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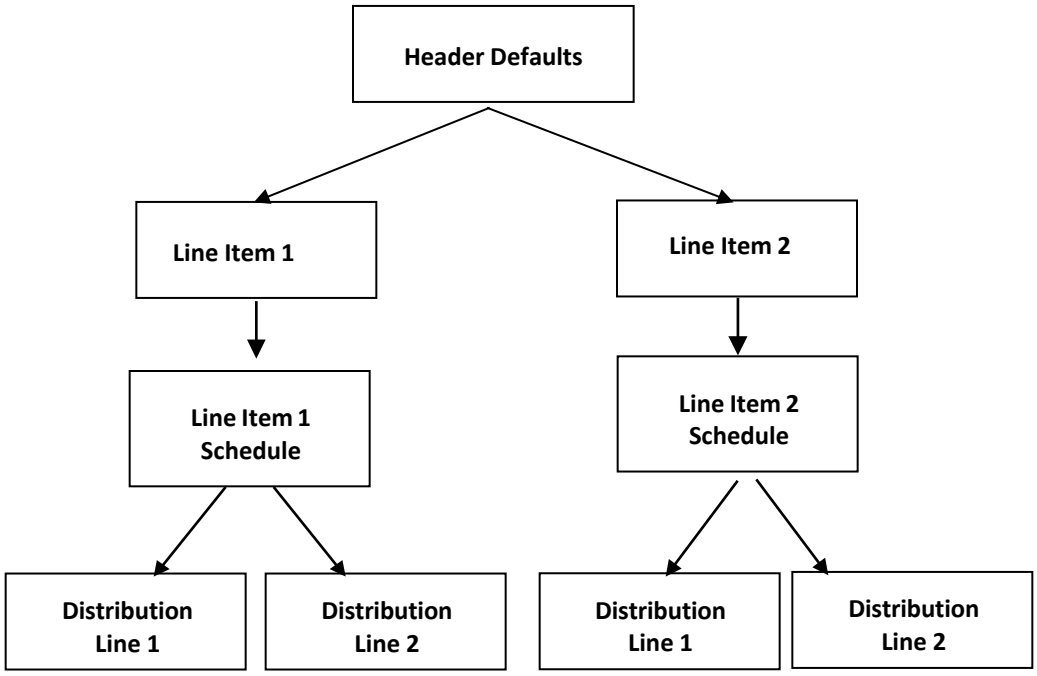
AN OVERVIEW OF THE REQUISITION STRUCTURE

The Requisition (sometimes called Purchase Request) component of the PeopleSoft Financial System offers the flexibility to enter required fields in different ways depending upon the specific needs of the end user. Below is a summary of different pages that may be used to enter Cost Center and Account information and how that information applies to the items requested. Information flows from the highest to the lowest level of detail. For instance, information entered in the Header Defaults applies to all lines and distributions (cost centers). Information on the Line applies to all distributions for that line. Information on the Distribution Line only applies to a single line and distribution.



- Header Defaults – what applies to the whole Requisition such as the Vendor Name, Vendor Number, and Buyer Name. One cost center and account are entered in the Header Defaults because the assumption is that you are paying for the items you will be ordering from one cost center.
- Line Items – what you're ordering such as paper and pencils. Do not have more than 10 lines on a Requisition. If there will be more than 10 lines, enter one line as "see attached quote" and attach the quote to the Requisition.
- Distribution Lines – how you're paying for what you've ordered – your cost centers and accounts. The Account and Cost Center defaults in from the Header Defaults. If you are paying for your Line Item from more than one Cost Center and/or Account, add another distribution here. Navigate through the Schedule page to get to the Distribution lines.

SUPPORTING DOCUMENTATION REQUIRED FOR REQUISITIONS

1. A current quote from the vendor.
2. Good specifications. "Good" specifications include a detailed description, dimensions, quantities, etc.
3. Any forms required by the vendor.
4. Any emails or supporting documentation that would be helpful in placing the order.

SIGNATURES REQUIRED BY PURCHASING

All Requisitions where the originating department is spending Provost funds (C0061) must have the signature of the Business Coordinator for the originating department on the Requisition Coversheet. The Coversheet must be scanned and attached to the Requisition. Change the source on the Requisition to PRV which will redirect the Requisition to the Business Coordinator for PRV for approval. Choose the Provost path.

NOTE: The Business Coordinator's approval as well as any intermediate approval will be obtained electronically through the workflow process. The Business Coordinator's approval indicates all required signatures have been obtained.

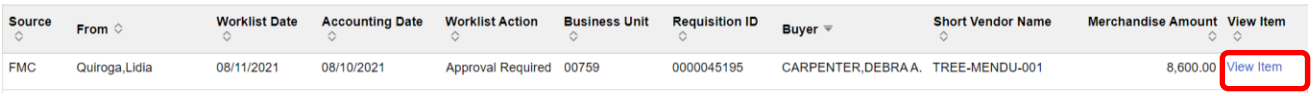
REASONS REQUISITIONS WILL BE DENIED BY PURCHASING

1. The source of funds and/or account is not appropriate for the items being purchased.
2. The supporting documentation does not agree with the Requisition.
3. The documentation is not adequate to support the order.
4. Required approvals and/or signatures are missing.
5. The supporting documentation is not legible. PLEASE PRINT NAMES IF THE SIGNATURE IS NOT LEGIBLE.
6. The Business Coordinator approving the Requisition doesn't have cost center authority.
7. The wrong path has been chosen.
8. The Requisition "Comments" does not include sufficient information such as who is requesting the order, a good working phone number for the vendor, and a vendor contact name. Example: Requested by, Quote by, Phone Number
9. The Requisition has more than 10 lines.
10. The required fixed asset information is not entered in the Header Comments for fixed asset purchases.
11. Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the requisition.

HOW TO MONITOR THE REQUISITION WORKLIST

The Requisition Worklist is displayed on the Home Page provided it has been set up to do so. Requisitions that need processing will be displayed on the Worklist.

