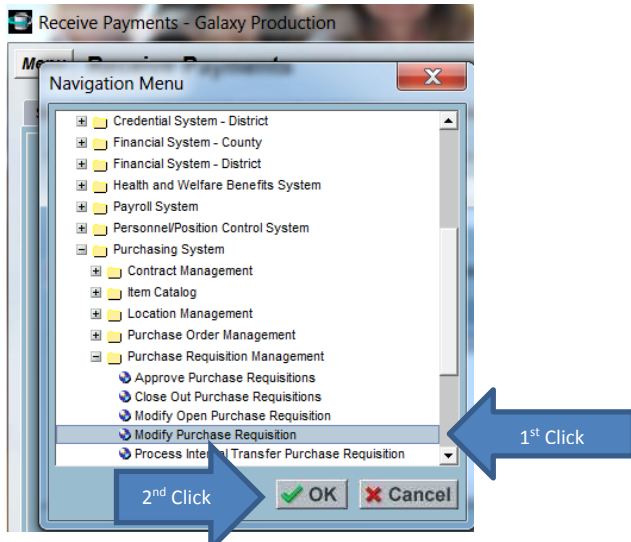


Credit Card and Travel Purchase Requisitions

Credit Card Purchase Requisition- For all credit card purchases, please use Vendor #14682, Union Bank – First Card regardless of where you are purchasing the items from.

In order to purchase items using a college credit card, you must have an approved purchase requisition. Also, you must have turned In back-up to Stephanie Slagan in the Business Office. **Please Note: Credit card holders may have their own procedures, but the above items need to be completed in addition to the department requirements.**

For Credit Card Requisitions, you may have multiple lines for different credit card purchases such as airfare, hotel accommodations, Etc.



Receive Payments - Galaxy Production

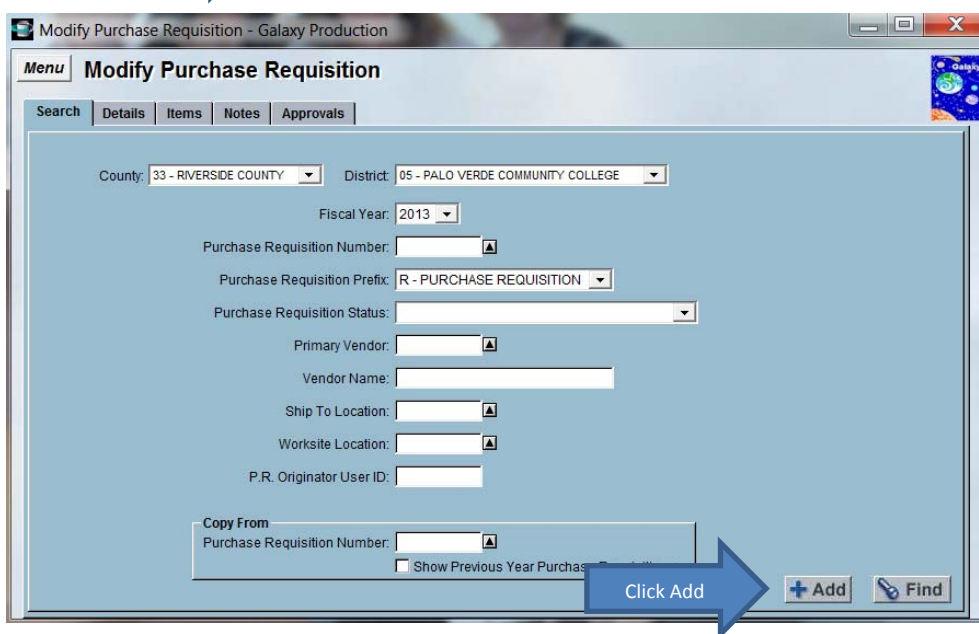
Navigation Menu

- [-] Credential System - District
- [-] Financial System - County
- [-] Financial System - District
- [-] Health and Welfare Benefits System
- [-] Payroll System
- [-] Personnel/Position Control System
- [-] Purchasing System
 - [-] Contract Management
 - [-] Item Catalog
 - [-] Location Management
 - [-] Purchase Order Management
 - [-] Purchase Requisition Management
 - [-] Approve Purchase Requisitions
 - [-] Close Out Purchase Requisitions
 - [-] Modify Open Purchase Requisition
 - [-] **Modify Purchase Requisition**
 - [-] Process Internal Transfer Purchase Requisition

