

***REQUISITIONS,
TRAVEL AND
REQUEST A
PAYMENT
TRAINING***



*Please hold tight and keep all
questions until The End.*



NEED TO BUY SOMETHING







***WHAT DO
WE DO?***

Three white diagonal lines are positioned in the bottom right corner of the dark blue background, extending from the right edge towards the center.

Office Supplies



OFFICE DEPOT PROGRAM

- Selected personnel have access, if you need access you will need VP approval.
- \$250 daily limit. If you need to purchase items over \$250, Purchasing will make the purchase for you with VP approval.
- **DO NOT** go to Walmart to purchase supplies. Driving over to Walmart will cost more money.

Small Dollar Purchase
Local Vendors / online



Walmart



USE DEPARTMENT P-CARD

- Each P-Card is issued to an individual who will be held accountable.
- It is a convenient and efficient way to purchase goods and services.
- Single transaction up to \$500 unless approved by a VP.
- Daily limit of \$2,500 and a monthly limit of \$5,000 unless approved by a VP.

Small Dollar Purchase
Local Vendors / online



Walmart



RESTRICTIONS OF THE P-CARD PROGRAM

- Cash Advances
- MCC codes
 - Gasoline, Rental, hotel
 - Flights
 - Recreational Facilities

IT equipment



***HARDWARE,
SOFTWARE AND
LICENSE
REQUEST FORM***

Please send a detailed email with your hardware/software request to helpdesk@swtjc.edu to begin the request process

Invoices or Orders
Requiring a Check



SELF SERVICE

**REQUEST
A
PAYMENT**

Quote or Vendor is
requiring a PO



SELF SERVICE

**ENTER A
REQUISITION
FOR
GOODS AND
SERVICES**

BID LIMITS AND CONTRACTS

- Bid limits - \$1,000 for Goods and \$50,000 for Services, unless under a current contract
- Contracts – Many, many consortiums to which SWTJC belongs.

http://swtjc.edu/documents/business_office/swtjc-consortiums.pdf

- Business Office and Purchasing policies may be found on our website
at: https://swtjc.edu/documents/business_office/SWTJC-Business-Office-Policies.pdf
- Purchasing Code of Ethics may be found on our website under the Policy Manual at:
[https://pol.tasb.org/Policy/Download/1174?filename=CFE\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/1174?filename=CFE(LEGAL).pdf)

