td>333000 SS Academic Non Inst (Indv)</td>
<td>0.002000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>125000</td>
<td>Non-instruction teach sched sabbatical leave</td>
<td>334000 SS Class Non Inst</td>
<td>0.002000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>126000</td>
<td>Non-instruction teach sched sabbatical leave M/C</td>
<td>335000 MEDICARE Academic Inst</td>
<td>0.014500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>130000</td>
<td>Teachers' salary instr/try flat fee/etc</td>
<td>336000 MEDICARE Class Inst</td>
<td>0.014500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>132500</td>
<td>Teachers' Work, Site Learning</td>
<td>337000 MEDICARE Academic Non Inst</td>
<td>0.014500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>140000</td>
<td>Teachers' salary instr/try flat fee/etc STRS</td>
<td>338000 MEDICARE Class Non Inst</td>
<td>0.014500</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>140000</td>
<td>Teachers' salary instr/try flat fee/etc PERS</td>
<td>341000 Group #5 Instructional</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>342000</td>
<td>Group #5 Instructional</td>
<td>342000 Group #5 Instructional</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Classified Codes:
- 210000: Classified non-instruction contract
- 231000: Classified non-instruction overtime
- 232000: Classified non-instruction extra time
- 233000: Classified non-instruction temporary
- 234000: Classified non-instruction sub/regular
- 235000: Classified non-instruction sub/vacancy
- 237000: Student salaries - other workers
- 220000: Classified instruction contract
- 241000: Classified instruction overtime
- 242000: Classified instruction extra time
- 243000: Classified instruction temporary
- 244000: Classified instruction sub/vacancy
- 247000: Student salaries - instructional aides
- 211000: Classified Management - non-instruction contract
- 212000: Classified Supervisory - non-instruction contract
- 213000: Classified Confidential - non-instruction contract

### Miscellaneous Codes:
- Trustees: 9,300 Total Administrators Salaries
- Classified rate - Health: 9,300 Total Classified Mgmt/Supv/Conf Salaries
- Classified rate - Dental: 1,164 TOTAL STAFF & BENEFITS
- Classified rate - Vision: 360 Group 1
- Classified rate - Life: 19 2200 Classified Inst/Unit 342000

### Total Classified:
- Group 1: 10,443 2100 Classified Non-inst/Unit 340000

### Group 2:
- Class Supv./Mgmt./Conf./Admin. - Life: 180 2110 Classified Mgmt. 344000

### Group 3:
- Total Supv./Mgmt./Conf./Admin.: 11,160 2120 Classified Supv. 344000
- Total Classified Conf. 344000

### Group 4:
- Instructional rate - Health: 9,300 Group 3
- Instructional rate - Dental: 1,320 1200, 1210 Administration 343000
- Instructional rate - Vision: 360 Group 4

### Group 5:
- Total Instructional: 10,980 1100/1150 Inst/Unit 341000

### Future Retiree Benefits:
- Future Retiree Health
- Certified: 4,134 Certified Inst.
- Classified: 4,104 Certified Non Inst.
- Administrative: 2,625 Classified Inst.

- Admin. rate - percentage change: 0.0%

- **Note:** Total amounts may not add up due to rounding.
### Petty Cash

**Emergency** cash purchases of $20 or less for supplies are permitted with prior approval of the area supervisor. Splitting of the purchase to stay within the $20 limit is not allowed. The purchase receipt must be supported by a Petty Cash Receipt Form and approved by the area administrator, before reimbursement can be made. Completed forms with receipts attached are brought to the Business Office window. The employee receiving the reimbursement must sign for the cash.

Petty Cash Receipt Forms can be obtained at the Business Office.

*Sample Below:*

<table>
<thead>
<tr>
<th>SHASTA COLLEGE PETTY CASH</th>
<th>No 6674</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>______________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INDIVIDUAL TO BE REIMBURSED</th>
<th>__________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ITEM(S) TO BE PURCHASED</th>
<th>__________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>AMOUNT</td>
</tr>
</tbody>
</table>

**TOTAL** __________________________

<table>
<thead>
<tr>
<th>APPROVED BY</th>
<th>__________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RECEIVED BY</th>
<th>__________________________</th>
</tr>
</thead>
</table>
District Credit Cards (Cal Card)

In order to minimize the fiscal impact on employees when securing travel and lodging services and to expedite the purchase and accounting of low cost and frequently needed items, the District can issue procurement cards to employees.

Cardholder must be a permanent employee of the District. (Generally issued to supervisors/managers.)