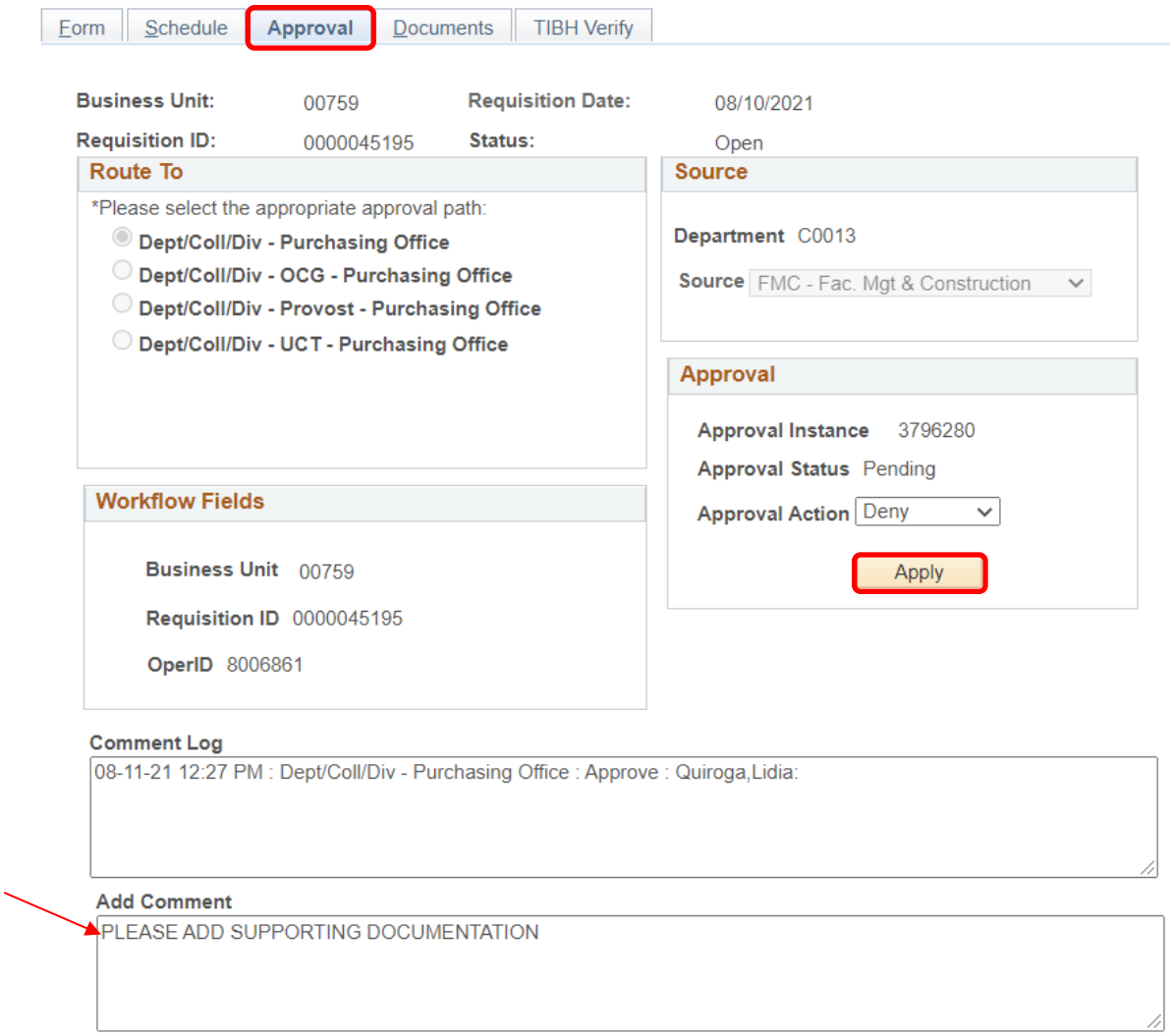
Step 1: Click the **View Item** hyperlink to go to the Requisition.



Source	From	Worklist Date	Accounting Date	Worklist Action	Business Unit	Requisition ID	Buyer	Short Vendor Name	Merchandise Amount	View Item
FMC	Quiroga,Lidia	08/11/2021	08/10/2021	Approval Required	00759	0000045195	CARPENTER,DEBRA A.	TREE-MENDU-001	8,600.00	View Item

Step 2: Click the Approval tab. Enter a comment in the Comment box if "Deny" has been chosen for an Approval Action. Otherwise, choose an Approval Action from the drop-down list on. The valid values are:

a. Approve – The Requisition is approved and once the **Apply** button is clicked, the Requisition willbe moved to the next step in the approval process.
b. Deny – The Requisition is denied and once the **Apply** button is clicked, the Requisition will be routed back to the initiator's worklist and a deny email notification will automatically be sent to the initiator. If the Requisition is "Denied", a reason must be entered in the Comment box before the **Apply** button is clicked.
c. Recycle – do not use.

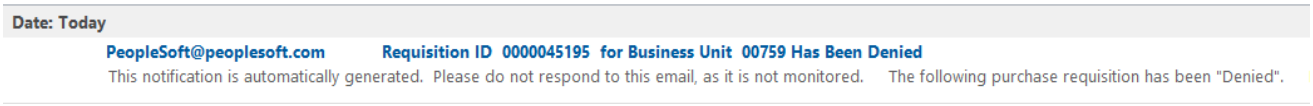


Click the **Apply** button to process the Requisition. NOTE: Clicking the **Save** button does not do anything related to moving the Requisition though the workflow process.

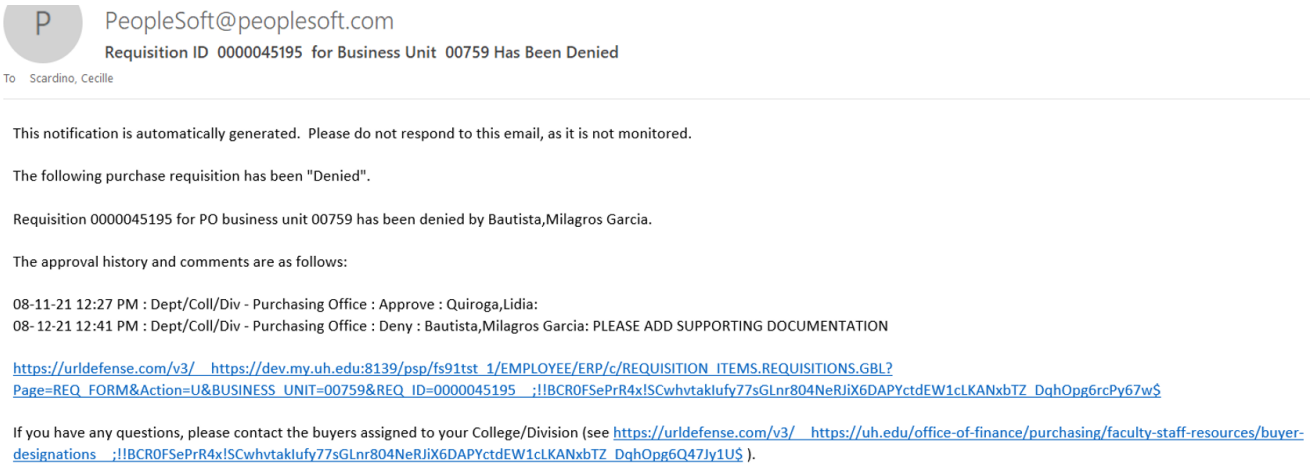
HOW TO PROCESS A "DENIED" REQUISITION

If a Requisition has been given an Approval Status of "Deny", an automated email will be sent to the originator of the Requisition. The Requisition will also move to the originator's Requisition worklist. The Requisition is updatable by the originator only and can be corrected and re-entered into the workflow process.