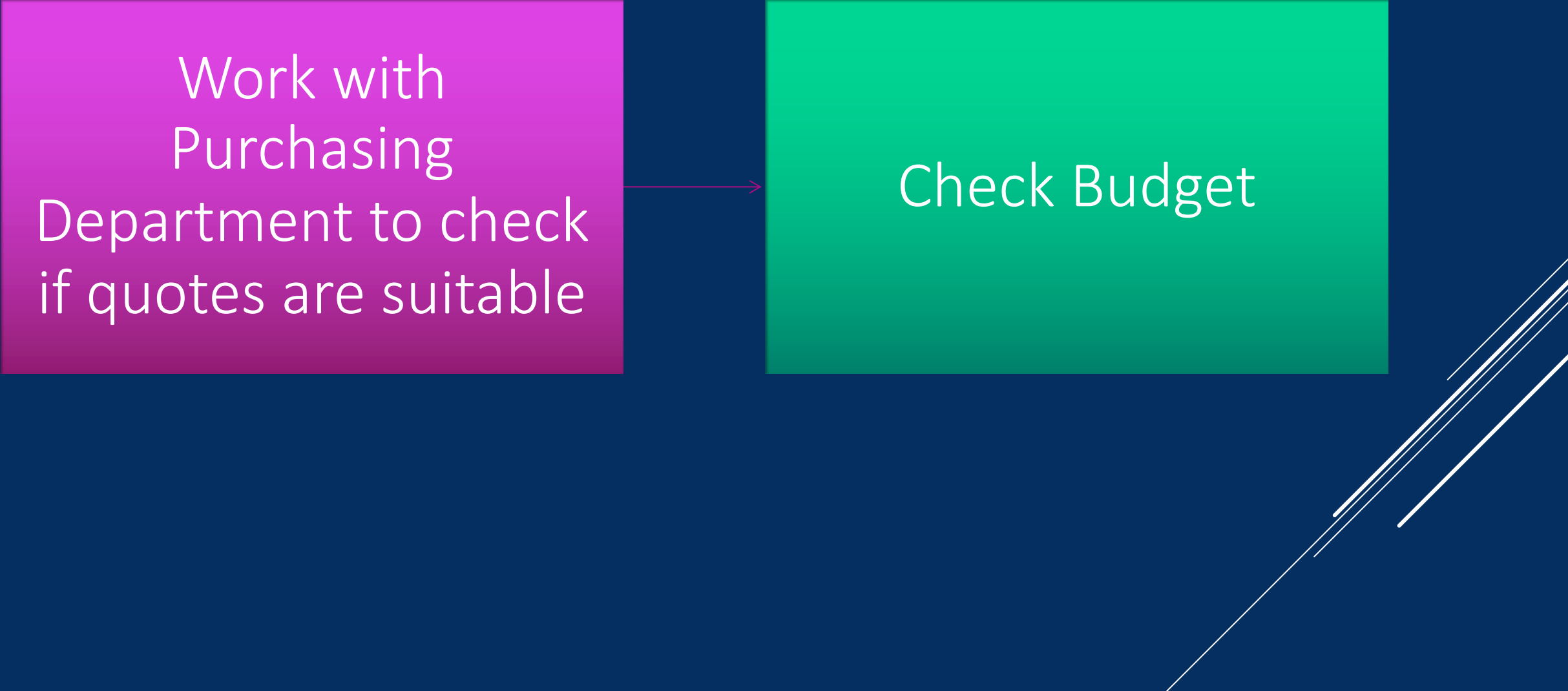
CURRENT PROCESS IN SELF SERVICE FOR PURCHASE ORDER REQUISITION

https://zoom.us/rec/play/AX09J8Ynsk-NnC6uXsu8kZcwk2KUyXJIFcB-00JhbwlUG3QwyqFLV2fh_rRTuKDqAi6ryw-00rXZKQ8l.zBPoUZ6SUXuilPhk?continueMode=true