Card limits: 30 day limit - $2,000 with $1,000 as a single purchase limit, unless other limits have been authorized by the VP of Administrative Services.

Cards shall not be used for purchase of memberships, equipment, payment of wages, or payments to independent contractors.

The District credit card is never to be used for personal items or services.

The cardholder is personally responsible for guaranteeing that all charges are appropriate, within budget limits, and that they do not violate any law, regulation, or policy of the Board.

It is the employee’s responsibility to rectify disputed charges.

The cardholder shall not allow the card to be used by another individual.

Cards may be revoked if the above regulations are not followed.

Reconciled cardholder statements with original itemized receipts are due in the Business Office five working days after receipt of the statement.

Credit card statements must include the following before being returned to the Business Office:

1. Cardholder signature.
2. Approving official signature.
3. Brief description of each charge. If travel-related, i.e.: fuel, restaurant, hotel, airfare, conference registration—must list name of conference/meeting. For all charges related to travel, a copy of the approved “Employee Travel Request” form must be attached with your receipts.
4. Account number for each charge.
5. Original receipt for each charge. Original itemized receipt is required for each hotel charge.
We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder: ___________________ Date: __________

Approved: ___________________ Date: __________

<table>
<thead>
<tr>
<th>POST DATE</th>
<th>TRAN DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE NUMBER</th>
<th>MCC</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-17</td>
<td>03-15</td>
<td>CLASSAPPS.COM 913-400-2907 KS</td>
<td>2405923407628054300337</td>
<td>5734</td>
<td>89.99</td>
</tr>
<tr>
<td>03-20</td>
<td>03-19</td>
<td>GEOTrust * 865-436-6787 MA</td>
<td>24692168079904114030611</td>
<td>5734</td>
<td>198.00</td>
</tr>
</tbody>
</table>

1. ClassApps.com - Survey software renewal
2. GeoTrust - Certificate f/ASA5520 firewall (rapidssl.com) f/VPN connections

MAR 27 2008

Default Accounting Code: NO DAC

**ACCOUNT NUMBER**

4246-0400-1337-2836

**ACCOUNT SUMMARY**

PREVIOUS BALANCE $0.00

PURCHASES & OTHER CHARGES $287.99

CASH ADVANCES $0.00

CASH ADVANCE FEE $0.00

CREDITS $0.00

TOTAL ACTIVITY $287.99

**SEND BILLING INQUIRIES TO:**

CO U.S. BANKCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION
P.O. BOX 6343
FARGO, ND 58105-6343

**CUSTOMER SERVICE CALL**

1-800-344-5696

**AMOUNT DUE**

$0.00

DO NOT REMIT

**SHASTA COLLEGE**

MEMO STATEMENT

ACCOUNT NUMBER

STATEMENT DATE 03-24-08

TOTAL ACTIVITY $287.99

AMOUNT DUE $0.00

DO NOT REMIT

Sample of Completed Calc Card Form

U.S. BANKCORP SERVICE CENTER
P.O. Box 6343
Fargo, ND 58105-6343
**Revolving Cash Account**

Revolving fund payments for goods delivered and services rendered will be made on an emergency basis only. Revolving Fund payments will be processed by using a purchase requisition and appropriate backup. The goods and services must have been delivered or rendered.

Revolving fund payments can be made for staff conference and meeting expenses if timing does not allow for processing through the regular accounts payable check run. However, every effort should be made to process payments through the accounts payable check run.

Advances of funds for travel and meeting expenses must be authorized by the appropriate Vice President and if out of state need Governing Board approval prior to travel.

The Business Office processes revolving checks on **Tuesday** and **Thursday** mornings so be sure to have all required information to the Business Office before then.

**Automobile Mileage Reimbursement**

For routine automobile mileage reimbursement that is not paid on the Travel Request form, employees can complete the “Automobile Mileage Invoice” form to report and claim reimbursement for mileage only in connection with routine travel. Routine travel is defined as travel performed by an employee of the college in the normal course of the employee’s duties by using the employee’s personal automobile.

Mileage will be approved only for the most direct route.

Mileage is not allowed for travel to or from home unless home is closer than the college.

Employees will be reimbursed at the IRS mileage rate in effect as of January 1st of each year.

A completed and approved Automobile Mileage Invoice is submitted with a purchase requisition to the Business Office.

The mileage reimbursement form must have the odometer readings on it.

Reimbursements are processed through the accounts payable check runs.