The deny email looks like this in the Outlook Inbox:

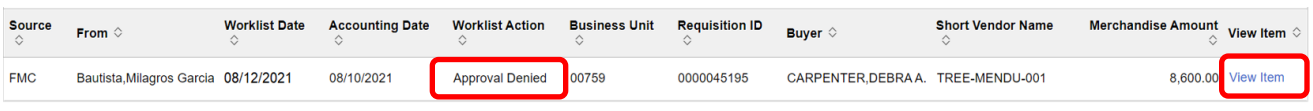


When the email is opened, it looks like this:



As you can see, a hyperlink is provided. Click on the hyperlink and the PeopleSoft sign on page will be displayed. Then you can navigate to the Requisition page. If PeopleSoft is already up, when you click the hyperlink, the Requisition page will be displayed automatically – no navigation is needed.

In addition to an automated email, the denied Requisition moves to the originator's Requisition worklist. This is what the worklist looks like:

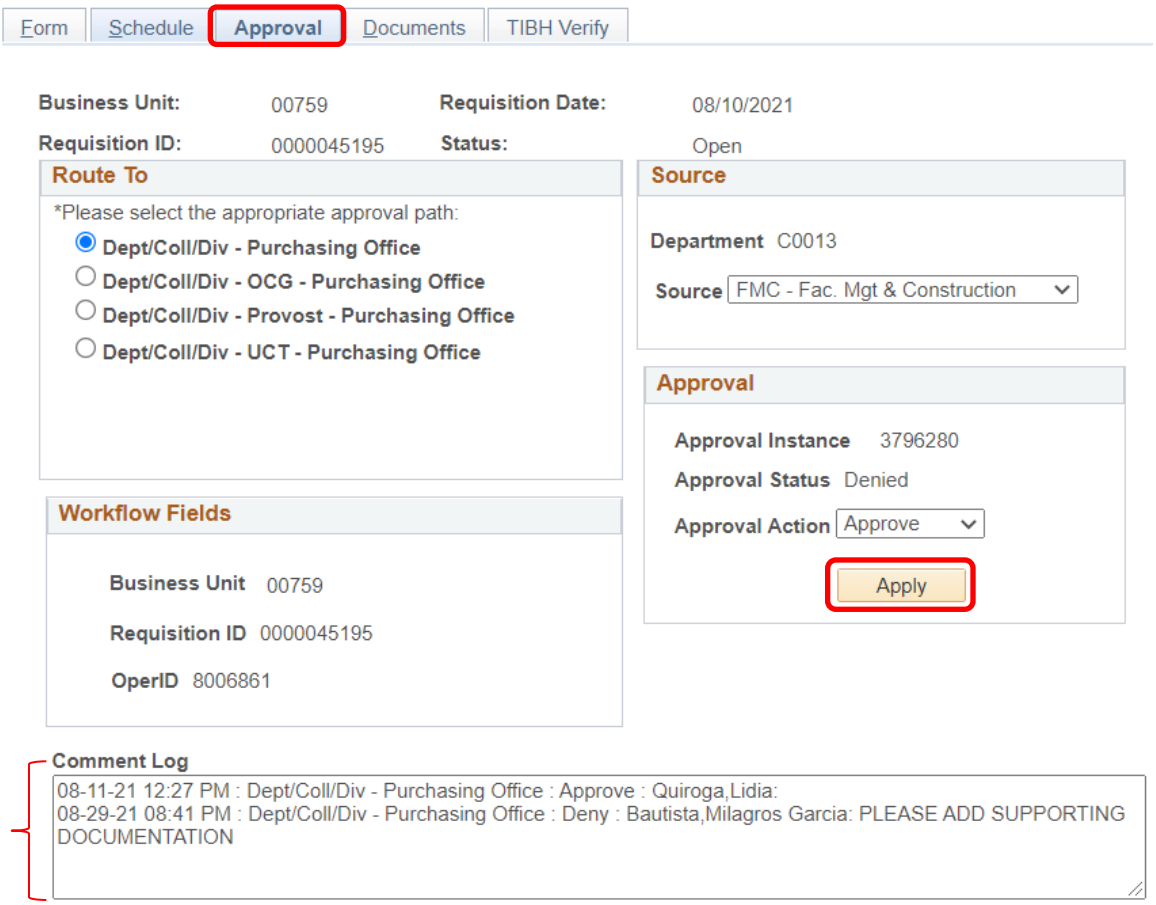


Source	From	Worklist Date	Accounting Date	Worklist Action	Business Unit	Requisition ID	Buyer	Short Vendor Name	Merchandise Amount	View Item
FMC	Bautista,Milagros Garcia	08/12/2021	08/10/2021	Approval Denied	00759	0000045195	CARPENTER,DEBRA A.	TREE-MENDU-001	8,600.00	View Item

Notice the Worklist Action states "Approval Denied". Click the **View Item** hyperlink to access the Requisition.

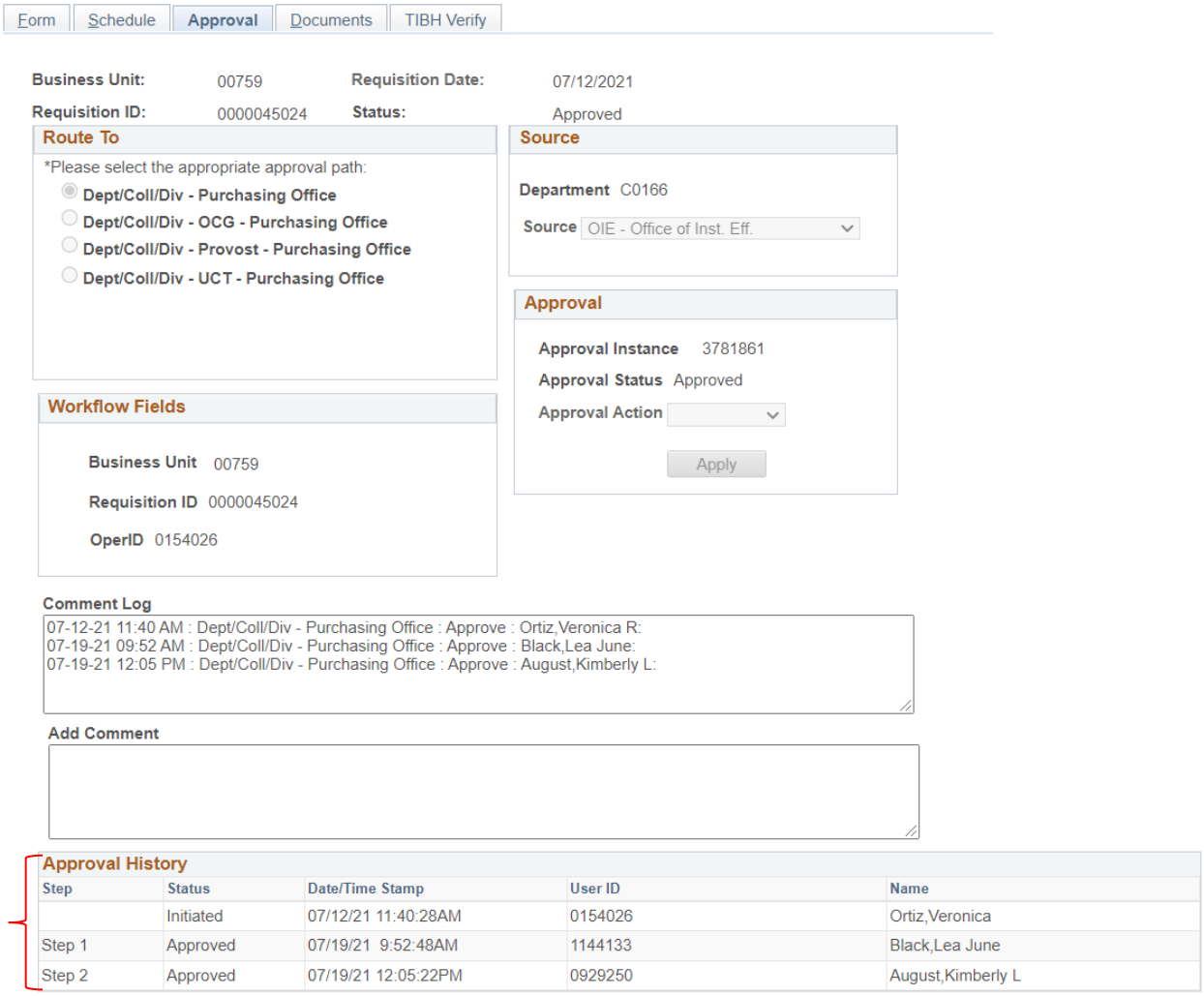
Step 1: Click the Approval Tab. Read the Comment Log to know what needs to be corrected on the Requisition. Make the requested corrections click the **Save button** and re-budget check the Requisition. Then navigate back to the Approval page.

