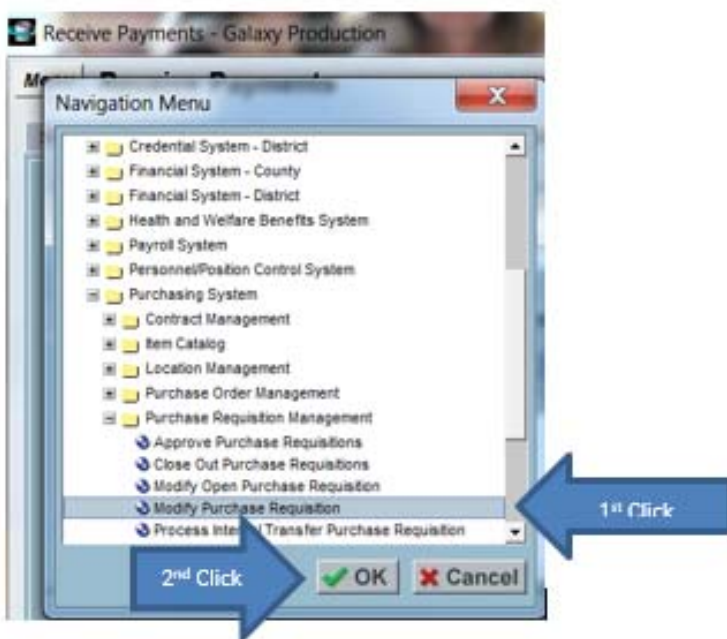


Galaxy Credit Card Purchase Requisitions

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: You may only use administrator credit cards for travel. If you would like to purchase anything else. It must be ordered in the business office.**

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



Galaxy Credit Card Purchase Requisitions

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 Cost Distribution

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2016 P.R. Number: R0000NEW Delete

P.R. Type: N - NORMAL Date Due: 11/19/2015 Primary Vendor: 14682

Status: N - NEW (NOT SUBMITTED FOR APPROVAL) Vendor Name Search: UNION* Enter Vendor Information

Multi. Yr. P.R. Vendor Address: 1

P.R. Requestor: [] P.O. BOX 2818, OMAHA, NE 681032818

Approval List: [] Vendor Phone Nbr: [] Fax Nbr: []

P.R. Originator User ID: 161181 SLAGAN, STEPHANIE MARIE

Contact Phone Nbr: [] DIR Public Works Contractor Registration Number: []

Update User ID: 161181 Bill To Location: CORPORATE Palo Verde Community College

Update Timestamp: 11/04/2015 6:59 AM Ship To Location: CORPORATE Palo Verde Community College