Automobile Mileage Invoice forms can be obtained in the Business Office and are on the Business Office web page under “Mileage Long Form and Mileage Short Form.”
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
Automobile Mileage Invoice

Name: ___________________________________________ Period From: ___________ To: ___________

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESTINATION (From/To)</th>
<th>REASON FOR TRIP--BE EXPLICIT (Who-What-Why)</th>
<th>ODOMETER READING</th>
<th>TOTAL MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ending</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Beginning</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Claimant ___________________________________________ Total Mileage ___________
Administrator Approval ________________________________ Rate Per Mile ___________
Account Code ________________________________ Amount Due ___________
Travel Requests

See Administrative Policy AP 7400 Employee Travel - All employee travel must be approved by the employee’s immediate supervisor and appropriate administrator prior to the travel date. In addition, prior Cabinet approval is need for out-of-state, out-of-county, three or more staff attending same event, or lodging which exceeds $175 per night or documented conference rate. Prior Board of Trustees approval is needed for out-of-state and out-of-county travel.

Employee travel requires a completed “Travel Request Form” which can be found on the Business Office web page and a “Purchase Requisition.” For Travel Advances the form must contain:

1. Complete information given as to date, location, reason, cost estimate, etc.
2. It requires the signature of the employee, director or supervisor and the appropriate Vice President or President.
3. Account Code

Cash Advances for Travel
Employees can request a cash advance for their out-of-pocket travel expenses. A purchase requisition must also be completed. **Note the requisition number in red in the upper right corner of the travel request form.** Employees can have only one cash advance out at a time, so they must have returned their receipts from any previous advances. Advance checks are issued three days prior to travel.

After travel, the employee is required to submit their Expense Claim (bottom section of Travel Request Form) with receipts within 10 days of completed travel. The departure and return dates and times must be entered. Receipts are not required for meals but are required for all other expenses. The employee and the supervisor must sign the expense claim section of the form even if it does not exceed the original amount of the request. If the employee owes the District funds, their payment should be attached to the travel form. If the District owes the employee funds, a purchase requisition for the amount must be completed. **Note the requisition number in red in the lower right corner of the travel request form.** These reimbursements are processed in our weekly check run.

Cash Advances for Board Approved Athletic Event Travel
Cash Advances require a completed travel request form and purchase requisition. Vice President approval is not necessary on the form since the travel schedules for each sport are approved by our Board of Trustees. All other above procedures apply.

Travel Reimbursement Without Cash Advance
Employee travel reimbursement requires a completed “Travel Request Form” which can be found on the Business Office web page and a purchase requisition made payable to the employee. **Note the requisition number in red in the lower right corner of the travel request form.**

For Travel Reimbursement the form must contain:

1. Complete information given as to dates, times, location, reason, etc.
2. It requires the signature of the employee, director or supervisor and the appropriate Vice President or President.
3. Account Code
4. Completed Expense Claim (bottom section of Travel Request Form) with receipts attached. (Receipts are not required for meals but are required for all other expenses.)
5. Travel Reimbursements are processed in our weekly check run.
AP 7400    Employee Travel

Reference:
Education Code Section 87032

The policy will be the same whether the travel is at District expense or is charged to a categorical program or grant.

All employee travel must be approved by the employee’s immediate supervisor and appropriate administrator prior to the travel date. In addition, travel meeting the following criteria must be approved by the President’s Cabinet prior to the travel date:

   Out-of-State
   Out-of-Country
   Three or more staff members attending the same event
   Lodging which exceed $175 per night or the documented conference rate

The Board of Trustees must approve all employee travel meeting the following criteria prior to the travel dates:

   Out-of State
   Out-of-Country

Travel Request Forms are available in the Business Office or on the Business Office web page. Once travel is approved, the request should be submitted to the Business Office for processing of any necessary travel advances at least one week prior to the date the advance is needed.

Reimbursable Expenses/Rates

Maximum reimbursement for meals will be granted on the following basis:

   Breakfast      $12.00
   Lunch          $15.00
   Dinner         $25.00

Breakfast should not be included on the day you leave unless your departure is prior to 6:00 a.m. Dinner should not be included on the day you return unless your arrival home is after 7:30 p.m. If meals are included in your conference do not request reimbursement for the included meal. If a meal is a part of the conference and you choose not to attend you should not include that meal for reimbursement. If breakfast is included as part of your room rate or conference, do not include breakfast as part of your reimbursement. **No meals will be reimbursed if the travel is within the District.**

Lodging will be reimbursed at reasonable cost (not to exceed $175/ per night or documented conference rate). Requests for exceptions must be reviewed by Cabinet in advance of the travel date, and will be approved on a case-by-case basis. Most lodging is arranged by the conference
organizers at a reduced rate. The conference rate is what will be reimbursed. Please include conference confirmation showing rates negotiated with the conference organizers as well as meals that might be included in the conference. If there is not a negotiated rate the employee should request the government rate or other less expensive rate that may be applicable.