Work with
Purchasing
Department to check
if quotes are suitable



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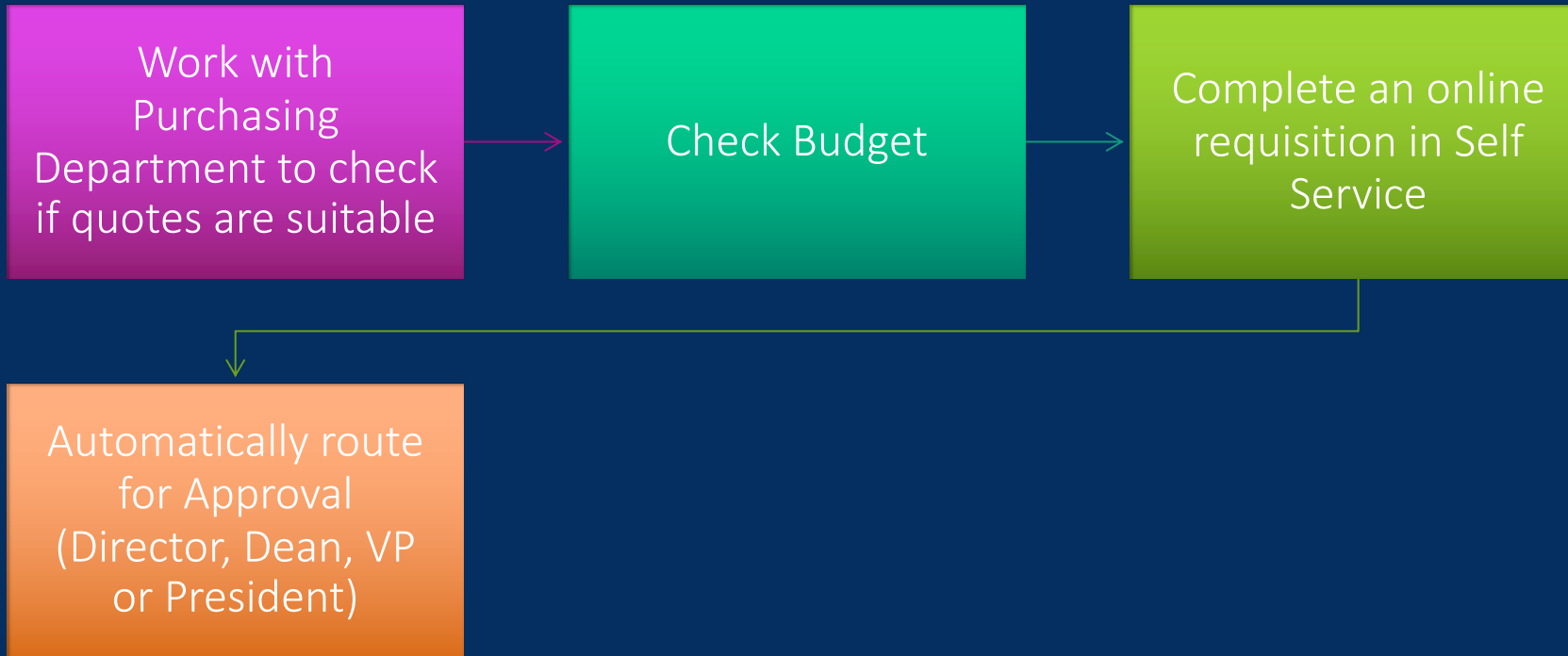
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graph LR; A[Work with Purchasing Department to check if quotes are suitable] --> B[Check Budget]
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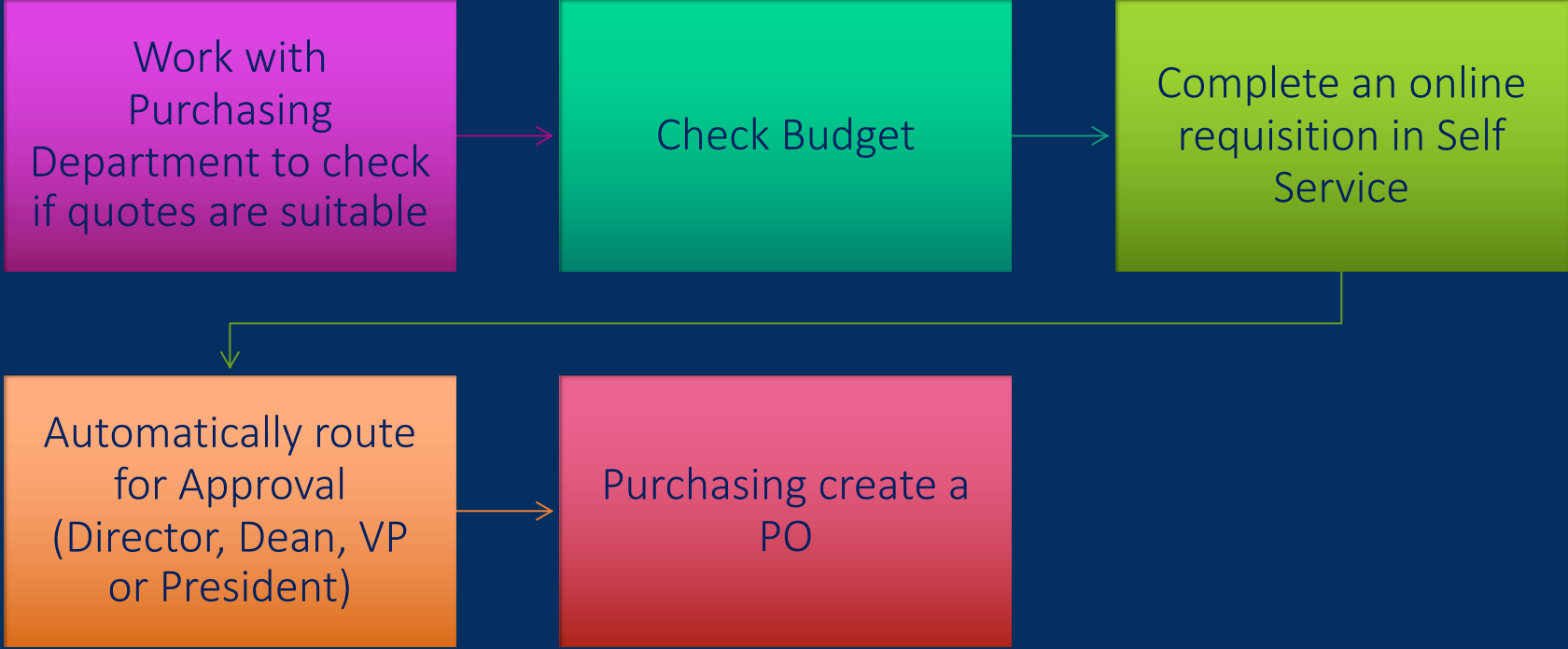
Check Budget