Step 2: Change the Approval Action to "Approve" once the corrections have been made to the Requisition and click the **Apply** button. The Requisition has been re-entered into workflow.



HOW TO USE THE APPROVAL HISTORY

The Approval History listed on the Approval tab provides the status of the Requisition along the current approval path. A complete list of comments entered in the Comment Log box is also displayed:



Note the data listed under the Approval History:

Step – this refers to each step of the approval process according to the "Route To" pathchosen.

Status – the status of the Requisition at each step in the path. The values are:

- Initiated the Requisition has been created
- Approved the Requisition has been approved and moved to the next step of the workflow process
- Denied the Requisition has been denied and routed back to the originator
- Pending the approval action has not been selected for the Requisition in this step of the workflow process (Requisition is waiting on the worklist)Skippedthe Requisition has skipped a step in the approval process

Date/Time Stamp – This is the date and time stamp of the approval action.

User ID – This is the EMPL ID of the person choosing the approval action along the approvalpath.

Name – This is the name of the person choosing the approval action along the approvalpath.

HOW TO CANCEL A LINE ON A REQUISITION

To cancel a line on a requisition, the requisition must have a Budget Status of "Valid" and must be on your worklist. Once it has left the originator, the line cannot be cancelled unless the requisition is denied back to the originator because only the originator can cancel the line. If the requisition has not been budget checked yet, simply delete the line by clicking on the negative sign at the end of the line.

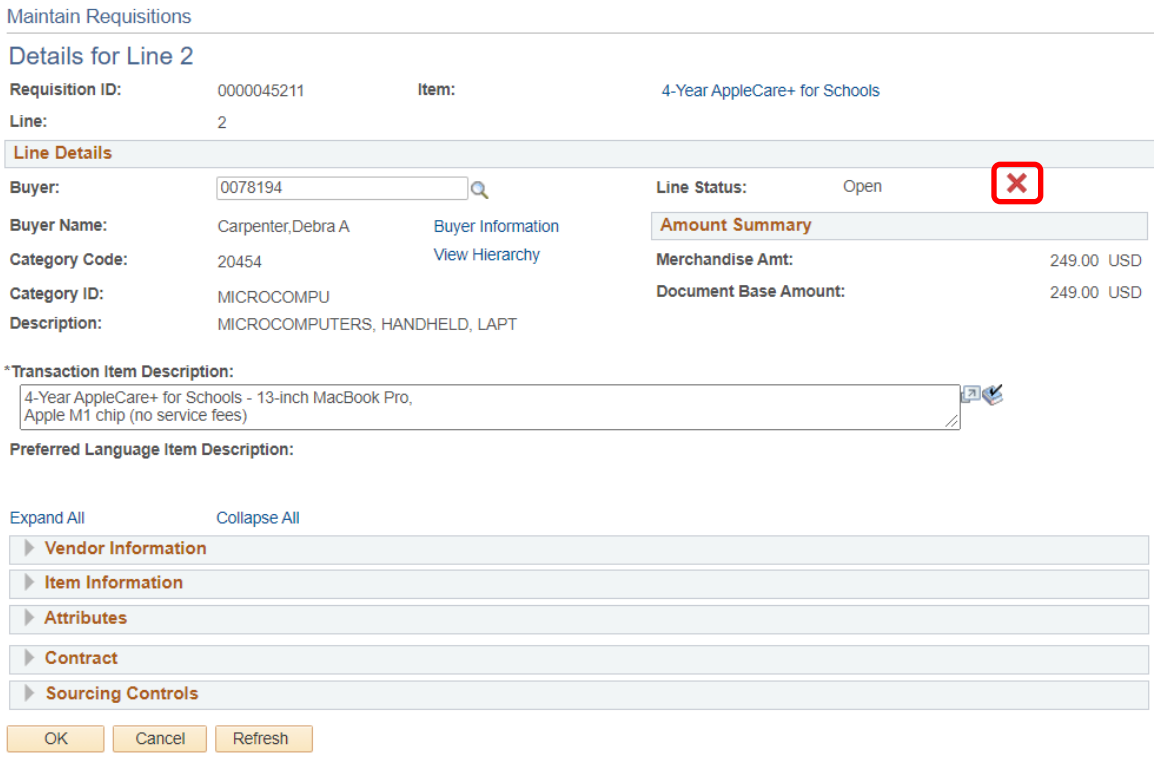
IMPORTANT: NEVER CHANGE THE AMOUNT TO ZERO BEFORE CANCELING THE LINE.

In our example, we will cancel line 2 – Pencil Sharpener on the requisition.

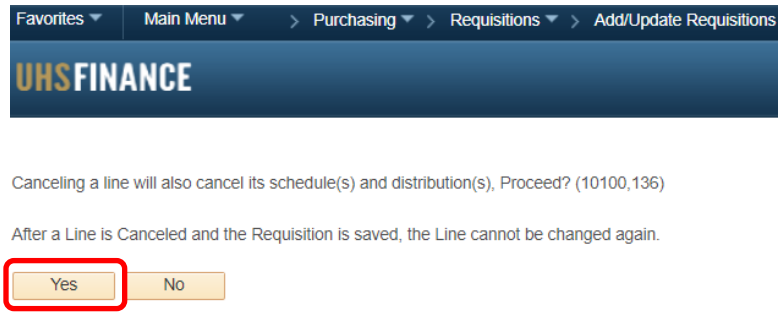
Step 1: Click the Line Details icon next to line 2.