Mileage will be reimbursed at IRS rates effective on January 1 of each year. Mileage will only be reimbursed to and from the conference for one vehicle per 4 people if attending the same conference (round trip from home or College, whichever is closer.) Any employee taking their own vehicle for their own convenience will not be reimbursed for mileage. Personal side trips during the conference are not to be included in the mileage reimbursement request (i.e. shopping, out to dinner, side excursions.) Exceptions to side trips (such as a trip to a nearby college to review an exemplary program) must be approved in advance. If travel is by air, the most economical fare should be sought and used.

Receipts for lodging (itemized billing), parking fees, bridge tolls, airline tickets, or other costs must be submitted. Receipts for meals are not required. Meals will not be reimbursed in excess of the above limits. Any other fees without receipts will not be reimbursed. Charges for personal telephone calls, in-room movies, alcohol, or other incidentals will not be reimbursed. The completed expense report needs to be signed by the manager even if it does not exceed the original request before the Business Office can process the reimbursement. All signed reports are due within 10 days of return, including unspent travel advances, if any.

Reimbursements will be processed by the Business Office in the same manner as other accounts payable according to the payables run schedule. Check with your division office for timing of the payables runs.

Board Reviewed 4/09/14
**Employee Travel Request**

Shasta College
Employee Travel Request

Is this request made through PROFESSIONAL DEVELOPMENT funding? No [ ] Yes [ ]

(If “Yes”, attach completed Application for Professional Development Funding.)

---

<table>
<thead>
<tr>
<th>NAME:</th>
<th>TITLE OF MEETING / CONFERENCE</th>
<th>COST ESTIMATE</th>
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<tr>
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<thead>
<tr>
<th>MEALS</th>
<th>LODGING</th>
<th>TRAVEL FEES</th>
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<thead>
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<th>LOCATION</th>
<th>Date From</th>
<th>Date Through</th>
<th>REASON FOR ATTENDING</th>
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<thead>
<tr>
<th>CASH ADVANCE REQUESTED:</th>
<th>DATE NEEDED</th>
<th>AMOUNT</th>
<th>CHECK #</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

SIGNATURE OF EMPLOYEE (Required) DATE

---

**INSTRUCTIONS TO DIRECTORS/SUPERVISORS:**

After approval, submit with backup to appropriate administrator.

---

**ADMINISTRATORS:**

After approval, submit with backup as follows:

1) CABINET (if required*) - to the President’s Office
2) PROF DEV FUNDING - to Prof Dev Facilitator (HR)
3) CASH ADVANCE REQUEST - to the Business Office
4) NO CAB REQ, PROF DEV FUNDING OR CASH ADVANCE - to the employee

---

**EXPENSE CLAIM**

(This section to be completed after travel.)

**INSTRUCTIONS TO EMPLOYEES:**

After travel, complete expense section for out-of-pocket expenses and submit with receipts attached to the business office. Receipts are required for all expenses except meals and mileage. Lodging requires an original itemized statement of charges.

Meal Reimbursement Rates (Out-of-District Travel Only):

- Breakfast - $12.00
- Lunch - $15.00
- Dinner - $25.00

Mileage Reimbursement Rate: Current IRS Rate

See Administrative Procedure 7400 for complete guidelines.

---

**ITEM** | DATE | DATE | DATE | DATE | DATE | TOTAL
---|-----|-----|-----|-----|-----|-----
BREAKFAST | | | | | | |
LUNCH | | | | | | |
DINNER | | | | | | |
LODGING | | | | | | |
AIRFARE | | | | | | |
MILEAGE | MILES AT | $0.54 |
OTHER (ITEMIZE) PARKING, TAXI, AUTO RENTAL, ETC. | | | | | |
REGISTRATION FEE | | | | | | 

Supervisor approval is required below

**TOTAL EXPENSE**

**LESS ADVANCE**

**TOTAL TO BE REIMBURSED/RETURNED**

SIGNATURE

I certify that the above is a true and correct statement of expenditures incurred for the purpose indicated.

EMPLOYEE SIGNATURE DATE

---

NOTE: Cabinet approval required for out-of-state/out-of-country travel; 3 or more staff members attending the same event; lodging exceeding $175 per night or documented conference rate.