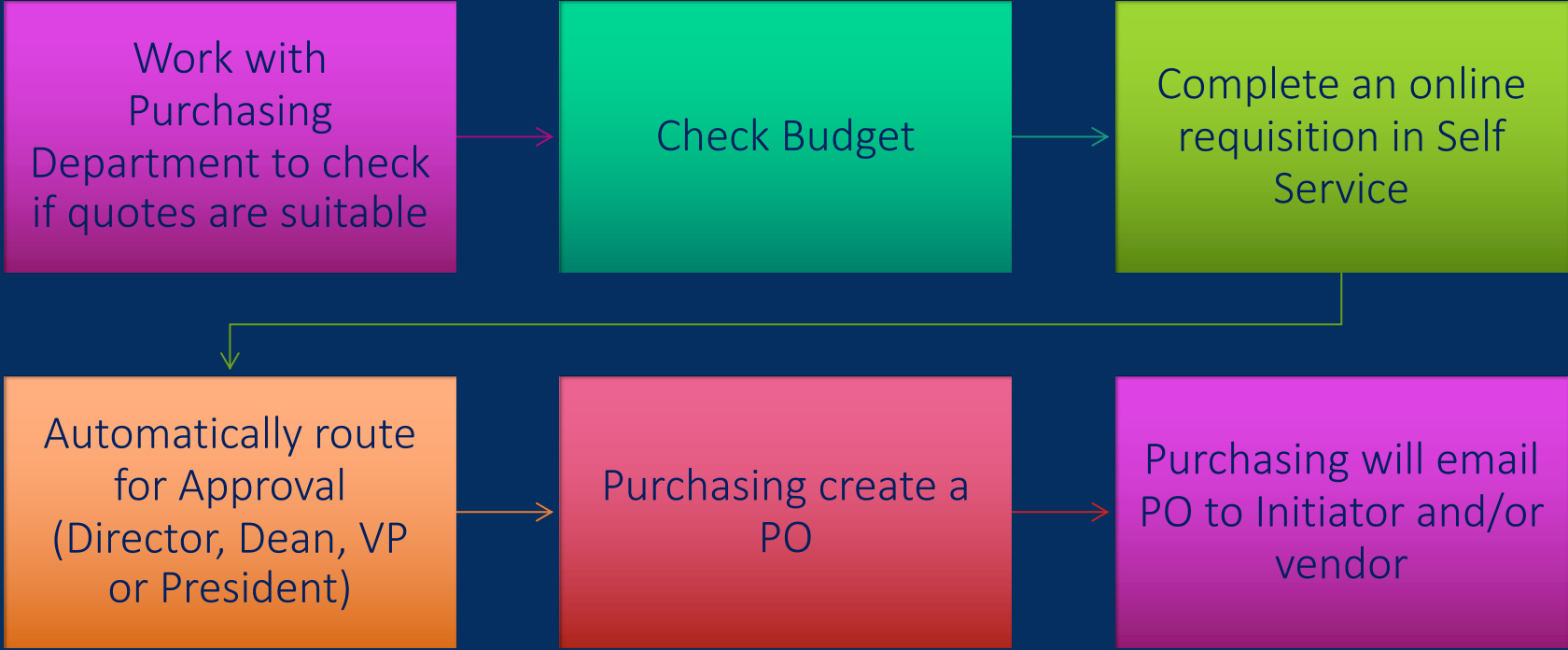
Work with Purchasing Department to check if quotes are suitable

