

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

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



NEED TO BUY SOMETHING







***WHAT DO
WE DO?***

Several thin, white, parallel lines are drawn diagonally across 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



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)

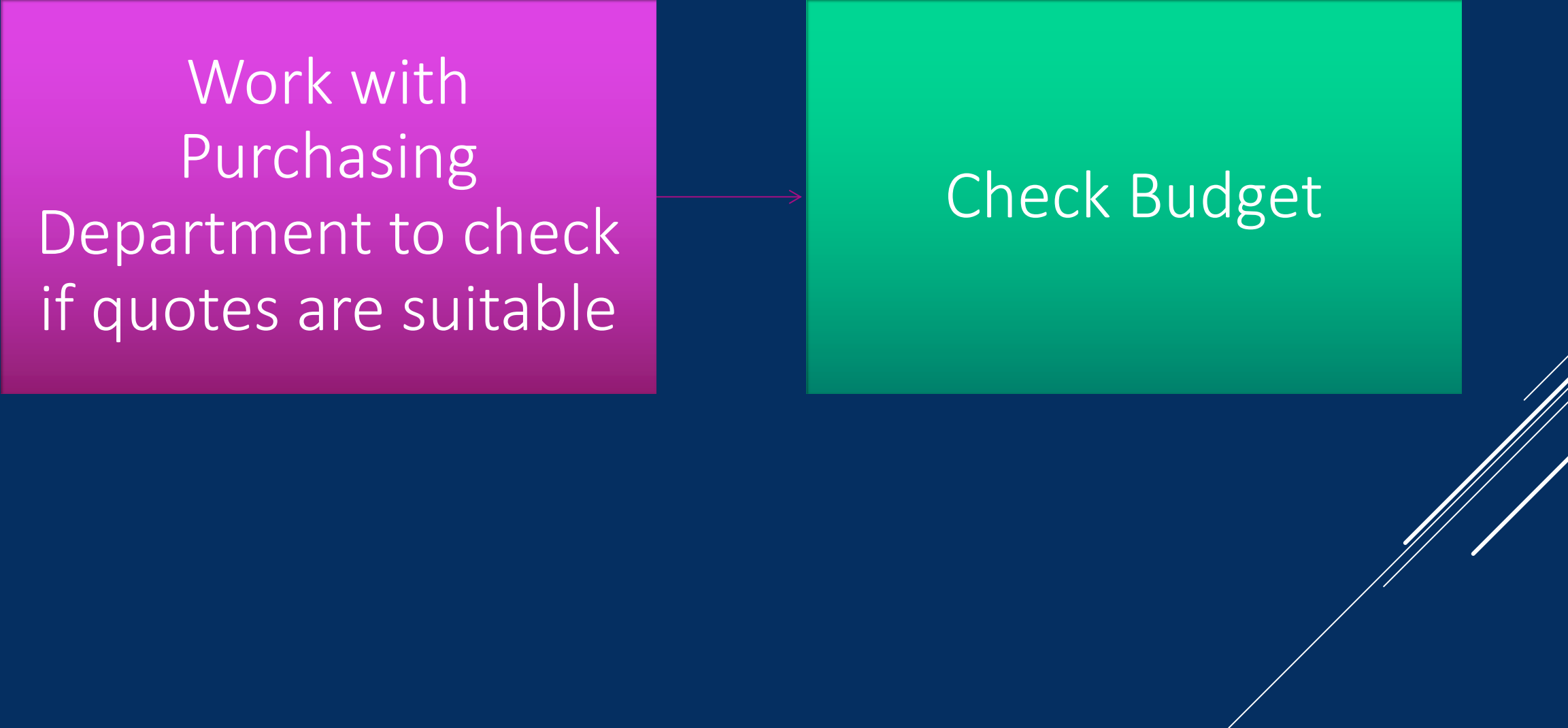
CURRENT PROCESS IN SELF SERVICE FOR PURCHASE ORDER REQUISITION