Rev. 8/26/14
District Billings

The Business Office is responsible for all District billing of accounts receivable for Shasta College with the exception of Food Services. All departments that require invoices to be sent to persons or companies owing money to Shasta College should send the information to the Business Office and an invoice will be sent to the party indicated. Money not received by the end of the fiscal year for all outstanding invoices will be recorded as accounts receivable on our records.

The “Billing Request Form” can be found on the Business Office web page.
SHASTA COLLEGE BUSINESS OFFICE
Billing Request Form

DATE: ____________________________________________

TO: Business Office

FROM: ____________________________________________

AGENCY TO BE BILLED

Agency: ____________________________________________
Attention: __________________________________________
Address: ____________________________________________

City, State, Zip: ____________________________________

(Attach agency’s purchase order or billing agreement.)

DESCRIPTION OF ITEM(S)/SERVICE(S) TO BE BILLED

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

DEPOSIT PAYMENT TO ACCOUNT # __________________________
Office Depot Orders

Office supplies can be ordered on-line through Office Depot with the District receiving a substantial discount (typically 40%) lower than the catalog price. Orders under $50 will be charged a $10 delivery fee. Most items are shipped within 24 hours after the Business Office releases the order when the purchase order is approved. In order to use the on-line system, you need to contact the Business.Office@shastacollege.edu in order to be set up as an initiator. They will email you your user name and password. Usually, the user name is your area code, telephone number and the password is sc and the last 4 digits of your telephone number. Please do not include any dashes or parentheses in your phone number. The Business Office will also attach your user information to a ship to code so that your order can be delivered to your office.

It is essential that order forms are filled out completely and accurately. Pay close attention to the unit of measure you are ordering to avoid errors. To place orders:

Log on to the Office Depot web site http://bsdnet.officedepot.com

1. On the left side of page click on “Order by Item #”

2. Enter item numbers and quantities

3. After entering all items click on “Add to Cart” which will bring up a listing of what you ordered.
4. If order is correct, click on “Checkout”

5. Click on “Put this order on hold” which is at the very bottom of the page. This page shows your order and shipping information.

6. Click on “View order details for this order.”
7. Your detailed order must be printed and your Datatel purchase requisition number must be noted in red in the upper right before it is sent to the Business Office. To print this page click on the “View Printer Friendly Version” then print.

You can check the status of your order by logging into Office Depot. Click on order tracking and select your order number.

Inquiry on Office Depot order discrepancies or return of items – you must have your Office Depot order number ready when you call customer service at 1-800-928-0171. If an item was missing they will track it for you and have it sent. If you need to return an item they will give you a return order number and instructions. Once the item is boxed have Physical Plant pick it up for shipment back to Office Depot.

Note: All furniture orders that are LTL “Less than Truckload” are charged a delivery fee of $79.99 which will be added to your order.
Fixed Asset (Equipment) Purchases

A purchase requisition must be completed and turned into a formal purchase order approved by the Business Office before a purchase can be made. Equipment purchases must have approval of the Vice President of the area. In order to be considered equipment, the item must have a value of $500 which includes taxes and shipping. Equipment must be itemized on the requisition.

If the purchase is more than $5,000 but not more than $88,300 three written quotes must be obtained. If purchase is more than $88,300 written bids must be obtained and approved by the Board. The bid threshold is adjusted each year in January by the State Superintendent of Public Instruction for inflation.

Creating Purchase Requisitions in Datatel
Refer to the Requisition Purchasing Training Guide for Datatel Colleague.

Property Identification Sticker
After the Business Office creates the purchase order, a receiving or pink copy of the purchase order will be sent to the department along with a property identification sticker and equipment inventory transmittal form. The sticker is attached to the equipment and the equipment inventory transmittal form needs to be completed and returned to the Business Office along with the pink copy of the purchase order.

PROPERTY OF
SHASTA COMMUNITY COLLEGE
57266

<table>
<thead>
<tr>
<th>LABEL #</th>
<th>DIV. &amp; DEPT. CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM #</td>
<td>PURCHASE ORDER #</td>
</tr>
<tr>
<td>PURCHASE DATE***</td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>SERIAL #</td>
<td>PURCHASE AMOUNT***</td>
</tr>
<tr>
<td>***Purchase Date/Amount to be completed by Business Office</td>
<td></td>
</tr>
</tbody>
</table>
Time Cards

Employment authorizations to hire must be completed and approved before anyone is allowed to work. Temporary, substitute and student time cards can be found on the Payroll website under Business Office. When submitting these time cards, be sure the EIN, Job Title, weekly and monthly total hours, GL number and Position Code are all entered on the time card. Once the Payroll Office receives the time cards they verify that the hours are correct.

