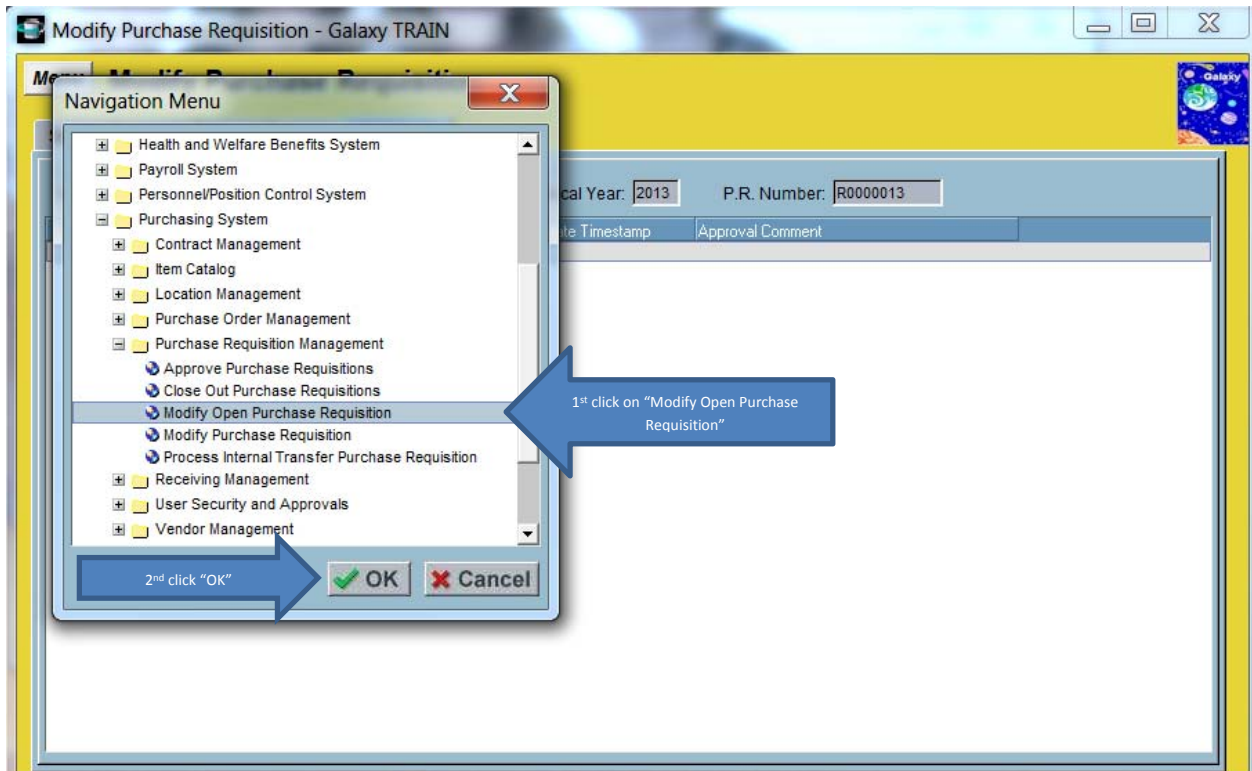
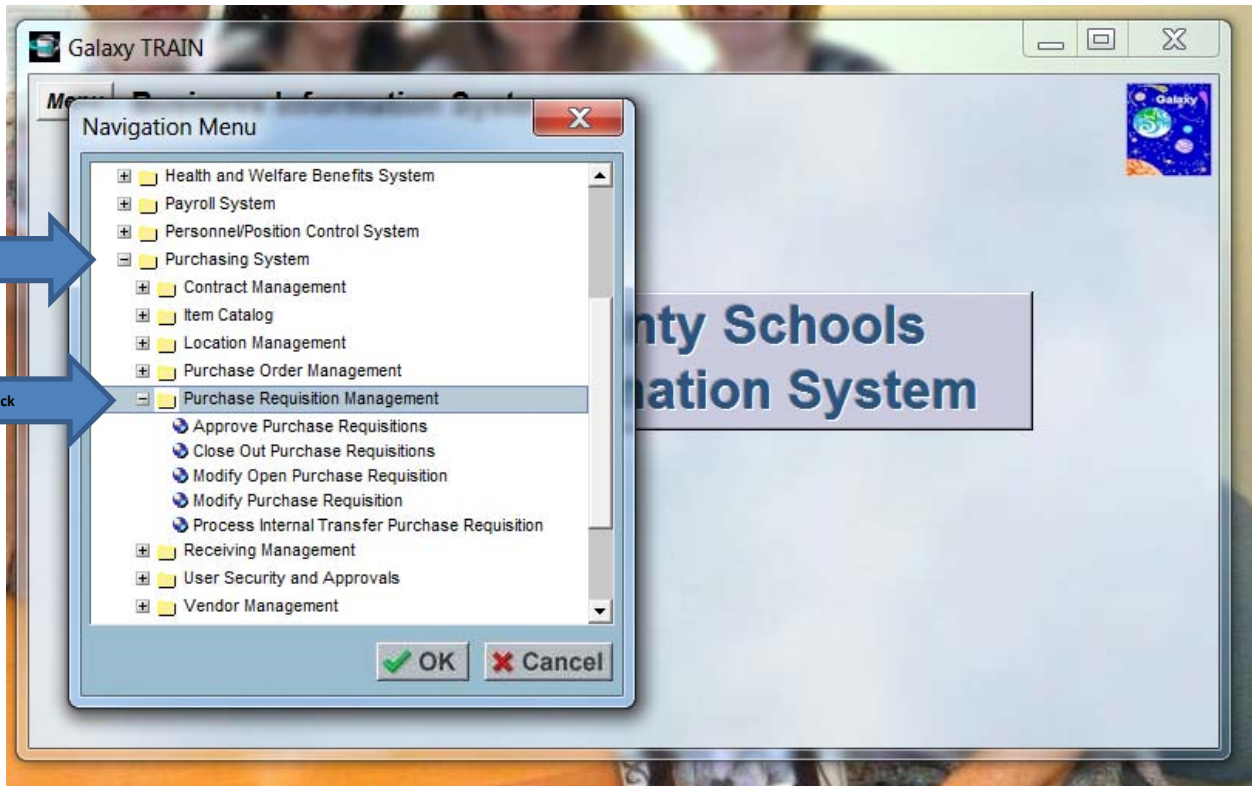


GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION



GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search | Details | Account Distribution | Notes | Authorized Purchaser | Approvals

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

Fiscal Year: 2013

Open Purchase Requisition Number: [] ▲

Open Purchase Requisition Prefix: R - PURCHASE REQUISITION

Open Purchase Requisition Status: [] ▼

Primary Vendor: [] ▲

Vendor Name: []

Ship To Location: [] ▲

Worksite Location: [] ▲

P.R. Originator User ID: []

Copy From
Open Purchase Requisition Number: [] ▲

Show Prev

Click on "Add" →

+ Add Find

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search | Details | Account Distribution | Notes | Authorized Purchaser | Approvals

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

P.R. Type: O - OPEN | Expiration Date: 06/30/2013 | Primary Vendor: [] ▲

P.R. Status: N - NEW (N) | Search: A BOOK* | 1st Enter the first couple of letters of the Vendors name and then * | 2nd click the triangle

P.R. Amount: []

P.R. Description: [] ▼ | Vendor Address: [] ▲

Open P.O. Nbr: [] ▲

Category: [] ▲ | Bill To Location: CORPORATE ▲ Palo Verde Community College

Ship To Location: CORPORATE ▲ Palo Verde Community College

Worksite Location: PVC ▲ PALO VERDE COLLEGE MAIN CAMPUS

P.R. Requestor: []

Approval List: [] ▲ | Board Rpt. Desc: []

P.R. Originator User ID: 161181 | SLAGAN, STEPHANIE MARIE | Routing: []

Contact Phone Nbr: [] | Misc. Field 2: []

Update User ID: 161181 | 09/06/2012 1:23 PM | In Rev: [] | Rev Cmt: []

Print Save Cancel

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details **Account Distribution** Notes Authorized Purchaser Approvals

District: 05 - PA
P.R. Type: P.R.
P.R. Status: P.R. S
P.R. Amount: P.R. Am
P.R. Description: P.R. Descr
Open P.O. Number: Open P.O.
Category: Cal
P.R. Requestor: P.R. Requ
Approval: Approv
P.R. Originator User ID: P.R. Originator U
Contact Phone Nbr: Misc. Field 2:
Update User ID: 161181 09/06/2012 1:23 PM In Rev: Rev Cmt:
Print Save Cancel

Select a Vendor

Vendor Number	Vendor Name	Payee
16145	A BOOK COMPANY, LLC.	ECAMPUS.COM

1st Select vendor

2nd Click "OK"