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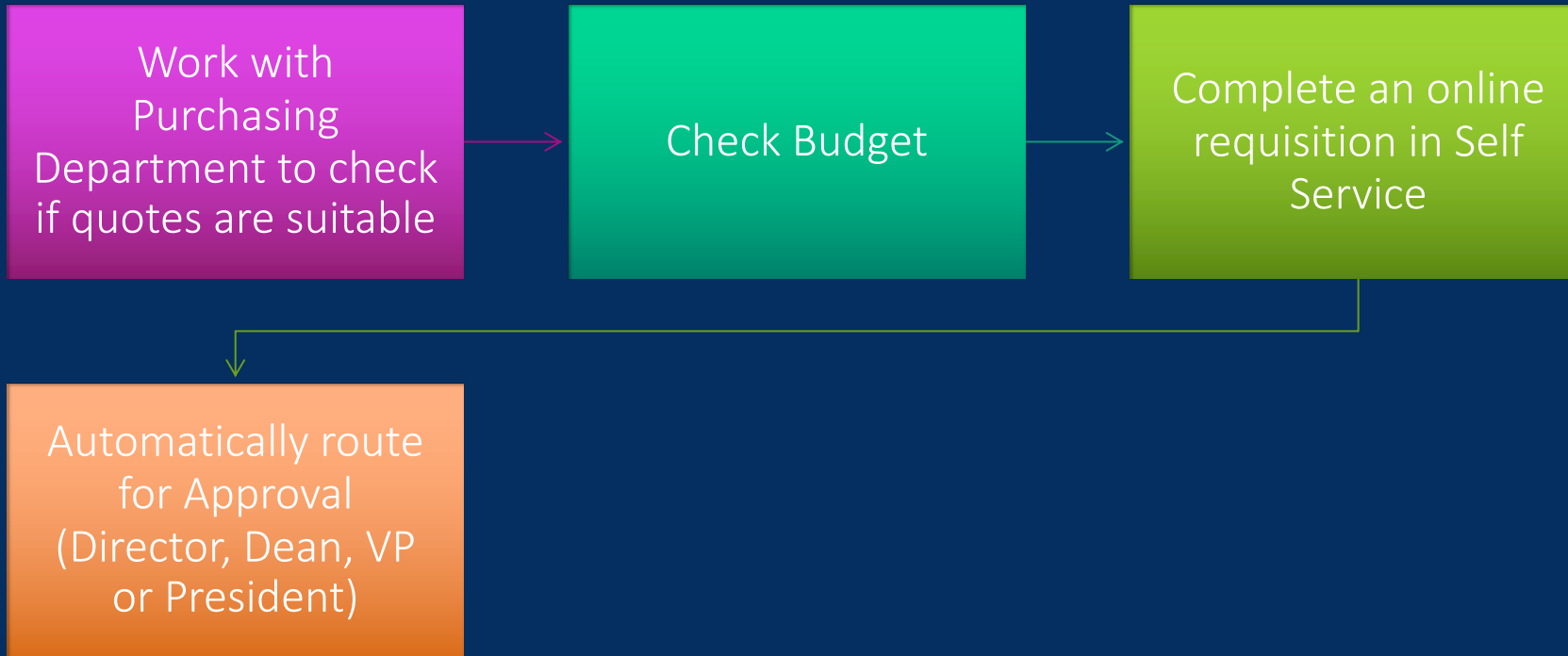
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graph LR; A[Work with Purchasing