



Requisition and Purchase Order Guide

*This guide is only applicable to projects within the SMURS Business Unit
For Non-CSUSM Corporation PO & Requisition Resources, please refer to the [CSUSM Procurement site](#)*

CSUSM Corporation Department Contacts:

Dawn Myers x4706

Janelle Temnick x4482

CSUSM Corporation Office x4700, corp@csusm.edu

Accounts Payable Contacts:

Accounts Payable, apcorp@csusm.edu

Additional Resources:

Procurement Resources: [Manuals, Instructions, & User Guides](#)

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I. Purpose:

This document serves as a guideline for the processing of requisitions and purchase orders pertaining to all CSUSM Corporation Business Operations. For Campus Programs and Sponsored Projects, these guidelines are applicable after the Project Agreement Form has been setup and approved; additionally, for Sponsored Projects only, the Office of Sponsored Project Orientation has to be completed.

II. Definitions:

What is a Requisition?

A requisition is a request for goods or services, with necessary documentation and approvals, for use by your department. CSUSM Corporation uses requisitions to create purchase orders. **Requisitions are required to create purchase orders** and are done online through the Common Financial System (CFS).

What is a Purchase Order?

A purchase order is an official contract that indicates prices, quantities, and terms & conditions to spend funds within the CSUSM Corporation guidelines or award guidelines. A requisition begins the process to create a purchase order.

What is a Purchase Order Amendment?

A purchase order amendment is an intended change request to an existing purchase order. **A Purchase Order Amendment form is required** in order for the purchase order change to be executed.

This form can be found here:

https://www.csusm.edu/corp/businesssrvcesandfinance/policies_proc_forms/forms_busserv_fin_acc/poa_form_corp_2018.pdf

What is a "SMURS" business unit?

A SMURS business unit is the CSUSM Corporation business unit. This business unit is used when referring to sponsored projects whose project number begins with 85xxx, to campus programs projects whose project number begins with 86xxx, and CSUSM Corporation administrative projects, beginning with project number 81xxx.

III. Purchase Order Types & Supporting Documentation

There are four (4) types of purchase order categories:

1. **Independent Contractor**
2. **Products**
3. **Reimbursed Time**
4. **Services**

Each Purchase Order will need to follow the CSUSM Corporation Requisition Process. The CSUSM Requisition Process is detailed in section IV.

Independent Contractor:

Independent Contractor purchase orders require that the Independent Contractor complete a “Standard Agreement for Independent Contractor” packet, a “Payee Data Form (204),” and obtain approval through CSUSM Corporation’s Human Resources Department. The requisition including the Independent Contractor packet should be submitted through the Common Financial System. If requesting a new supplier to be set up, the Payee Data Record must be sent to Barbara Sainz at bsainz@csusm.edu prior to submitting a requisitions. Requisitions may still be completed without supplier information, however, purchase orders cannot be created until the supplier is successfully set up. Payment for Independent Contractors is Net15 payment terms.

Required documentation:

1. [Standard Agreement for Independent Contractor Packet](#)
2. [Completed Payee Data Record \(204\)](#)

Products

Purchase Orders for products require that the product details, price, and quantity are clearly outlined on the requisition. All expenses must be approved by the project’s Fiscal Authority and attached to the requisition. Depending on the requisition amount, quotes or a formal Request for Proposal may need to be obtained to substantiate the choice of vendor and the purchase. Payment for Independent Contractors is Due Now payment terms.

Cost	\$0 - \$4,999	\$5,000-\$49,999	\$50,000-\$100,000	\$100,001+
Quotation requirements	None	3 informal quotations	3 formal quotations	Request For Proposal
Fiscal Authority Approval	Required	Required	Required	Required

For more detailed information on the procurement requirements above, please refer to section III of CSUSM Corporation’s Procurement Policy.

Required documentation:

1. Quote(s) from vendor when total exceeds \$1,500
2. Fiscal Authority Approval

Reimbursed Time:

A Reimbursed Time form is used to reimburse campus for time used for a sponsored project or campus program. A “Faculty/Staff Reimbursed Time Form” is required to be attached to the requisition. This form requires signatures from the Project Director, AVP for Research (OSP Only), Department Chair, and the College Dean.

Required documentation:

1. [Reimbursed Time Form](#)

Services:

A services purchase order is to contract with a supplier to provide services that further the mission of the CSUSM Corporation and affiliates. Services requisitions require a Service Agreement. Service Agreements are prepared by the vendor, and then attached to a requisition. Service Agreements are approved by CSUSM Corporation before the requisition can be approved and turned into a Purchase Order. A Payee Data Form is also required unless the vendor is already registered as a supplier within the CSUSM system. Payment for Independent Contractors is Net30 payment terms.