1st Click

2nd Click

OK Cancel



Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

County: 33 - RIVERSIDE COUNTY District: 05 - PALO VERDE COMMUNITY COLLEGE

Fiscal Year: 2013

Purchase Requisition Number: []

Purchase Requisition Prefix: R - PURCHASE REQUISITION

Purchase Requisition Status: []

Primary Vendor: []

Vendor Name: []

Ship To Location: []

Worksite Location: []

P.R. Originator User ID: []

Copy From

Purchase Requisition Number: []

Show Previous Year Purchases

Click Add

+ Add Find

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search | **Details** | Items | Notes | Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R0000NEW **Delete**

P.R. Type: N - NORMAL Date Due: 10/12/2012 Primary Vendor: 14682

P.R. Status: N - NEW (NOT SUBMITTED FOR AP) Vendor Name Search: UNION BANK* **Vendor Number for cc**

P.R. Amount: Multi. Yr. P.R. UNION BANK - FIRST BANKCARD

Choose Category Category: TRAVEL Vendor Address: 1 P.O. BOX 2818, OMAHA, NE 681032818

ANY TRAVEL

P.R. Requestor: Bill To Location: CORPORATE Palo Verde Community College

Approval List: Ship To Location: CORPORATE Palo Verde Community College

P.R. Originator User ID: 161181 Worksite Location: PVC PALO VERDE COLLEGE MAIN CAMPUS

SLAGAN, STEPHANIE MARIE

Contact Phone Nbr: Board Rpt. Desc: REGISTRATION AND HOTEL AND FIGHT FOR CAPPO **Reason or Purchase**

Update User ID: 161181 Routing: S. SLAGAN **Name of Requestor**

Update Timestamp: 09/27/2012 2:37 Misc. Field 2: In Rev: Rev Cmt:

Print **Save** **Cancel**

Vendor

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search | **Details** | **Items** | Notes | Approvals

Vendor: UNION BANK - FIRST BANKCARD Fiscal Year: 2013 P.R. Number: R0000NEW **Acct. Dist.**

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View: Expand Close

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
Total												

2nd click **Add Line** **Add Acct.** **Add Fav.** **Dup** **Delete** **Save** **Cancel**

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search Details Items

Vendor: UNION BANK - FIRST B

Line Nbr. 0001

Item Name

Description

0.00

Acct. Dist.

View Expand Close

Show Description Edit Desc.

Select an Item Name

Item Name	Item Description
AIRFARE	NAME OF AIRLINE: DATES OF TRAVEL: TRAVEL TO: JUSTIFICATION:
CC HOTEL	HOTEL NAME: DATES OF STAY: TRANSIT OCCUPANCY TAX: SALES TAX: PARKING FEES: TOTAL PER NIGHT:
CC RENTAL CAR	NAME OF RENTAL COMPANY: DATES OF TRAVEL: ADDITIONAL MILEAGE CHARGE: TOTAL PER DAY:

OK Cancel

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Click Triangle Box

Scroll to find person whos CC you will be using

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search Details Items

Vendor: UNION BANK - FIRST B

Line Nbr. 0001

Item Name

Description

0.00

R0000NEW

Acct. Dist.

View Expand Close

Show Description Edit Desc.