Department to check if quotes are suitable] --> B[Check Budget]
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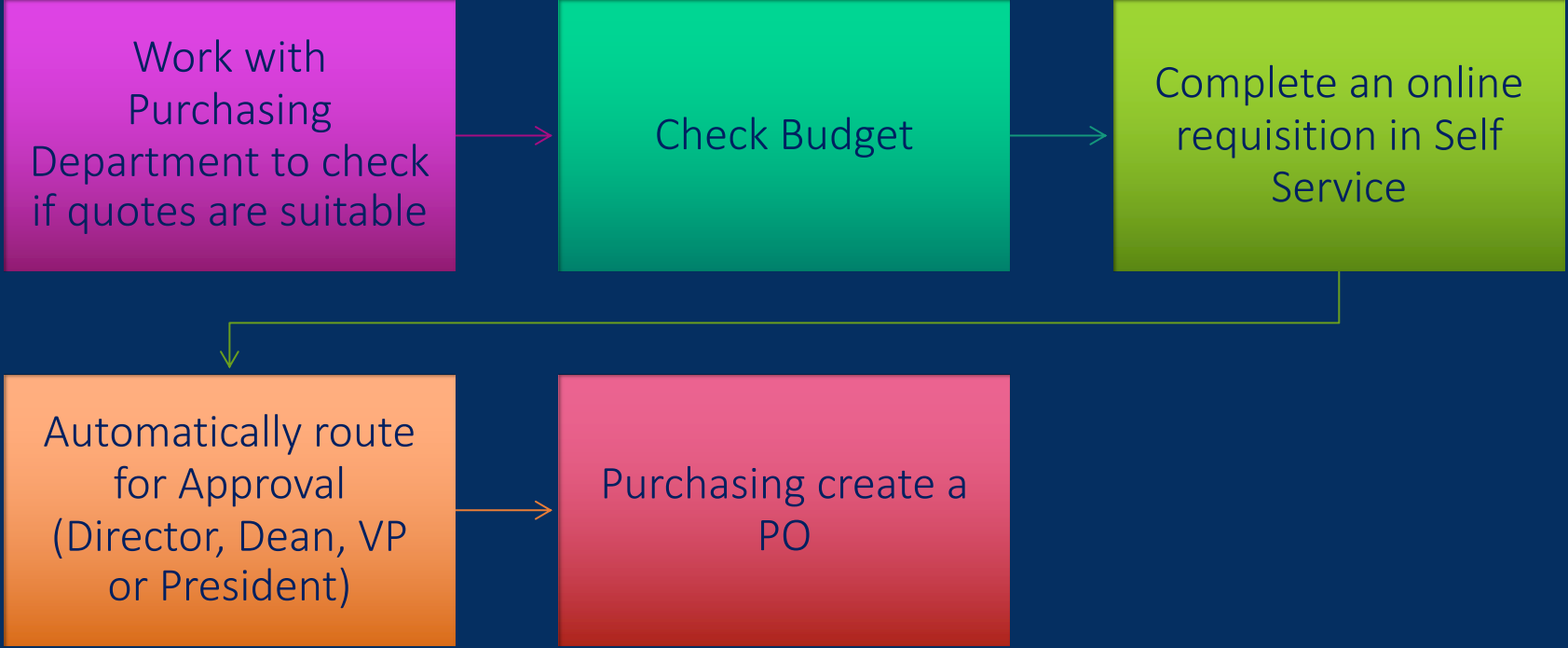
Check Budget