Cost	\$0 - \$4,999	\$5,000-\$49,999	\$50,000-\$100,000	\$100,001+
Quotation requirements	None	3 informal quotations	3 formal quotations	Request For Proposal
Fiscal Authority Approval	Required	Required	Required	Required

Required documentation:

1. Service Agreement (originated by supplier)
2. [Completed Payee Data Record \(204\)](#)

IV. CSUSM Corporation Requisition Process

Requisitions are required when requesting services and products to be purchased from SMURS accounts. Requisitions are submitted completely online through the Common Financial System (CFS). This site can be accessed with campus login information at <http://my.csusm.edu>. Once a requisition is properly submitted, it is received and reviewed by CSUSM Corporation. CSUSM Corporation will check the requisition for proper approving authority. Once complete, the requisition will be turned into a Purchase Order. For more information on how to submit a requisition, see section V.

V. Submitting a requisition

There are different requirements to file a requisition. Refer to section III for the necessary supporting documentation for your request.

Steps to submit a requisition:

These steps apply to **Independent Contractor, Services, Reimbursed Time, and Products.**

1. Identify what type of purchase you will need to make (Independent Contractor, Services, Reimbursed Time, or Products).
2. Identify and complete the necessary backup documentation and obtain the proper approvals needed to include in your requisition.
3. Log into CSUSM’s Common Financial System (CFS).
4. From the Main menu, select Navigation> Purchasing> Requisition> Add/Update Requisitions
5. Select Business Unit and type or search “SMURS”
6. Click “ADD.”
7. Under the “Header” section, click link “Requisition Defaults.”
8. Under the “Default Options” section, select “Override.”
9. Under the “Line” section, click the magnifying glass next to the field “Supplier.”
10. Locate the supplier of your requisition.
 - a. For Independent Contractor, locate contractor through Supplier 360 or other search screen.
 - b. For reimbursed time, enter “0000000093” for the Supplier ID
 - c. For Services, locate the supplier through Supplier 360 or other search screen
 - d. For Products, locate the supplier through Supplier 360 or other search screen
11. Under the “Line” section under “Category” designate if the requisition calls for products or services:
 - a. For Products, type in “57800”

- b. For Services, type in "96200"
12. Under the "Line" section under "Unit of Measure," type in or select "LOT" or "EA"
 - a. "LOT" should be selected for all blanket PO's or other purchases with an amount only
 - b. "EA" should be selected if the PO has a quantity of products
13. Under the "Schedule" section under "Due Date," select a due date for the purchase order:
 - a. For Independent Contractor, choose the last day of the contract
 - b. For reimbursed time, enter the end of the current semester or the end of the fiscal year (June 30th)
 - c. For Services, choose the final day that services will be performed
 - d. For Products, choose the date that the products will be received
14. Under the "Distributions," type in the Account, Fund, Department, and Project numbers.
15. Click "OK."
16. To attach your supporting documentation detailed in section iv, click "Add Comments" under the "Header" section.
17. In the "Comments" box, write the contact information for the requisition in case the processor has questions. Insert supplier name and other relevant information.
18. Under "Associated Document," click "Attach."
19. Attach your document(s).
20. Click "OK."
21. Under the "Line" section, under "Description," describe exactly what you are purchasing.
 - a. For Products, include a part number.
 - b. For Services, please include sufficient information (this is so Accounts Payable can understand and identify what service they are paying for).
22. Under the "Line" section, under "Price" enter the total amount you are requesting if quantity is equal to 1.0. If the quantity is greater than 1.0, enter the amount per unit.
23. Under the "Line" section, check the "Amount Only" box if quantity is equal to 1.0.
24. Select "OK" for the warning message.
25. At the top of the page, next to the "Status" line, click the green check mark.
26. Next to Budget Status, click the icon.
27. Click "Save" in the bottom left corner.
28. Your requisition has now been sent to CSUSM Corporation for review.

VI. Submitting Invoices to pay from a Purchase Order

When paying against a PO, invoices should be sent to apcorp@csusm.edu with the proper fiscal authority approval signature, as well as an indication of the PO number. When paying a final invoice on the PO, please indicate on the invoice to “Close PO” or “Final Payment on PO” so that Accounts Payable will know to complete the purchase order. If a final payment is not indicated, the PO may remain open unnecessarily.

VII. Requisition Information Checklist

The purpose of this checklist is to ensure that all pertinent and necessary information for submitting a requisition and purchase order request is included.