Department: BUSINESS SERVICES Worksite Location: CSB COLLEGE SERVICES BUILDING

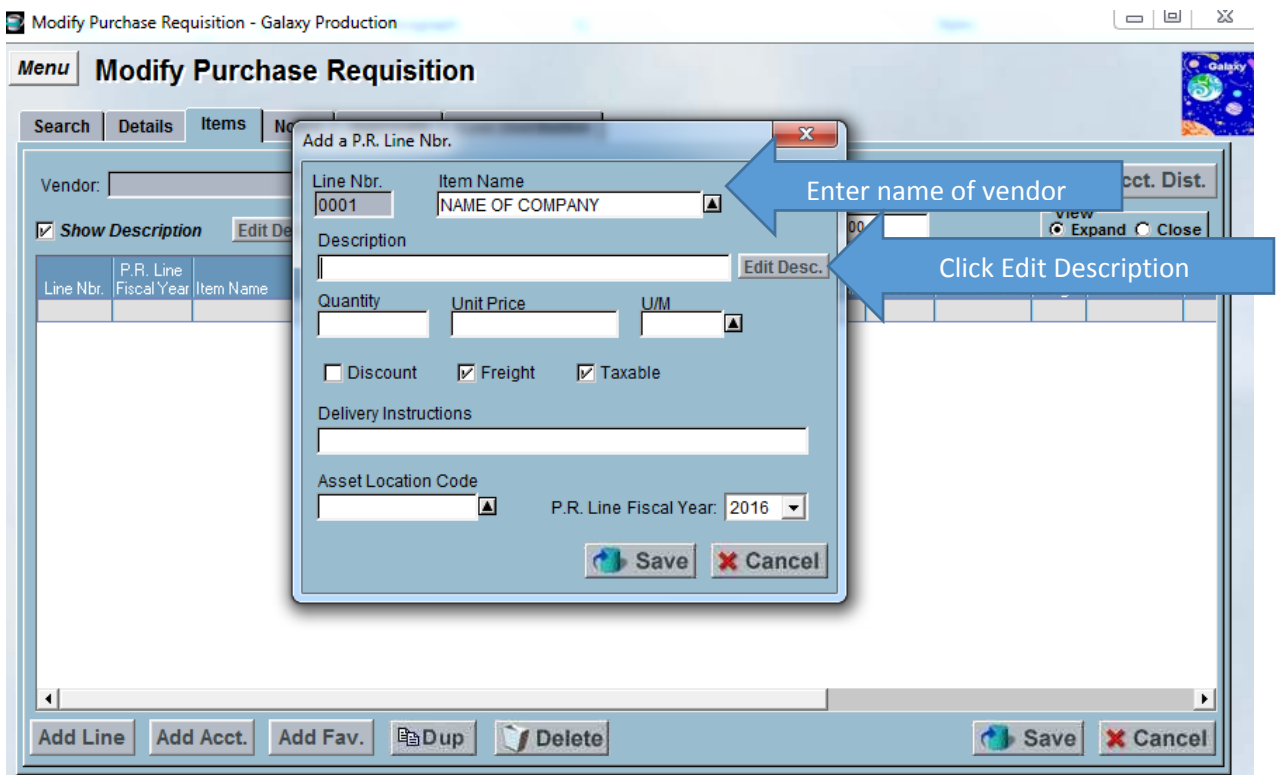
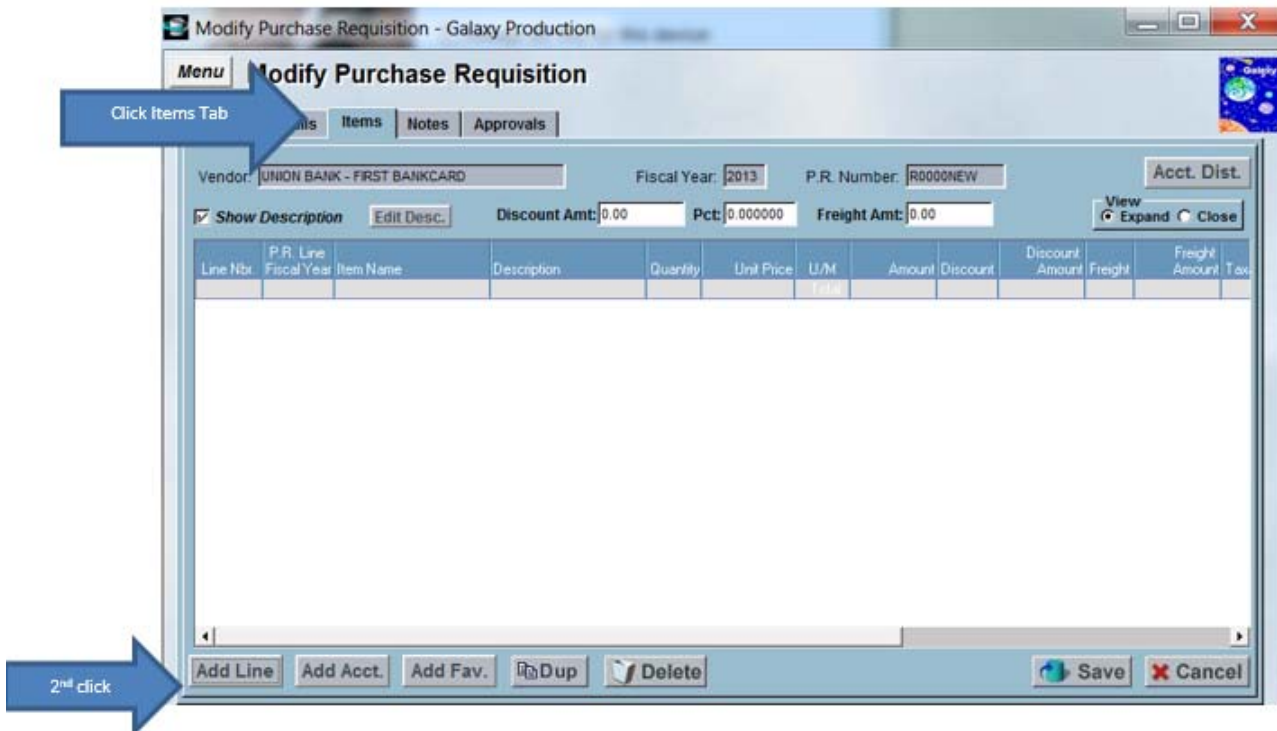
Tax Rate: 0.0800 Reason for Purchase

