

CSU Requisitions – How To

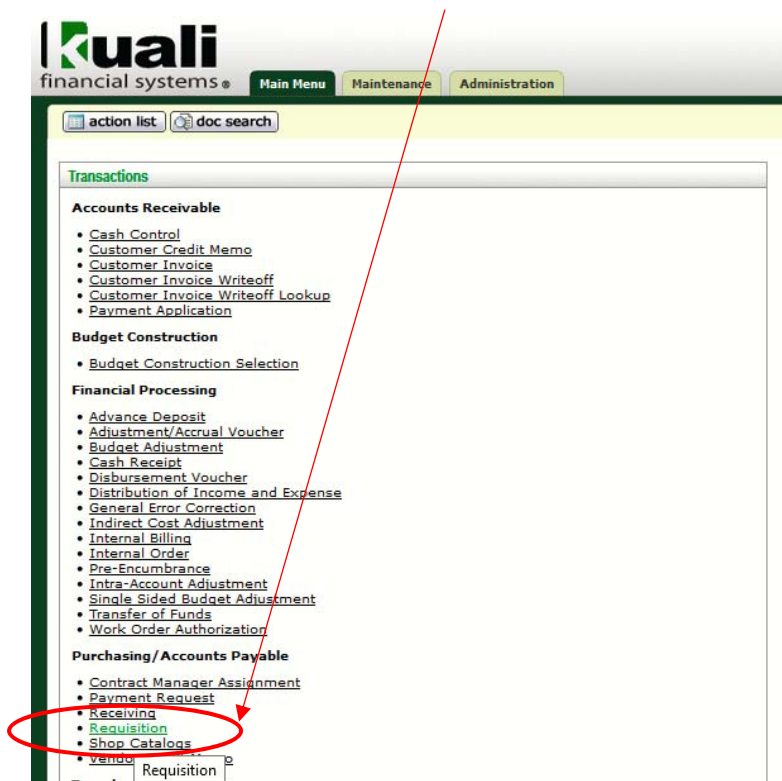
Requisitions are a request for a purchase order, and are REQUIRED for any purchases greater than \$5000.00, AND for any purchase/service that requires a signed contract.

NOTE – You cannot break-up purchases into smaller invoices to avoid requesting a purchase order. These rules are in place to ensure that CSU is in compliance with purchasing rules that call for fair competition for vendors among other things. See the Before you buy page on the CSU procurement site for dollar thresholds for additional purchasing requirements:

- Purchase order amount thresholds
- Informal and Documented Quotes Requirements
- Invitation to Bid/Request for Proposal requirements

<http://www.procurement.colostate.edu/procurement/procexpect.aspx>

Select Requisition from the mail Kuali page



Document Overview:

Complete the following fields:

- Description – short desc. Of purchase – limited to 40 characters including spaces
- Explanation – This is the Business Purpose for the purchase and allows much larger amounts of text.
 - *While not required, this is the field where you are explaining why this is an acceptable business purchase for your group to people who don't have knowledge of your specific program needs, so more information is better than less! And will help your transactions go through more quickly!!*
- Delivery Campus – Click on the magnifying glass next to building to find your location/address
- Suggested Vendor - Click on the magnifying glass – If your vendor is not in the system, contact the Fiscal Office to help get your vendor established.

Requisition #:		Not Available	Requisition Doc Status:		In Process
expand all collapse all * required field					
Document Overview ▼ hide					
Document Overview					
* Description:		Explanation:			
Organization Document Number:					
Financial Document Detail					
* Year:				2020	
Total Amount:					
Requisition Detail					
* Chart/Org:		CO / 4040		* Funding Source:	
Receiving Required:		<input type="checkbox"/>		INSTITUTION ACCOUNT	
Account Distribution Method:		Proportional		Payment Request Positive Approval Required:	
				<input type="checkbox"/>	
Delivery ▼ hide					
Final Delivery					
* Delivery Campus:		MC - CSU Main Campus		* Delivery To:	
Building:		[building not found] [set as default building]		Smlanich-Rose, Jana	
* Address 1:				Phone Number:	
Address 2:				970-491-6367	
* Room:				Email:	
* City:				Jana.Smlanich-Rose@colostate.edu	
State:				Delivery Instructions:	
Postal Code:					
* Country:					
Receiving Address					
Receiving Address:		4040-1 200 West Lake Street 4040 Campus Delivery Fort Collins , CO 80523-4040 United States			
Address To Vendor					
Use Receiving Address as Shipping Address Presented to Vendor? Yes					
Vendor ▼ hide					
Vendor Address					
Suggested Vendor:		[clear vendor]		City:	
Vendor #:				State:	

ITEMS: Add your items on the Items tab

- Item Type – Quantity or No Quantify (no quantity is used for example for lodging or catering)
- UOM (unit of measurement) – generally EA for each
- Description of product or what you are purchasing
- Unit Cost - Click add.

Item Line #	* Item Type	Quantity	UOM:	Catalog #	Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
	QUANTITY							0.00	<input type="checkbox"/>	<input type="checkbox"/>	add

setup distribution | remove accounts from all items | remove commodity codes from all items | expand all accounts | collapse all accounts

Current Items

No items added to document

Additional Charges

* Item Type	Description	Extended Cost

Totals

Grand Total: 0.00

- Finally, enter your account information by clicking on the **setup distribution** button. You will do this for each item you have entered.