It is very important to obtain the employee’s and supervisor’s signatures on the time card before it is submitted to the Payroll Office; however, there are certain situations that might prevent you from obtaining one. For example: It is the cut-off date and you still have a time card in your possession waiting for a supervisor signature. Please send a copy of the time card to the Payroll Office to ensure that employee gets paid. Once the original card is signed, payroll will attach the copy to the original. If there are any adjustments to the hours, please notify the Payroll Office and the correction will be made. Do not hold an employee’s time card for their signature as they can sign the card when they pick up their paycheck.

Classified contract employee time cards are due on the 16th and the first working day of each month unless otherwise notified. Student, temporary and substitute employee time cards are due to the Payroll Office by the first working day of each month unless otherwise notified. Part-time faculty, student, substitute and temporary employees are paid on the 10th of the following month. Time cards must be turned in to the Business Office by the supervisor. Workstudy student time cards must be turned in to the Financial Aid Office by the supervisor.

New Vendor Setup Requests

Before a vendor can be used on a purchase requisition it must be setup within the Datatel system. To request a vendor be set up in Datatel, go to the Business Office web page and click on the “New Vendor Request Form.”

Complete all information on the form before you email it to Business.Office@shastacollege.edu. After the vendor has been entered into the system the Business Office will email the initiator back with the vendor number. Requests are processed each morning.
# New Vendor Request Form

**SHASTA COLLEGE - Request for New Vendor Number Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requested by:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vendor Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Purchase Order Address Line 1:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Purchase Order Address Line 2:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Purchase Order Address Line 3:</strong></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td><strong>Social Security Number or Federal Taxpayer ID Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Phone Number:</strong></td>
<td><strong>Fax Phone Number:</strong></td>
</tr>
<tr>
<td><strong>Terms:</strong></td>
<td><strong>Choose From:</strong></td>
</tr>
</tbody>
</table>

**Only if Different:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Name (Only if different):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Check Remittance Address Line 1:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Check Remittance Address Line 2:</strong></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
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</table>

**Type of Ownership:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Sole Proprietorship</td>
<td>Owner's Name:</td>
</tr>
<tr>
<td>Partnership</td>
<td>Owner's Name:</td>
</tr>
<tr>
<td>Corporation</td>
<td>Owner's Name:</td>
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</table>

**Nature of Organization:**

<table>
<thead>
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<th>Category</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Government Agency:</td>
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</tr>
<tr>
<td>Retail Sales:</td>
<td></td>
</tr>
<tr>
<td>Consultant/Services:</td>
<td></td>
</tr>
<tr>
<td>Non-Profit:</td>
<td></td>
</tr>
<tr>
<td>Other - Please Specify:</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**
Purchase Requisition General Information

A purchase requisition must be completed and turned into a formal purchase order approved by the Business Office before a purchase can be made. Purchases made prior to Business Office approval will be the responsibility of the individual. **DO NOT MAKE ANY PURCHASE OR COMMITMENT TO A VENDOR WITHOUT PROPER DISTRICT AUTHORIZATION.**

No purchases can be made from employees, board members or members of their immediate households or employee owned businesses.

Payments to employees for services must be paid through payroll and not accounts payable.

**All employee reimbursement must have an itemized receipt except for travel meals which are allowed for under the travel policy.**

Equipment purchases must have approval of the Vice President of the area. In order to be considered equipment, the item must have a value of $500 which includes taxes and shipping. Equipment must be itemized on the requisition.

If purchase is more than $5,000 but not more than $88,300 three written quotes must be obtained. The higher amount is adjusted each year in January by the State Superintendent of Public Instruction for inflation.

If purchase is more than $88,300 written bids must be obtained and approved by the Board. The bid threshold is adjusted each year in January by the State Superintendent of Public Instruction for inflation.

**Sole Source Providers** - At times there may only be one vendor that provides the goods or services that you need. For purchases over $5,000 (which require three quotes) attach your single quote and the Sole Source Justification Form and Individual Disclosure Statement which can be found on the Business Office web page.