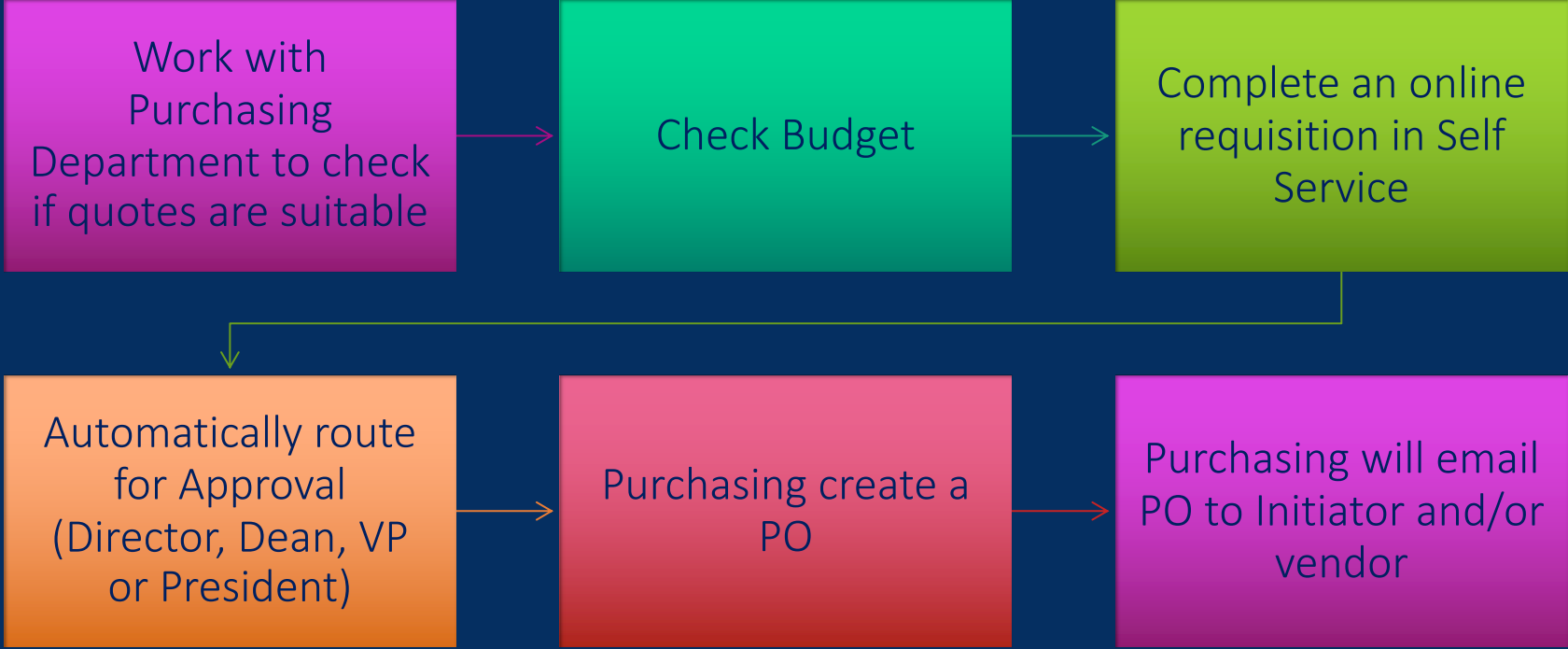
Work with Purchasing Department to check if quotes are suitable