OK Cancel

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Account Distribution **Notes** Authorized Purchaser Approvals

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

P.R. Type: O - OPEN Expiration Date: 06/30/2013 Primary Vendor

P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL) Vendor Name Search: A BOOK* 16145

1st enter Open PR Amount P.R. Amount: 50,000.00

P.R. Description: ORIGINAL

2nd use down arrow and select Original

Open P.O. Nbr: INCREASE

Category: DECREASE

P.R. Requestor: Board Rpt. Desc: TEXTBOOKS FOR STUDENTS

Approval: Routing: S. SLAGAN

3rd Enter Board Report and Routing

P.R. Originator User ID: Contact Phone Nbr: Misc. Field 2:
Update User ID: 161181 09/07/2012 9:44 AM In Rev: Rev Cmt:
Print Save Cancel

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search | **Details** | Account Distribution | Notes | Authorized Purchaser | Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW P.R. Amt:

Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
Total:									

Add Acct. 1st click add Account Delete Save Cancel

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search | Notes | Authorized Purchaser | Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW P.R. Amt:

Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
12	EOP	0000	3	6430	0000	7650	50,000.00	1.000000	
Total:							50,000.00	1.000000	

2nd Enter your account string and then either enter amount to the account OR choose a percentage. To add multiple accounts numbers. To repeat steps one and two on this page!

Add Acct. Add Fav. Dup Delete Save Cancel

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition** Galaxy

Search Details **Authorized Purchaser** Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

Internal
TYPE ANY NOTES FOR YOUR APPROVER HERE!
THESE DO NOT PRINT ON THE PURCHASE ORDER

External
TYPE YOUR DESCRIPTION, JUSTIFICATION, ETC. HERE!
THESE PRINT OUT ON THE PURCHASE ORDER

Attach Attach

Save Cancel

2nd Click the Authorized Purchaser Tab

1st Enter internal and external notes

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition** Galaxy

Search Details Account Distribution Notes **Authorized Purchaser** Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

Seq. Nbr.	Authorized Purchaser
0001	MARIA RIVERA

+ Add Delete Save Cancel

2nd Enter name of Authorized Purchaser.
Repeat steps 1 and two to add more names.

1st Click Add

3rd Click Save

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu Modify Open Purchase Requisition

Search Details Account Distribution Notes Authorized Purchaser Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

Seq. Nbr. Authorized Purchaser

0001	MARIA RIVERA
------	--------------

Confirmation

Please confirm your request to save your changes.

Click OK →

+ Add Dup Delete Save Cancel

Modify Open Purchase Requisition - Galaxy TRAIN

Menu Modify Open Purchase Requisition

Search Details Account Distribution Notes Authorized Purchaser Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

Seq. Nbr. Authorized Purchaser

0001	MARIA RIVERA
------	--------------

Approval

Submit for Approval?

Click Yes →

+ Add Dup Delete Save Cancel

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Not **Approvals**

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000014

Seq. Nbr. Authorized Purchaser

0001	MARIA RIVERA
------	--------------

Confirmation

Database was updated successfully.

1st Click OK

OK

+ Add Dup Delete Save Cancel

2nd Click Approvals Tab

This is your Requisition Number

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search De **Authorized Purchaser** Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000014

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	EOPSDIR	SLAGAN, STEPHANIE MARIE			
0002	VPSS	SLAGAN, STEPHANIE MARIE			
0003	CBO	SLAGAN, STEPHANIE MARIE			
0004	SUPT/PR	SLAGAN, STEPHANIE MARIE			

Click search to get out go back to Open Reg. Screen or Click Menu to change screens .

These are your approvers!

GALAXY PURCHASE REQUISITION

OPEN PURCHASE REQUISITION

CHECKING APPROVALS

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Notes Authorized Purchaser Approvals

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

Fiscal Year: 2013

Open Purchase Requisition Number: R0000014

Open Purchase Requisition Prefix: R - PURCHASE REQU...

Open Purchase Requisition Status:

Primary Vendor:

Vendor Name:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From

Open Purchase Requisition Number:

Show Previous Year Purch

Find

1st enter your requisition number

2nd click find

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Approvals

Click Approvals tab

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000014

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	EDPSDIR	SLAGAN, STEPHANIE MARIE	Y	09/07/2012 9:51 AM	
0002	VPSS	SLAGAN, STEPHANIE MARIE			
0003	CBO	SLAGAN, STEPHANIE MARIE			
0004	SUPT/PR	SLAGAN, STEPHANIE MARIE			

Here are your approvals.