The Line Details page opens for Line 2.

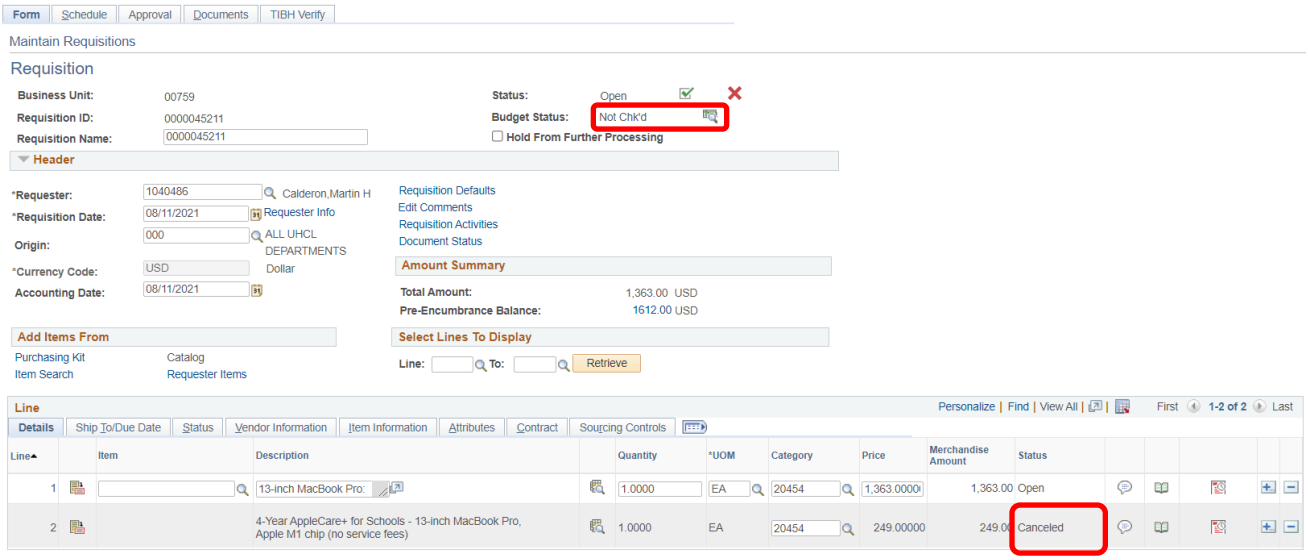
Step 2: Click on the Cancel ✖ icon.



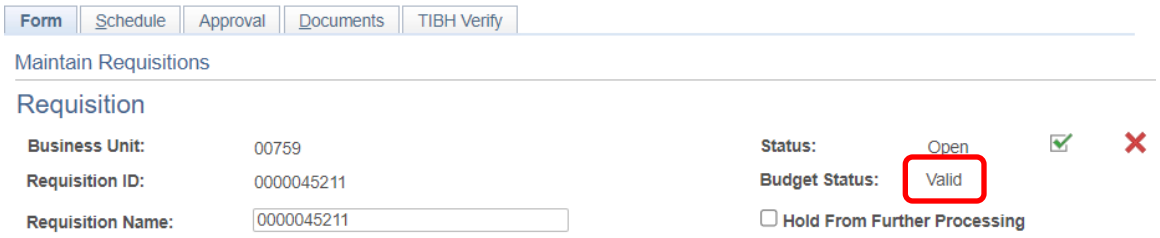
A warning message appears. Click the **Yes** button.



The line is now marked “Canceled” and the budget status has been set to “Not Checked”. Click the Budget Check icon to return funds to the cost center.



The budget status will change to “Valid”. The funds have been returned to the cost center.

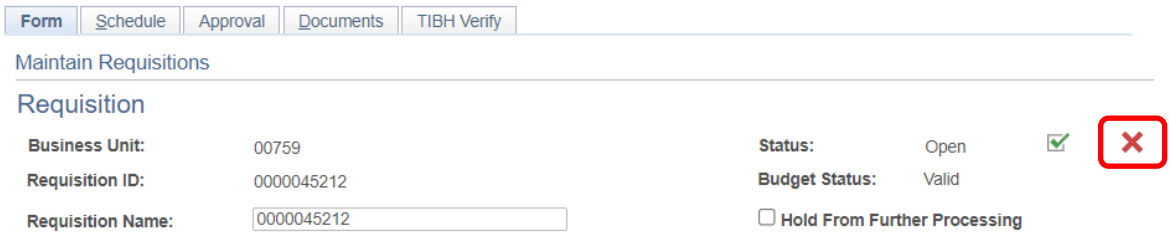


HOW TO CANCEL A REQUISITION

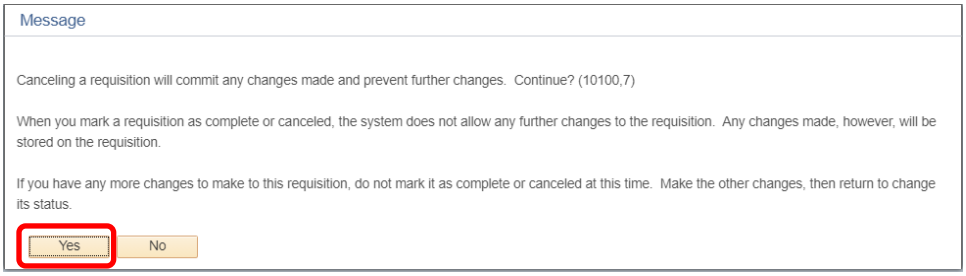
To cancel a requisition, the requisition must have a Budget Status of "Valid" and must be on the originator's worklist. Once it has left the originator, the requisition cannot be cancelled unless the requisition is denied back to the originator because only the originator can cancel the requisition.
To cancel a requisition, each line on the requisition DOES NOT need to be cancelled.

IMPORTANT: NEVER CHANGE THE LINE AMOUNT TO ZERO BEFORE CANCELING THE REQ.

Step 1: Click the Cancel icon to cancel the requisition. Only the originator can cancel a **budget checked** requisition.

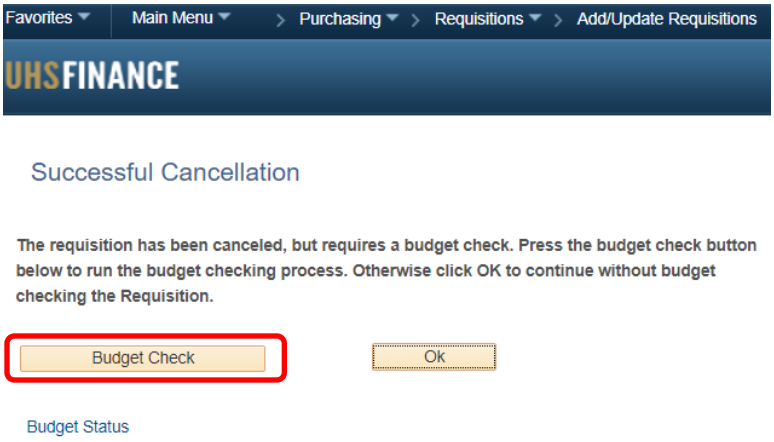


Step 2: Click the **Yes** button to the warning message that is displayed.