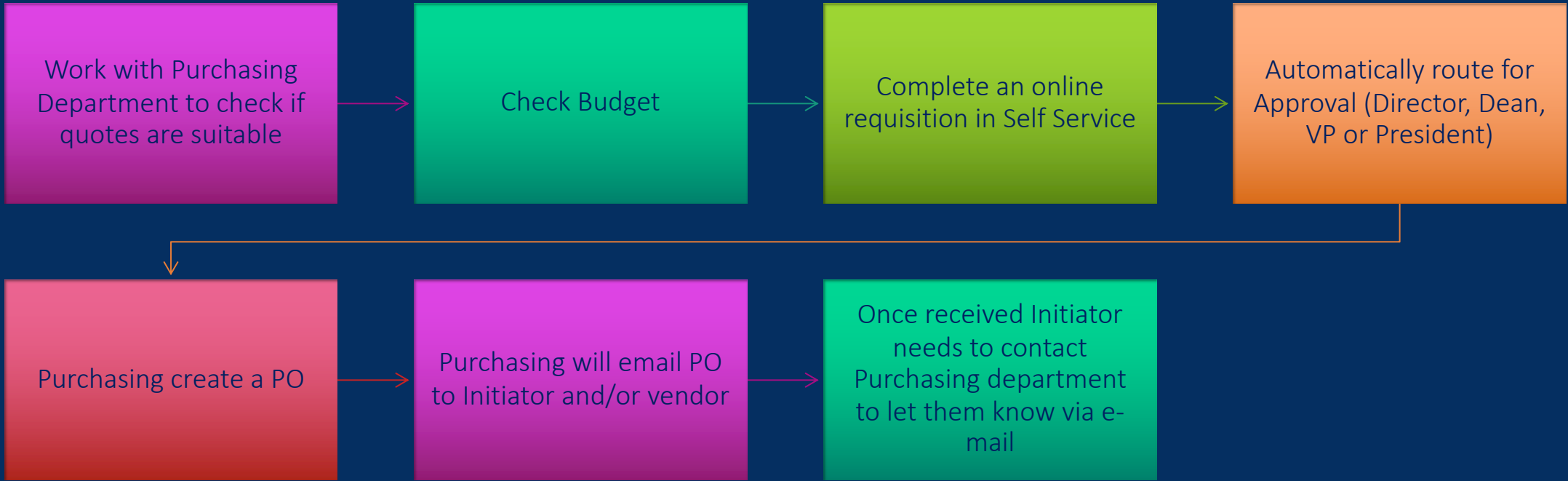
Check Budget

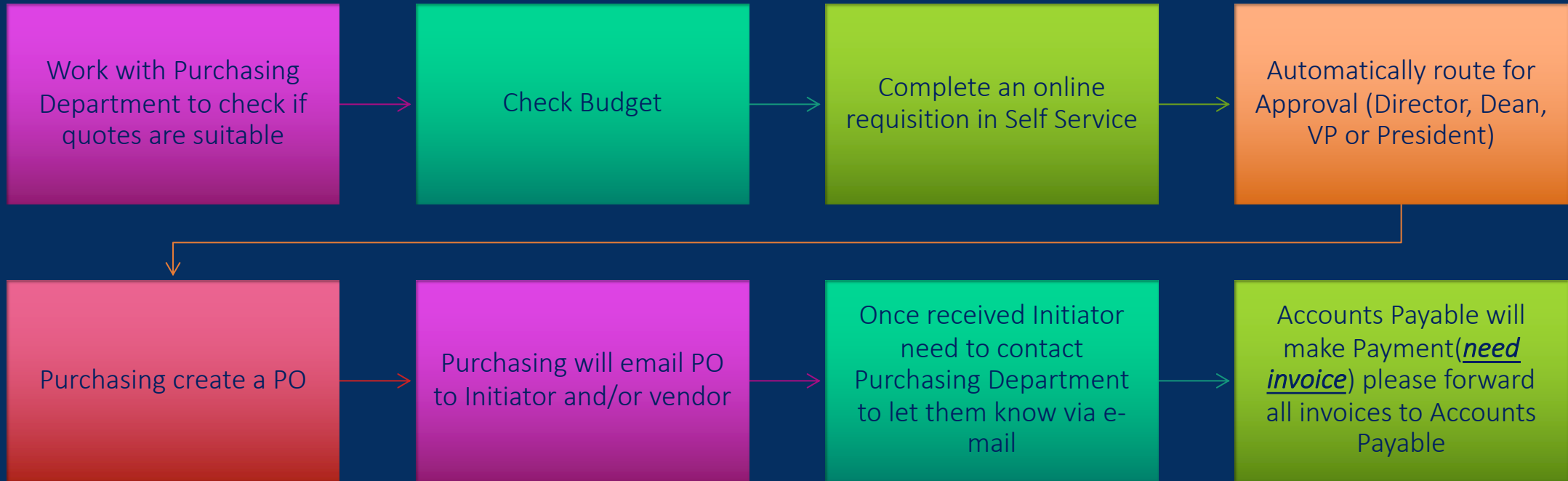
Complete an online requisition in Self Service













All Purchase orders must be approved by VP or Chief of Staff





Dr. Hector E. Gonzales
President



Let's Travel



Travel P-cards

- *Policy and Process updates.*
- *For overnight travel, travel advances will be in the form of a check (all meals will be at per diem). No more cash.*
- *Pre-approval is mandatory for non-local/overnight travel.*
- *Travel P-cards (credit cards) are available.*
- *New Forms are available for Local and Overnight Travel*

Travel P-cards

Apply for your Travel P-card

http://swtjc.edu/documents/business_office/swtjc_travel_pcard_application.pdf

Local Travel

- Local travel is defined as travel that does not require an overnight stay and does not qualify for reimbursement for overnight or meal expenses.
- Includes reimbursements for mileage (for example clinicals or being asked to teach at more than one campus)
- May include registrations or parking
- Business meals (with a business purpose) maybe reimbursed
- May use new form OR Self Service Request for Payment

Local Travel