Select an Item Name

Item Name	Item Description
CC- MARIA CANCHOLA	NAME OF VENDOR: ITEM DESCRIPTION: REQUESTOR:
CC- MARIA KEHL	NAME OF VENDOR: ITEM DESCRIPTION: REQUESTOR:
CC- RUSSI EGAN	NAME OF VENDOR: ITEM DESCRIPTION: REQUESTOR:
HOTEL	HOTEL NAME: DATES OF STAY: TRANSIT OCCUPANCY TAX: SALES TAX: PARKING FEES:

OK Cancel

Click Ok

Once you find the Correct Credit card Name, click on it

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Modify Purchase Requisition - Galaxy Production

Modify Purchase Requisition

Vendor: UNION BANK - FIRST

Show Description

Line Nbr.	P.R. Line Fiscal Year	Item Name	Quantity	Unit Price	U/M	Discount	Freight	Taxable	Delivery Instructions	Asset Location Code	P.R. Line Fiscal Year
0001		CC- RUSSI EGAN	1		EACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2013

Buttons: Add Line, Add Acct., Add Fav., Dup, Delete, Save, Cancel

Add a P.R. Line Nbr.

Line Nbr. [0001] Item Name [CC- RUSSI EGAN]

Description [NAME OF VENDOR:] **Edit Desc.**

Quantity [1] Unit Price [] U/M [EACH]

Discount Freight Taxable

Delivery Instructions []

Asset Location Code [] P.R. Line Fiscal Year: 2013

Save Cancel

Click on Edit Description

Modify Purchase Requisition - Galaxy Production

Modify Purchase Requisition

Vendor: UNION BANK -

Show Description

Line Nbr.	P.R. Line Fiscal Year	Item Name	Quantity	Unit Price	U/M	Discount	Freight	Taxable	Delivery Instructions	Asset Location Code	P.R. Line Fiscal Year

Buttons: Add Line, Add Acct., Add Fav., Dup, Delete, Save, Cancel

Edit the P.R. Line Description

NAME OF VENDOR: CAPPO
ITEM DESCRIPTION: REGISTRATION FEES FOR THE CAPPO CONFERENCE TO BE HELD ON JANUARY 14 TO 18, 2013
REQUESTOR: STEPHANIE SLAGAN

Click Save

Save Cancel

Fill in each item as needed; Name of vendor, item Description, and Requestor

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search Details Items

Vendor: UNION BANK - FIRST BANKCARD

Show Description

Quantity: 1.00 Unit Price: 195.000000 U/M: EACH

Discount Freight Taxable

Delivery Instructions

Asset Location Code

P.R. Line Fiscal Year: 2013

Save Cancel

Fill in Quantity, Unit Price

Un-check all Boxes

Lastly Click Save

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search Details Items Notes Approvals

Vendor: UNION BANK - FIRST BANKCARD Fiscal Year: 2013 P.R. Number: R0000NEW

Show Description

Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
0001	2013	CC- RUSSI EGAN	NAME OF VENDOR: CAI	1.00	195.00	EACH	195.00	N	0.00	N	0.00	N
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5220	0.00	1.000000		
				Total:			0.00	1.000000				
							Total:		195.00		0.00	0.00

Save Cancel

Once You add all lines, one for each vendor or Purchase- such as A line for Hotel, Airline, Registration, etc. – Or each individual item on a Credit Card Requisition for Items- Click Save!

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Click Notes Tab

Vendor: UNION BANK - FIRST BANKCARD Fiscal Year: 2013 P.R. Number: R0000NEW

Internal

Enter your justification for your purchase.

External

CAPPO CONFERENCE 2013 ON JANUARY 14 TO 18, 2013 IN NAPA CALIFORNIA. CONFERENCE IF TO ALL PUBLIC PURCHASING OFFICIALS TO GIAN EXPERIENCE IN NEGOTIATION OF CONTRACTS, QUOTES, BIDS, ETC. IT ALSO HELP TO FIND CHEAPER VENDORS FOR ITEMS.

Attach Attach

Click Save Save Cancel

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details Items Notes **Approvals**

Vendor: UNION BANK - FIRST BANKCARD Fiscal Year: 2013 P.R. Number: R0000015 Your Req. #

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	CBD	EGAN, RUSSI LOU			
0002	CONTRAC	MULLION, CARRIE RENEE			

You can now view your approvals.

