

Credit Card and Travel Purchase Requisitions

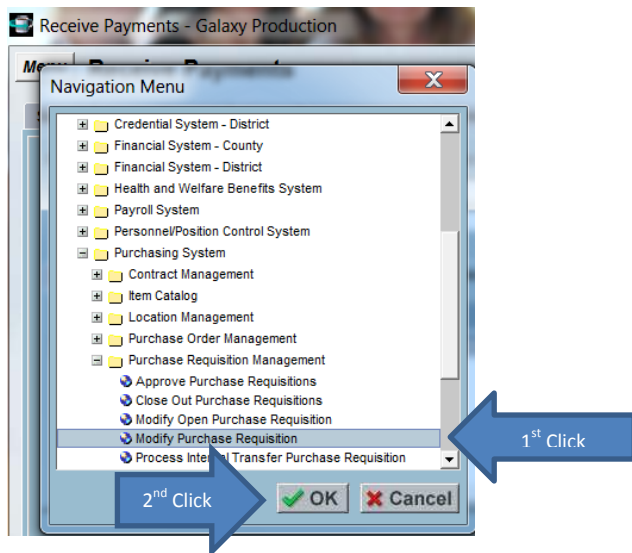
Travel Request

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 .555 per mile.
 - 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). I will show you have to make a credit card purchase request!
3. Requisition to vendor for registration fees.

Please look under the View Vendor Screen to see if your vendor is listed. Only Use New Vendor if it is truly a new vendor.

Credit Card Purchase Requisition



The screenshot shows a window titled "Modify Purchase Requisition - Galaxy Production". The form has tabs for "Search", "Details", "Items", "Notes", and "Approvals". The "Details" tab is active. The form contains the following fields:

- County: 33 - RIVERSIDE COUNTY
- District: 05 - PALO VERDE COMMUNITY COLLEGE
- Fiscal Year: 2013
- Purchase Requisition Number: [text box]
- Purchase Requisition Prefix: R - PURCHASE REQUISITION
- Purchase Requisition Status: [dropdown menu]
- Primary Vendor: [text box]
- Vendor Name: [text box]
- Ship To Location: [text box]
- Worksite Location: [text box]
- P.R. Originator User ID: [text box]
- Copy From: [text box]
- Purchase Requisition Number: [text box]
- Show Previous Year Purchases:

At the bottom right, there are "+ Add" and "Find" buttons. A blue arrow labeled "Click Add" points to the "+ Add" button.

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 Vendor Number for cc

P.R. Status: N - NEW (NOT SUBMITTED FOR AF Vendor Name Search: UNION BANK* UNION BANK - FIRST BANKCARD

P.R. Amount: Multi. Yr. P.R. Vendor Address: 1 P.O. BOX 2818, OMAHA, NE 681032818

Choose Category Category: TRAVEL 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

Contact Phone Nbr: SLAGAN, STEPHANIE MARIE Reason or Purchase

Update User ID: 161181 Board Rpt. Desc: REGISTRATION AND HOTEL AND FIGHT FOR CAPPO

Update Timestamp: 09/27/2012 2:37 Name of Requestor Routing: S. SLAGAN

Misc. Field 2: In Rev: Rev Cmt:

Print Save Cancel

Vendor

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

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

Show Description

Line Nbr. 0001

Item Name

Description

0.00

Acct. Dist.

View Expand Close

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

Show Description

Line Nbr. 0001

Item Name

Description

0.00

R0000NEW

Acct. Dist.

View Expand Close

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	Amount	Freight	Amount	Tax
				1	EACH	<input type="checkbox"/>				

Add a P.R. Line Nbr.

Line Nbr. 0001 Item Name CC- RUSSI EGAN

Description NAME OF VENDOR:

Quantity Unit Price U/M

Discount Freight Taxable

Delivery Instructions

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

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	Discount	Amount	Freight	Amount	Tax

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

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

Acct. Dist. R0000NEW

View Expand Close

Amount Discount Discount Amount Freight Freight Amount Tax

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									

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.