**Federal Purchasing Guidelines** - When making purchases with Federal funds from a vendor (goods or services) and the amount is over $25,000 we are required to make certain that the vendor is not on the suspended or debarred federal listing for procurements. The website to verify this is [https://www.sam.gov](https://www.sam.gov) and is the “Excluded Parties List System.” When we secure quotes from vendors for equipment purchases or services, we now require that the vendor supply with their quote, evidence that they are not on the list. If we are entering into a contract with a vendor, we should require the vendor to certify in the contract, that they are not on the list and that will suffice for federal purposes. This is a requirement for any federal dollars that we are awarded as the recipient or as a sub recipient. If you have specific questions please call Jill Ault at 242-7689.

A copy of the documentation must be forwarded to the Business Office before the purchase requisition will be made into a purchase order.
Software Determination
Supplies - Software purchases with a useful life less than one year or purchase price less than $500 (can include licenses if licenses are purchased as a package with media.)
Software License – Payments to firms providing Internet access, on-line services, and software licensing.
Equipment – Software purchases $500 or more (packaged product with license.)

All software, printers, computers or computer related purchases must be reviewed by Technology. Please contact Delores Servidio before creating the requisition.

Public Works Projects – (involving labor)
All public works projects are processed through Physical Plant & the VP of Admin Services.
Less than 175,000 - Quotes and informal bid procedures
175,000 and above - Formal bid process

Supplies – Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost. Included in this are instructional, office, library, medical, food and food service supplies, tests, maps, and other expendable items. Also included are supplies and materials used in the care and upkeep of equipment, buildings and grounds and other like items. (From State Budget and Accounting Manual)

Food - purchased from the college food services are considered supplies unless it is prepared to be taken on a field trip, then it should be charged to field trip expense. Meals incurred during travel should be charged to the travel object. If you are purchasing catering services for an off campus event, please use object code 573000. (Also see Travel Policy AP7400.)

Repairs – Expenditures for payments to independent vendors for repairs and maintenance to buildings or equipment, including maintenance agreements on equipment. (From State Budget and Accounting Manual)

Travel - All travel must be approved by the employee’s supervisor and appropriate administrator. (Refer to District Travel Policy AP 7400 for regulations.) Please start the description on the purchase requisition with the words “TRVL Advance” or “TRVL Reimbursement” and then enter the date of the event. When making hotel or registration fee payments the date of the event must be noted on the purchase requisition. The requisition number must be noted in red in the upper right corner of the travel request form for cash advances and on any other backup sent to the Business Office. For travel reimbursements, the requisition number must be noted in red in the lower right corner of the travel request form.

Contracts/Agreements – All contracts/agreements must be approved by the Vice President of Administrative Services and must be signed by the Vice President of Administrative Services.

Changing Account Codes on PO’s – To change an account code on a purchase order you can email Business.Office@shastacollege.edu the change, or write the change on the pink copy of your purchase order.
**Changing Account Codes on Blanket PO’s** – To change an account code on a blanket purchase order you can email Business.Office@shastacollege.edu. Let us know which account code you want to reduce and which account code you want to add funds to.

**Adding Funds to a Blanket PO** – To add funds to a blanket PO you must do a new purchase requisition for the additional funds before all funds on the blanket have been used. Please start the description with “Increase Blanket PO ######.”

**Creating Purchase Requisitions in Datatel**
Refer to the Requisition Purchasing Training Guide for Datatel Colleague.

Purchase requisitions are created and approved on-line and cannot exceed the budget balance. If budget transfers need to be prepared, submit your budget transfer and enter the account code into the requisition after the budget transfer has been processed.

Requisition comments are not printed on the requisition or purchase order but provide additional information or clarification. If they are used for instructions to the Business Office, you must start the comment with “B/O.” Examples of these are: B/O return PO to department, B/O hold check for pickup, B/O ###### of fixed asset tags needed.

Printed comments will print on the requisition and the PO. These comments are for the vendor only.

In order for the requisition to be approved online, the names of the approvers must be entered in the “Next Approvals” field in the REQM screen. If you are unsure who might have authority to approve a particular account code please email Jill Ault or call her at 242-7689.

Once the requisition has received all of the approvals, the Business Office can turn the requisition into a purchase order. Be sure to put a “Y” (Yes) in the “Requisition Done” box on the bottom right side of the first screen on the requisition if it is ready for approvals.