Travel Request- Per Board Policy, Travel Requests must have prior approval 5 days in advance of your travel. Any out of state travel must be included in the board agenda as an information item. You will have to create three Purchase requisitions for one travel:

1. Requisition for reimbursement to employee (Employee should be listed as the vendor)
 - a. You must add one line for meal reimbursements
 - b. One line for mileage if employee is taking their own vehicle (miles from mapquest times 2 times .56 per mile. (Please see Board Policy AP-6531-PVC, Item 5, which states "Travel by automobile shall be college-owned vehicles unless approved in advance by the Chief Business Officer.")
 - c. Cab fare, bus fare, subway, etc.
2. Requisition for Any Credit Card items, vendor is Union bank (Airfare, or anything that you cannot buy with a purchase order or check). For hotel accommodations, you must complete a credit card authorization form in order for your room to be paid.
3. Requisition to vendor for registration fees.



Palo Verde College

TRAVEL REQUEST FORM

EMPLOYEE NAME: _____ TODAY'S DATE _____
 NAME OF ORGANIZATION _____ LOCATION _____
 DATES OF ATTENDANCE _____ BUDGET TO BE CHARGED TO _____

BRIEF EXPLANATION FOR TRAVEL:

FOR BUSINESS OFFICE USE ONLY:
 BUDGET: APPROVED _____ DENIED _____ DATE _____
 REASON _____ PO# _____

Complete Travel Request Form making sure to fill out every box. For 2014 Rates are as follows: **.56 per mile; \$12.00 Breakfast; \$18.00 Lunch; \$36.00 Dinner.** In order to claim Breakfast you must leave before 7:00 a.m. In order to claim dinner you must arrive to campus later than 7:00 p.m.

REQUEST TO ATTEND (MUST BE COMPLETED PRIOR TO DEPARTURE)- Include all required items (See Request Procedure)

TRANSPORTATION:
 DISTRICT VAN A B 1 2
 RENTAL CAR \$ _____
 AIRFARE \$ _____
 PARKING FEES \$ _____
 OTHER \$ _____
 TRANSPORTATION TOTAL \$ 0.00

LODGING:
 NUMBER OF NIGHTS _____
 NIGHTLY ROOM RATE \$ _____
 LODGING TOTAL \$ 0.00

REGISTRATION FEE: \$ _____
 CASH ADVANCE \$ _____
(FOR PLANE, LODGING, AND/OR REGISTRATION FEES ONLY)
 TOTAL ESTIMATED REQUEST \$ 0.00

MEALS:

DATE	B	L	D	TOTAL
				0.00
				0.00
				0.00
				0.00
Meal Total				\$ 0.00

EMPLOYEE'S SIGNATURE _____
 VICE PRESIDENT'S SIGNATURE _____
 PRESIDENT'S SIGNATURE _____

REIMBURSEMENT CLAIM (PLEASE COMPLETE AFTER TRAVEL)

TRANSPORTATION:
 DISTRICT VAN A B 1 2
 RENTAL CAR \$ _____
 AIRFARE \$ _____
 PARKING FEES \$ _____
 OTHER \$ _____
 TRANSPORTATION TOTAL \$ _____

LODGING:
 NUMBER OF NIGHTS _____
 NIGHTLY ROOM RATE \$ _____
 LODGING TOTAL \$ _____

OTHER EXPENSES: \$ _____
 REIMBURSEMENT TOTAL: \$ _____
 LESS CASH ADVANCE \$ _____
 NET CLAIM \$ _____

MEALS:

DATE	B	L	D	TOTAL
Meal Total				\$ _____

*I certify that the foregoing claim is a true and accurate account of expenses incurred by my attendance at the above meeting.

EMPLOYEE'S SIGNATURE _____
 VICE PRESIDENT'S SIGNATURE _____
 PRESIDENT'S SIGNATURE _____