- ___ Due Date (when services will be completed, when products will be received, or when contract expires)
- ___ Supplier information (supplier name, and Payee Data Form if necessary)
- ___ Requisition total
- ___ Supporting Documentation
- ___ Complete chartfield string
- ___ Backup Documentation & necessary forms

VIII. PO Life Cycle Report

The CSU PO Life Cycle Report provides detailed information for a transaction as it flows through the PO and AP systems. Campus users who have access in PeopleSoft can run the report by Requisition number, Purchase Order number, or Voucher number.

STEP 1: CREATE A RUN CONTROL

Oracle PeopleSoft interface for CSU - PO Life Cycle Report. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > CSU PO Life Cycle R. The page title is ORACLE. Below the title, it says "CSU - PO Life Cycle Report" and "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted in yellow. Below these buttons is a "Search Criteria" section with a dropdown menu for "Run Control ID" (set to "begins with") and a "Case Sensitive" checkbox. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A callout bubble points to the "Add a New Value" button with the text: "Click the Add a New Value tab if you do not have a run control".

Oracle PeopleSoft interface for CSU - PO Life Cycle Report. The breadcrumb trail is: Favorites > Main Menu > Purchasing >. The page title is ORACLE. Below the title, it says "CSU - PO Life Cycle Report". There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is circled with a "1". Below these buttons is a "Run Control ID" field containing "PO_LIFECYCLE", which is highlighted in yellow. At the bottom is an "Add" button, which is circled with a "2".

STEP 2: RUN THE CSU PO LIFE CYCLE REPORT

Enter the Requisition #
Click Save, Run and on
the next screen click OK

Note: Remember you can search by PO number. For Business Unit, type "SMURS"

STEP 3: GO TO PROCESS MONITOR TO REVIEW THE REPORT.

Navigation: PeopleTools > Process Scheduler > Process Monitor

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14383645		SQR Report	CSUPO010		05/29/2018 4:29:57PM PDT	Queued	N/A	Details
<input type="checkbox"/>	14381094		PSJob	CSUFS01J		05/29/2018 1:32:22PM PDT	Success	Posted	Details

How to read a PO Life Cycle Report

Report ID: CSUP0010
 Operator : 68003436404
 Database : PCFSPRD

CSUSM Corporation
 Purchase Order Life Cycle Report
 SAMPLE

Page No : 1
 Run Date: 07/23/2018
 Run Time: 14:12:24

Bus Unit: SMURS
 PO Id: 0001234567
 PO Dt: 07/19/2018
 Supplier Id:0000123456
 Supplier Name: Example Company

PO Ref: test-12345-DMyers-BN
 PO Type:General
 PO Buyer: Standard Buyer #
 PO Status: Dispatch

Change Order #: 001
 Change Order Date: 07/19/2018

Date of most recent change on the PO

PO Detail Information 0000001618 - 07/19/2018

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	Acct /Dept Id	/Fund /Prog	/Project Id/Class	Price	UOM	QTY	Total Tax	Total Prq	Total Msc	Total Amount
1/1/1	Comp	Plan Review based	00063	12/31/2019	PODEPT	123456/1234	/12345/	/12345 /	79,762.50	LOT	1.0	0.00	0.00	0.00	79,762.50
2/1/1	Comp	The fire alarm/fi	00063	12/31/2019	PODEPT	123456/1234	/12345/	/12345 /	9,750.00	LOT	1.0	0.00	0.00	0.00	9,750.00
3/1/1	Open	Balance from line	00063	12/31/2019	PODEPT	123456/1234	/12345/	/12345 /	24,815.62	LOT	1.0	0.00	0.00	0.00	24,815.62
Total PO											3.0	0.00	0.00	0.00	114,328.12

Line number

Total initial amount on each line

PO Due Date

Chartfield String on each line of the PO

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Acct /Dept Id	/Fund /Prog	/Project Id/Class	Check#	Check Dt	Check Amount
00011308	Open	7,976.25	05/12/2017	422-17	1/1/1	123456/1234	/12345/	/12345 /	011553	05/23/2017	7,976.25
00013692	Open	11,964.38	12/04/2017	624-17	1/1/1	123456/1234	/12345/	/12345 /	013156	12/07/2017	11,964.38
00014384	Open	10,190.62	02/19/2018	728-18	1/1/1	123456/1234	/12345/	/12345 /	013871	02/27/2018	19,940.62
00014384	Open	9,750.00	02/19/2018	728-18	2/1/1	123456/1234	/12345/	/12345 /	013871	02/27/2018	19,940.62
00014968	Open	24,815.63	04/12/2018	771-18	1/1/1	123456/1234	/12345/	/12345 /	014269	05/08/2018	24,815.63
Total VCH		64,696.88									

Invoice number in CFS

Invoice amounts (paid from PO)

Line number the invoice charged

Check number

Invoice amount/ Amount paid

The top portion of this report details the PO itself.

The bottom portion of this report details any invoices that have been paid against the PO.