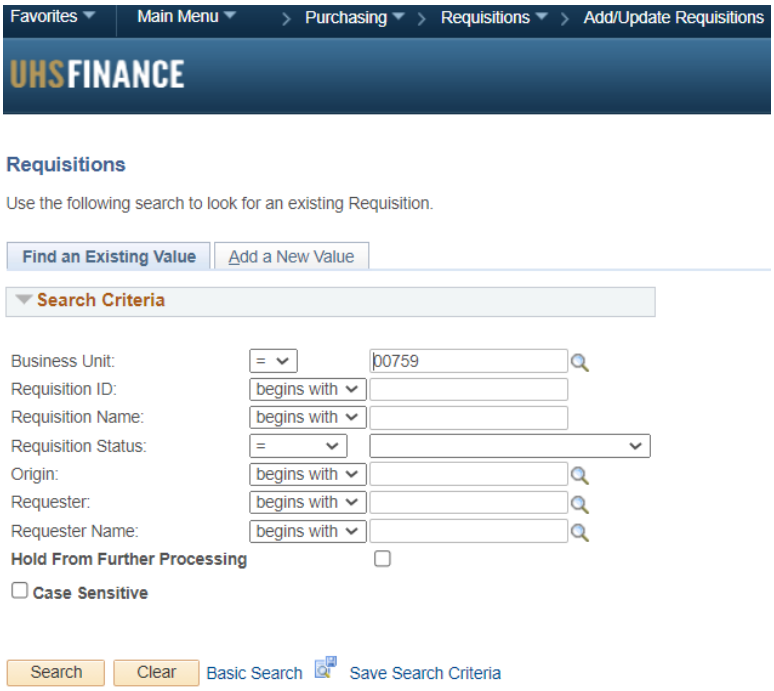
Step 3: Click the **Budget Check** button when prompted by the Successful Cancellation message. Budget checking the cancellation will return the funds to the cost center.

IMPORTANT: NEVER CHOOSE THE OK BUTTON.



The page is returned to the Search page once the budget check is complete. This means the requisition has been cancelled. To see the requisition information, review it under:

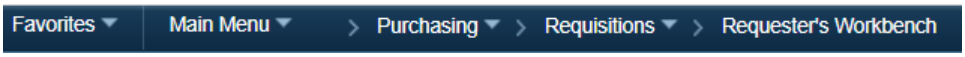
REQUISITIONS – REVIEW REQUISITION INFORMATION – REQUISITIONS.



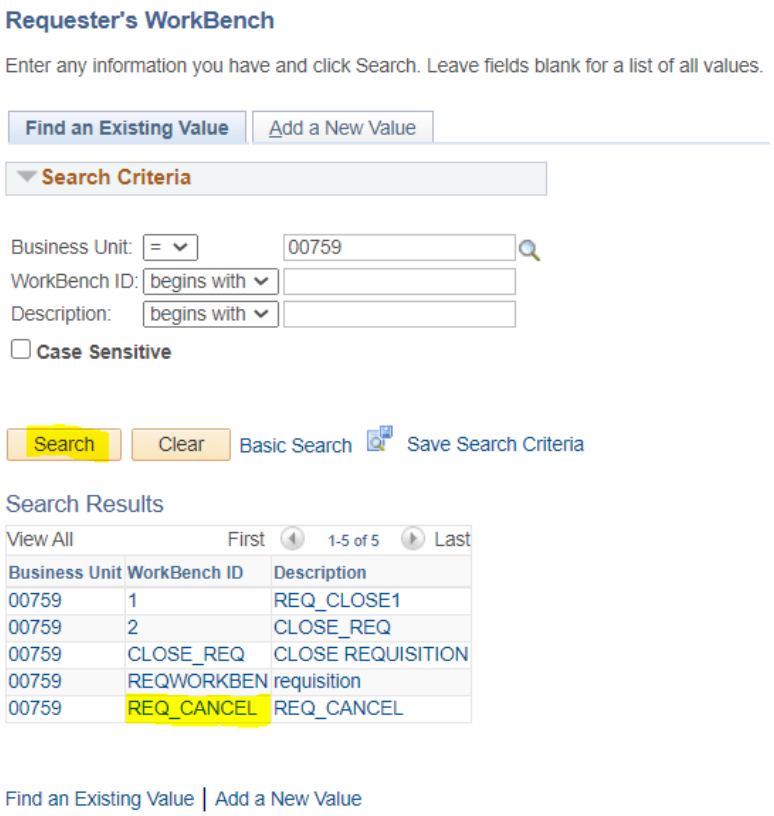
HOW TO CANCEL REQUISITION VIA REQUESTER'S WORKBENCH

A requisition must have a **VALID** budget status before it can be canceled.