Local (Non-Overnight) Travel Reimbursement Instructions

https://swtjc.edu/documents/business_office/swtjc-instructions-local-travel-reimbursement-form.pdf

Local (Non-Overnight) Travel Reimbursement Worksheet

https://swtjc.edu/documents/business_office/swtjc-local-travel-reimbursement-form.pdf

OVERNIGHT TRAVEL

- Overnight Travel is defined as travel that includes an overnight stay.
 - Must be pre-approved by a VP
 - Offers an individualized Travel P-card
 - Meals are all per diem based; travel advance available via check
 - Travel form allows for pre-travel estimates as well as post-travel reconciliation
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OVERNIGHT TRAVEL

Overnight Travel Reimbursement Form Instructions

https://swtjc.edu/documents/business_office/swtjc-instructions-overnight-travel-form.pdf

Overnight Travel Request and Reimbursement Form

https://swtjc.edu/documents/business_office/swtjc-overnight-travel-request-reimbursement-form.pdf



Feel free to contact:

Blanca Martinez, Accounts Payable Specialist

bemartinez@swtjc.edu or ext 7339

Dana Garza Accounts Payable

acctpayable@swtjc.edu ext 7206

Dana Garza, Purchasing dlgarza2@swtjc.edu

ext 4171

QUESTIONS