Board Report Desc: REGISTRATION, HOTEL AND FLIGHT RESERVATION

In Rev: Rev Cmt: []

Print Save Cancel

Galaxy Credit Card Purchase Requisitions



Galaxy Credit Card Purchase Requisitions

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details **Items** Notes Approvals Cost Distribution

Vendor: UNION BANK - FIRST BANKCARD

Show Description Edit Desc.

Line Nbr.	P.R. Line Fiscal Year	Item Name
-----------	-----------------------	-----------

Acct. Dist. View Expand Close

Discount Amount Freight Amount

Add a P.R. Line Nbr.

Enter the P.R. Line Description

Enter travel information or what you are purchasing.

* If you are traveling you will need the following information:

- Name(s) of person(s) traveling
- Dates of travel
- Conference name
- Description of what is being paid on the credit card

If you need to purchase an item(s) that does not accept credit cards you will need:

- Description of what you are purchasing including quantity and price each

Save Cancel

Enter in description as shown on screen

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

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details **Items** Notes Approvals Cost Distribution

Vendor: UNION BANK - FIRST BANKCARD

Show Description Edit Desc.

Line Nbr.	P.R. Line Fiscal Year	Item Name
-----------	-----------------------	-----------

Acct. Dist. View Expand Close

Discount Amount Freight Amount

Add a P.R. Line Nbr.

Line Nbr. Item Name
0003 NAME OF COMPANY

Description
Enter travel information or what you are purchasing

Quantity Unit Price U/M
1.00 150.000000 EA

Discount Freight Taxable

Delivery Instructions

Asset Location Code P.R. Line Fiscal Year: 2016

Save

Click Save

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

Galaxy Credit Card Purchase Requisitions

The screenshot shows a software window titled "Modify Purchase Requisition - Galaxy Production". The window has a menu bar with "Menu" and "Modify Purchase Requisition". Below the menu bar are three tabs: "Notes", "Approvals", and "Cost Distribution". A blue arrow points to the "Notes" tab with the text "1ST Click notes tab".

Below the tabs, there are three input fields: "Vendor: UNION BANK - FIRST BANKCARD", "Fiscal Year: 2016", and "P.R. Number: R0000NEW".

The main area is divided into two columns: "Internal" and "External".

- The "Internal" column has a text area with the instruction: "ANYTHING YOU WRITE HERE WILL NOT PRINT OUT ON THE PPURCHASE ORDER." Below this text area is an "Attach" button.
- The "External" column has a text area with the instruction: "THIS IS WHERE YOU WILL LIST OUT THE INFORMATION, DATES AND WHY YOU ARE REQUESTING TO ATTEND THIS CONFERENCE. THIS WILL PRINT OUT ON THE PURCHASE ORDER." Below this text area is an "Attach" button.

A large blue arrow points from the right side of the screen into the "External" text area with the text: "ENTER YOUR JUSTIFICATION FOR YOUR USE OF THE CREDIT CARD".

At the bottom of the window, there are two "Attach" buttons, a "Save" button, and a "Cancel" button. A blue arrow points to the "Save" button with the text: "When you are all finished click save".

Galaxy Credit Card Purchase Requisitions

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	CEO	EGAN, RUSSI LDU			
0002	CONTRAC	MULLION, CARRIE RENEE			

You can now view your approvals.