**With online approvals it is very important that after the requisition has been completed that you note the requisition number in red in the upper right of any backup that needs to be sent to the Business Office for that requisition. This would include invoices, quotes, order forms, and travel advances. For travel reimbursements note the requisition number in red in the lower right of the travel request form.**

**IMPORTANT** - Datatel will allow you to create requisitions as long as the amount on the requisition you are creating does not exceed the available budget amount in that account code. By putting a “Y” in the “Requisition Done” box, those requisitions will be deducted from your available balance. Requisitions will not show in the encumbrance field until the purchase requisition has been turned into a purchase order by the Business Office.
Blanket Purchase Requisitions

A blanket purchase order is a purchase order which does not require a specific listing of material desired, but instead stipulates a maximum amount of money for purchase of specified groups of supplies or services or maximum amount per invoice. They are issued when supplies are constantly needed for instructional programs, physical plant repairs and transportation systems repairs.

Blanket purchase orders are done in whole dollars only. Equipment purchases are prohibited on blanket orders. Blanket purchase orders cannot be used for items requiring quotes or bids.

Purchases cannot be made from employees, board members, members of their immediate households or employee owned businesses.

A purchase requisition must be completed and turned into a formal blanket purchase order before any purchase can be made. Purchases made prior to Business Office approval will be the responsibility of the individual.

Creating Blanket Purchase Requisitions in Datatel - Follow Datatel procedures for creating regular purchase requisitions along with the following:

Start the item description with “Blanket purchase order.”

A blanket purchase order will only accept a single line item. This one line item can be charged to multiple account codes. Do not type in additional line items because they will not be printed on the blanket.

Do not enter a tax code. Instead include the tax in the price of the line item.

The vendor name cannot be changed on a blanket purchase order.

Blanket purchase orders may be increased before all funds have been unencumbered. A new requisition must be made for the amount of the increase. The description must state to increase blanket purchase order and the number. To check if all encumbered funds have been spent, use Datatel BINQ.

The total purchases made on the blanket must not exceed the amount indicated on the face of the order. Once all of the encumbered funds have been used a purchase requisition for a new blanket purchase order must be processed.

Payments Against Blanket Purchase Orders

In order to make payments against a blanket purchase order, write the blanket purchase order number and the account code that is being expensed in red on the invoice. If the invoice is being split between multiple account codes you will need to list the codes and dollar amounts. Once the administrator has signed off on the invoice, it should be sent to the Business Office for payment.

If the invoice is small, please tape it to an 8 ½ X 11 sheet of paper. If you are sending in receipts to reimburse an individual, please write in red the name of the person being reimbursed at the top of the sheet to which you have attached the receipts.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Issue</th>
<th>SL No.</th>
<th>Vendor Part Description</th>
<th>Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.000</td>
<td>EA Each</td>
<td>11_00_28_000_01901_29021</td>
<td>Request BLANKET PO for purchase of floral design 1st supplier.</td>
<td>$800.000</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

Comments:
- TAX INCLUDED IN LINE ITEM.
Confirming Purchase Requisitions

Confirming purchase orders are those purchases made by departments before securing approval of the District. Purchases made prior to District approval may be the responsibility of the individual.

Confirming purchase orders must meet all District purchasing requirements and should only be done for emergency purposes.

Since these goods or services have already been obtained, in most cases it is impossible to cancel the order and request it through District approved procedures.

Creating Confirming Purchase Requisitions in Datatel – Follow Datatel procedures for creating regular purchase requisitions with the following:

For confirming purchase requisitions the description must begin with “Invoice #” and then an accurate description of what was purchased. (Invoice #123 – parts for repair of 100 building water heater.) If you have multiple invoices from a vendor, you can enter one invoice for each line item. List the total amount of the invoice on that line item (including sales tax) if the entire amount of the invoice is being charged to one account code. Do not enter “CA” in the tax code field, or the system will add tax on again.

If the requisition is for travel begin your description with “TRVL Advance” or “TRVL Reimbursement” and the dates. With online approvals this will be critical in getting your requisitions to the correct people for processing.

If an invoice is being charged to more than one account code, you will need to enter a separate line item description and total amount including sales tax for each account code. The description would still list the invoice number first, and then an accurate description of what was purchased. This is necessary because the system does not print multiple account codes and assigned amounts on the separate line items of the purchase requisition.

Before setting the “Requisition Done” field to YES, be sure to enter the names of the approvers in the “Next Approvals” field.

Write the requisition number in red in the upper right corner of all backup, invoices or cash advance travel request forms before sending them to the Business Office for payment. Write the requisition number in red in the lower right of the travel request form for travel reimbursements.
If the invoice is small, please tape it to an 8 ½ X 11 sheet of paper. If you are sending in receipts to reimburse an individual, please write in red the name of the person being reimbursed at the top of the sheet to which you have attached the receipts.