Item Line #	* Item Type	Quantity	UOM:	Catalog #	Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
	QUANTITY							0.00	<input type="checkbox"/>	<input type="checkbox"/>	add

setup distribution | remove accounts from all items | remove commodity codes from all items | expand all accounts | collapse all accounts

Current Items

No items added to document

- Repeat process above for all items on the requisition.

Setup Distribution, continued:

Enter your **account number, and sub-account (optional), and an object code** – see Object Code Quick Reference List on Financial Resources - <https://extension.colostate.edu/staff-resources/#finance>, or use magnification glass to look-up object code.

- If you are charging the whole amount to that one account/sub-account, then you can leave the **percentage of payment** at 100%. In this case, enter the entire cost in the Amount filed.
NOTE - If you are splitting the expense to multiple accounts and/or sub-accounts, adjust the percentage and click add, then complete the process until you have assigned 100% of the expense to an account/sub-account. Remember, you have to BOTH the total amount for each line.
- Click the **ADD** button under actions

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amount	Actions
	CO	9908010 Denver County Extension	4H 4-H Denver Cnty Ext					100.00		add

distribute to items cancel

NEXT, click the Distribute Lines button (red text) below the accounting line you just entered.

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amount	Actions
	CO	9908010 Denver County Extension	4H 4-H Denver Cnty Ext					100.00		add

distribute to items cancel

- All the account information should be there, just enter the total amount of the order, and **Click the ADD** button.

Notes & Attachments:

- Upload your quotes and other back-up documentation with a note or description of what is included in the document using the Attached File Browse button.
- Click Add.

The screenshot shows a software interface with several tabs: 'View Payment History', 'Notes and Attachments (0)', 'Ad Hoc Recipients', and 'Route Log'. The 'Notes and Attachments' tab is active, displaying a table with columns: 'Posted Timestamp', 'Author', '* Note Text', 'Attached File', 'Send to Vendor?', 'Notification Recipient', and 'Actions'. A red arrow points to the '* Note Text' input field. A red circle highlights the 'Attached File' section, which contains a 'Browse...' button and the text 'No file selected.' Another red circle highlights the 'Add' button in the 'Actions' column. Below the table, there are buttons for 'calculate', 'submit', 'save', 'close', and 'cancel'.

Ad Hoc Recipients tab:

Open the **Ad Hoc Recipients** tab, and do the following:

- Select COMPLETE – from the Action Requested drop-down menu
- Search for Person - Click on the magnifying glass to find Laura Barrera, as the person to route the document to for completion.

The screenshot shows the 'Ad Hoc Recipients' tab in a software interface. The 'Person Requests' section is active, displaying a table with columns: '* Action Requested', '* Person', and 'Actions'. A red circle highlights the '* Action Requested' drop-down menu, which is open and shows options: APPROVE, APPROVE, COMPLETE, FYI, and ACKNOWLEDGE. Another red circle highlights the '* Person' search field, which contains a magnifying glass icon. Below the table, there are buttons for 'Route Log' and 'show'.

To Search: Enter her last name and hit search.

Principal Name:	<input type="text"/>	?
Principal ID:	<input type="text"/>	?
Entity ID:	<input type="text"/>	?
First Name:	<input type="text"/>	?
Middle Name:	<input type="text"/>	?
Last Name:	Barrera	?
Email Address:	<input type="text"/>	?
Phone Number:	<input type="text"/>	?
Employee ID:	<input type="text"/>	?
Campus Code:	<input type="text"/>	?
Primary Department Code:	<input type="text"/>	?
Employee Status Code:	<input type="text"/>	?
Employee Type Code:	<input type="text"/>	?
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	?
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

If there is more than one Laura Barrera be sure that you check under the Primary department code and pick the person under dept 4040.

- Click on the return value.

One item retrieved.

<u>Return Value</u>	<u>Principal ID</u>	<u>Principal Name</u>	<u>Name</u>	<u>Entity ID</u>	<u>Campus Code</u>	<u>Primary Department Code</u>
<u>return value</u>	<u>6352</u>	<u>lbarrera@colostate.edu</u>	<u>Barrera, Laura H</u>	<u>4622</u>	<u>MC</u>	<u>CO-4040</u>

- Click the add button, and then Click Submit to route

The screenshot shows a web interface for requisitions. At the top, there is a tab labeled 'Ad Hoc Recipients' with a 'hide' button. Below this, there are two main sections: 'Person Requests' and 'Ad Hoc Group Requests'. The 'Person Requests' section has a table with columns for '* Action Requested' (set to 'COMPLETE'), '* Person' (containing 'barrera@colorado.gov' and 'Barrera, Laura H'), and 'Actions' (with an 'add' button). The 'Ad Hoc Group Requests' section has a table with columns for '* Action Requested' (set to 'APPROVE'), '* Namespace Code', '* Name', and 'Actions' (with an 'add' button). At the bottom of the form, there is a 'Route Log' section with a 'show' button and a row of buttons: 'calculate', 'submit', 'save', 'close', and 'cancel'. Red circles highlight the 'add' button in the 'Person' field and the 'submit' button. A red arrow points from the text 'Click the add button, and then Click Submit to route' to the 'add' button.

Congratulations!! Your requisition is on its way to route for review and approval.

Once the purchase order (PO) has been created, the Purchasing office will e-mail both you (the initiator) and the vendor a copy of the PO.