



REQUISITION REFRESHER TRAINING

1. **Buyer** – Do not enter a Buyer ID in this field; Buyer assignment is determined by the Category Code selected for the purchase.
2. **Vendor** –
 - a. **Never** leave the Vendor field blank. If you have not already done so, send the 204 Vendor Data Form and request the vendor submit the completed form to Fiscal Services.
 - b. Wait for the vendor to be entered into our system before creating your requisition
 - c. If you believe the vendor already exists but you cannot locate it, check with Fiscal Services. Some vendors without recent activity were inactivated during the CFS conversion back in 2010.
3. **Description** –
 - a. The description field should only be used to enter the description of the material or service being ordered. Do not use a requisition description line to enter comments or other “conversational” text. This will only be confusing to the vendor. This information should be entered in header or line comments.
 - b. For requisitions to increase existing PO’s requisitions, you must indicate the PO number in the description field. (E.g. “Increase PO 22013xxxxx”)
 - c. Use complete descriptions when entering line items. “Manufacturer/Part No.” may be enough for the vendor to fill the order, but it does not give the Buyer sufficient information to determine whether ATI or other requirements apply or to validate account code(s) for the Property Office.
 - d. For public works contracts and service agreements, please identify the location where the work is to be performed.
4. **Price** – **Never** enter \$0.00 or negative dollar amounts (discounts) in the price fields – this causes problems during PO sourcing. If there are zero cost items or an overall discount amount associated with an order, enter this information as a comment in the header comments and the Buyer will make these adjustments in fields designed for this within the PO screens.
5. **Sales/Use Tax, S&H, and Freight** –
 - a. Do not include sales/use tax, shipping or handling charges in your requisition line pricing or include them as a separate requisition line. (Note the public works exception in 7, c below). There are fields in the PO entry panel where the Buyer will input this information and a requisition line with this info will need to be cancelled. Sales/Use Tax will automatically be calculated on your PO. If there are freight, shipping/handling, or other



charges involved with the order, enter this information in header comments. Also be sure your approver is alerted to review the comment information to determine the full value of the requisition they are approving.

- b. Furniture Orders Only – you will need to create the “Delivery and Installation” as a separate line item on your requisition because it is taxable.
6. **Quote/Proposal and Contracts** - Always attach your quote/proposal or contract associated with the requisition.
7. **UOM (Each vs. LOT)** -
- a. In general, even for requests with many line items, please input the requisition as individual lines and not “1 LOT” with a total price. Losing visibility to line detail can complicate the Purchasing, Central Receiving, Accounts Payable and Asset Management processes. Exceptions can be made for requisitions in excess of 10 lines. However this can be tricky (for instance any taggable item in excess of \$1000, must be entered as a separate line). Please contact Purchasing before making a determination to enter a multiple line request as “1 LOT”.
 - b. If you enter a requisition as “1 LOT”, use your subtotal amount as your unit price. Do not include the sales/use tax, shipping and handling, and/or misc. fees in your unit price. Again, these charges are added by the Buyer in fields for that purpose in the PO entry panel.
 - c. EXCEPTION: For public works contracts and service agreements, always use “1 LOT” with all labor, materials, tax and other charges included in the line price.
8. **Account Codes** -
- a. Be careful to choose the correct account codes for your requisitions lines. You may reference to the account code chart, located on the Fiscal Affair website:
http://fiscaff.sfsu.edu/content/account_codes_from_cfs_required_training_guide
 - b. **NOTE: Buyers cannot change account codes after a requisition is approved and budget checked. If the codes are incorrect, the requisition will be cancelled and a new requisition will need to be created.**
 - c. When an account code choice (generally equipment) is based on dollar value the code choice should be based on the line unit cost, not the overall requisition cost.
 - d. For IT items with a **total cost** (see e, below) less than \$1000, please select account code 660843 (**not 660003**). A guide to determining when to



use this code is posted on the Fiscal Affairs website:

<http://fiscaff.sfsu.edu/content/new-budget-tracking-code>

- e. Taggable items – An equipment item is considered to be an asset based on its total cost of ownership including sales tax and shipping/handling charges. For this reason equipment items costing \$920.00 or more should be assigned an asset applicable account code. Example: \$920.00 (computer) x 8.75% (sales/use tax) = \$1,000.50 (Account Code: 616802). If your item includes S&H or freight, it should be also be accounted for when calculating the total price of the item. If you have questions about what account code to use contact Purchasing **before** your requisition is approved and budget checked.

Notes:

- The CFS system is very unforgiving when it comes to correcting requisitions. So if you have any questions about how to appropriately handle any aspect of requisition input, please contact the Buyer who will be getting the req. or Deanna Tam, Procurement Analyst, for guidance before entering and saving the requisition.
- All users with access to the Fiscal Affairs Imaging System may now select the “Insurance Forms” document type and check if a vendor’s insurance documentation is up-to-date. If it is not current, we encourage you to request updated documentation from your vendor and send it to the Buyer handling your order. This will speed up the processing of your order
- If the invoice for **final payment** of your invoice PO is slightly higher than the PO amount, you may use a Direct Pay form to pay your final invoice. This applies only to final payments less than \$2500. For payments over that amount you will need to submit a requisition to increase your PO. The Direct Pay form must include in the justification box an explanation of why the invoice exceeds the amount authorized by the PO.
- Purchasing will not execute contracts involving an expenditure of funds unless an approved requisition is in the system to allow encumbrance of the funds upon contract execution.