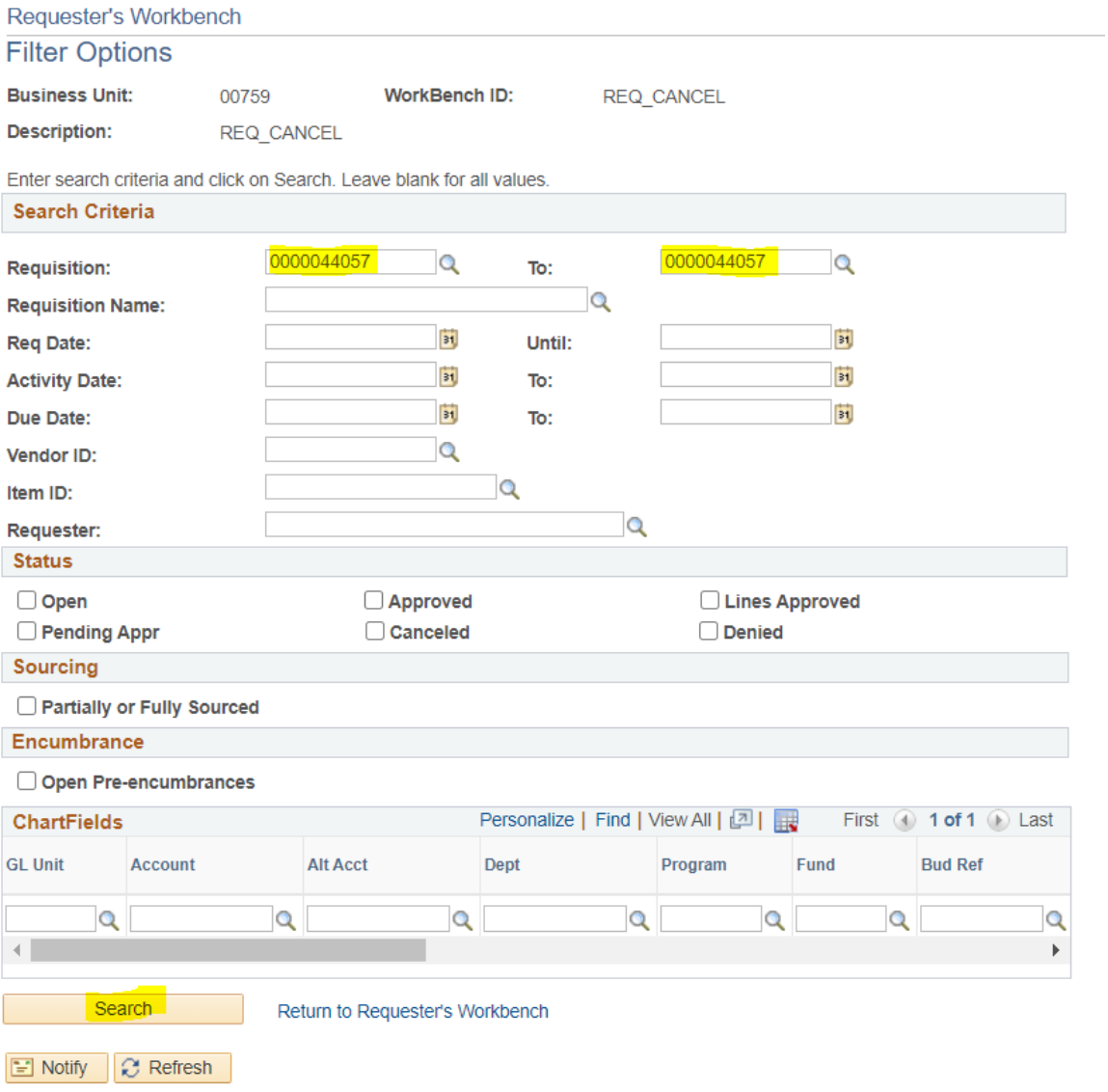
1. Navigate to the **Requester's Workbench**.



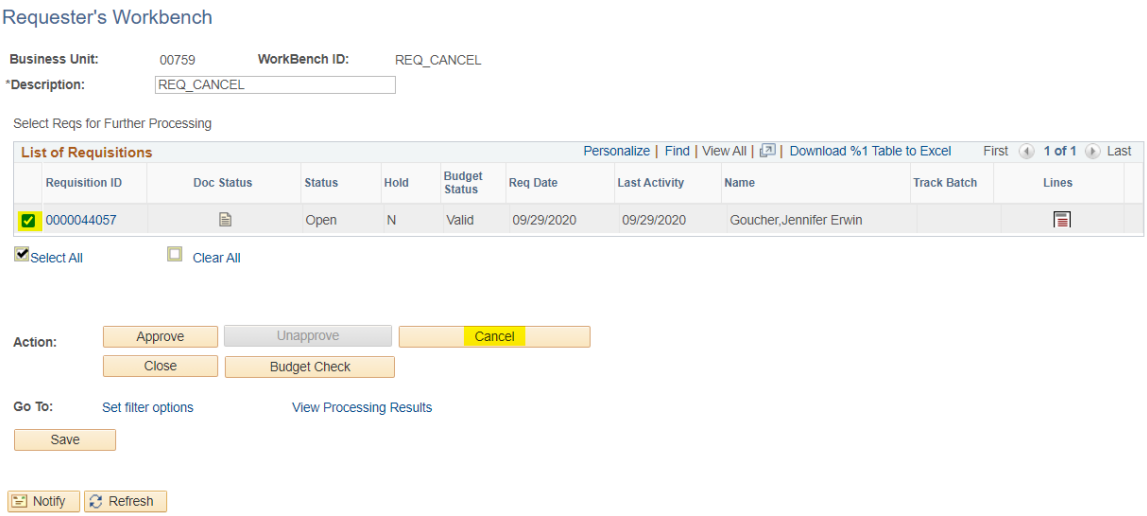
2. Click the **Search** button. Select ***"REQ_CANCEL"*** *WorkBench ID*.



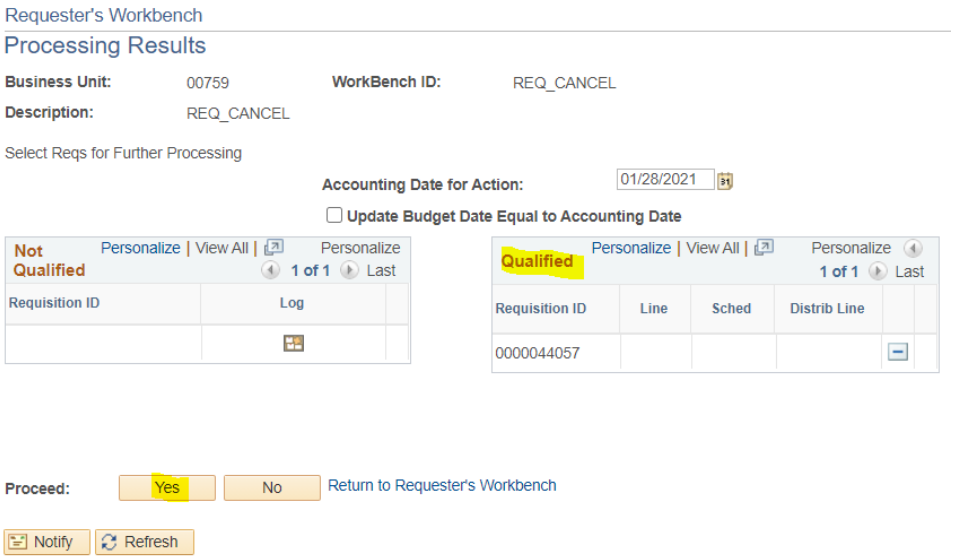
3. Enter the ***Requisition ID***. You can add criteria based on *Status*, *Sourcing*, *Encumbrance*, or *ChartFields* information. Click the **Search** button.