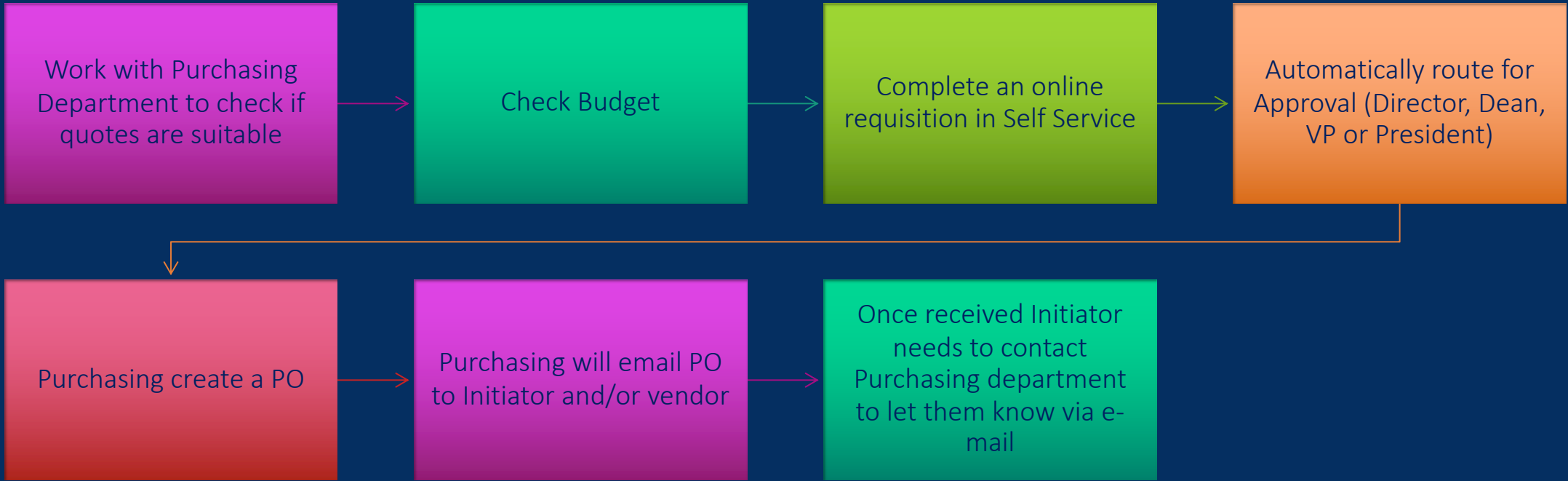
Check Budget

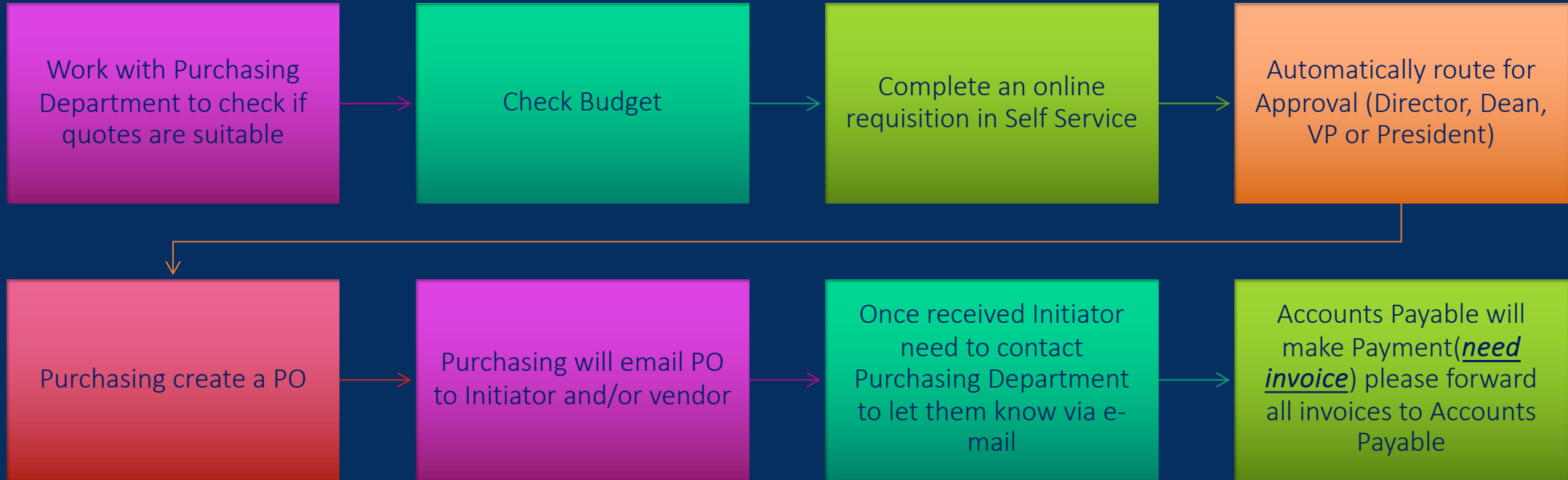
Complete an online requisition in Self Service













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





Dr. Hector E. Gonzales
President