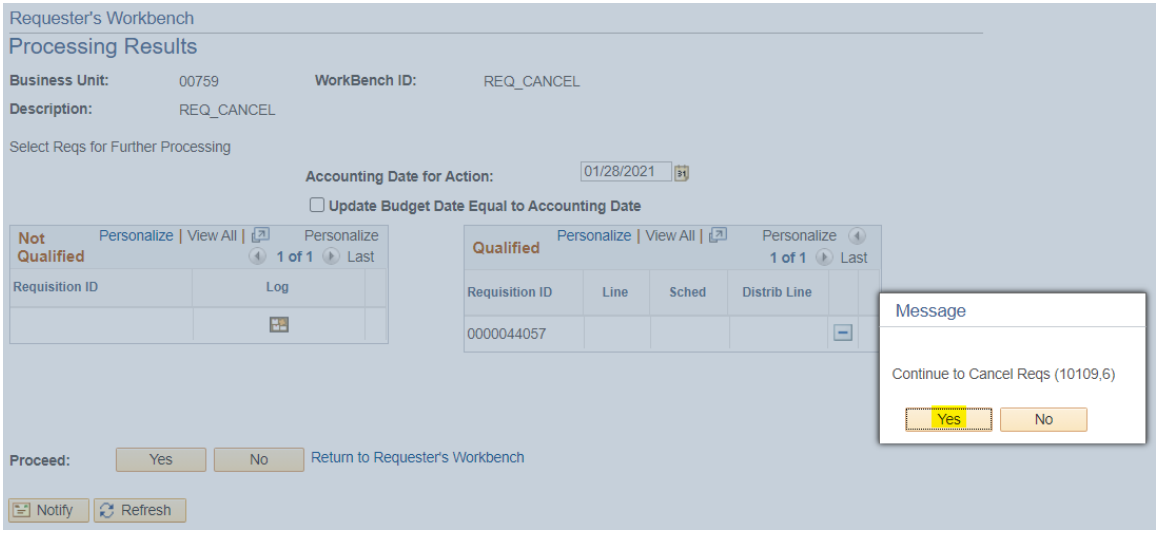
4. Select the requisition by checking the checkbox. Click the **Cancel** button.



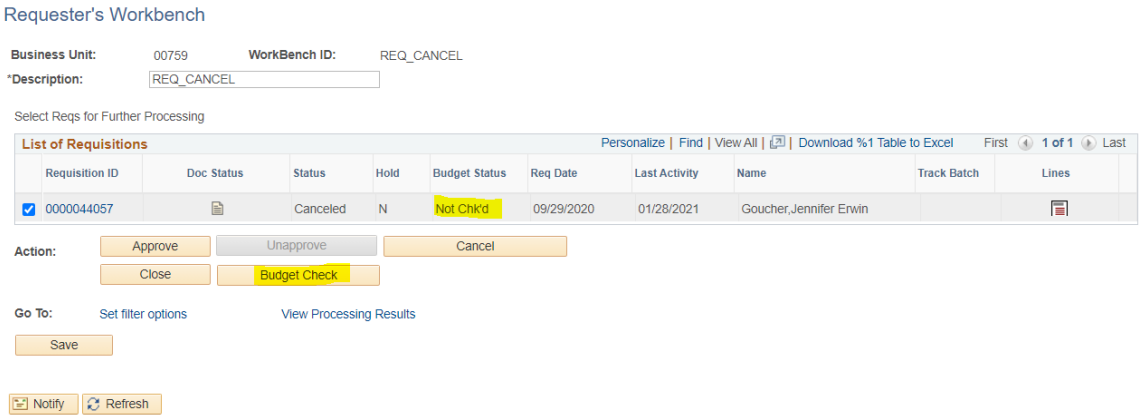
5. If the requisition is qualified for the selected *Action* (ie. ***Cancel, Budget Check***), it will display on the *Qualified section*. If displayed on the *Not Qualified section*, click on the icon under *Log* column for the reason. Click the **Yes** button to proceed.



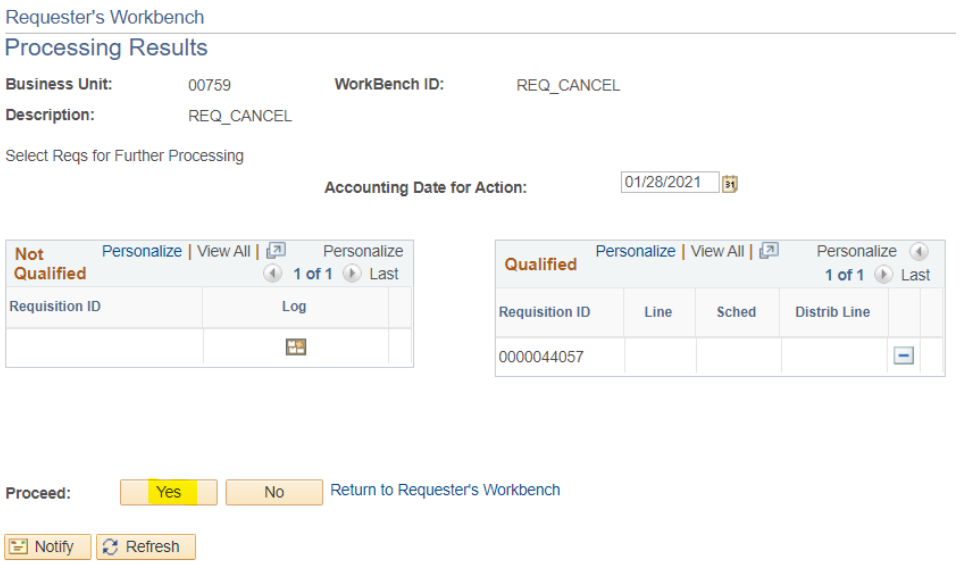
6. Click the **Yes** button to continue.



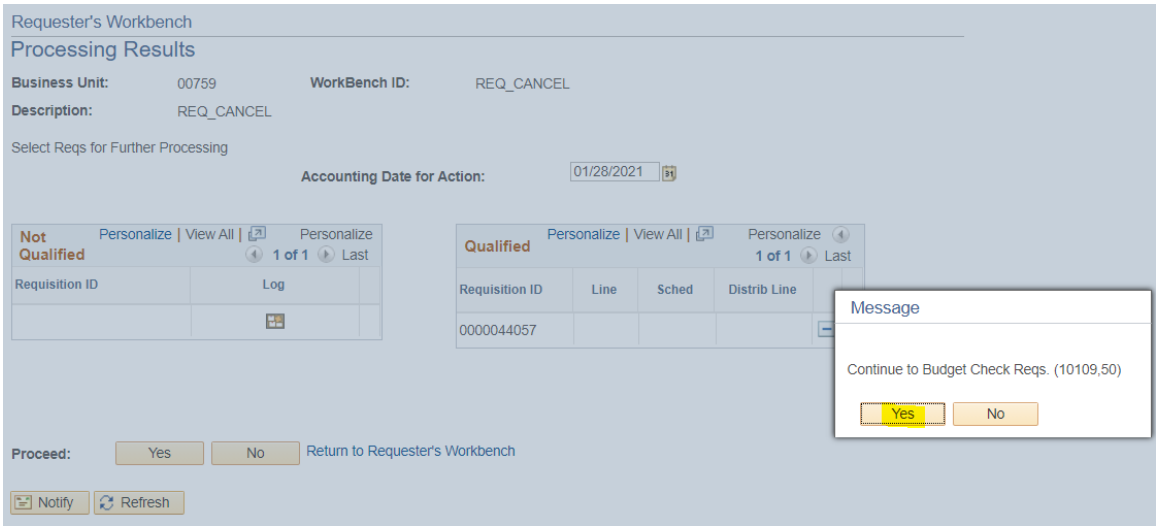
7. Once cancelation is processed, the page will navigate back to the *Requester's Workbench* page. The requisition needs to be re-budget checked to release the fund back to the cost center. Select the requisition by checking the checkbox. Click the **Budget Check** button.



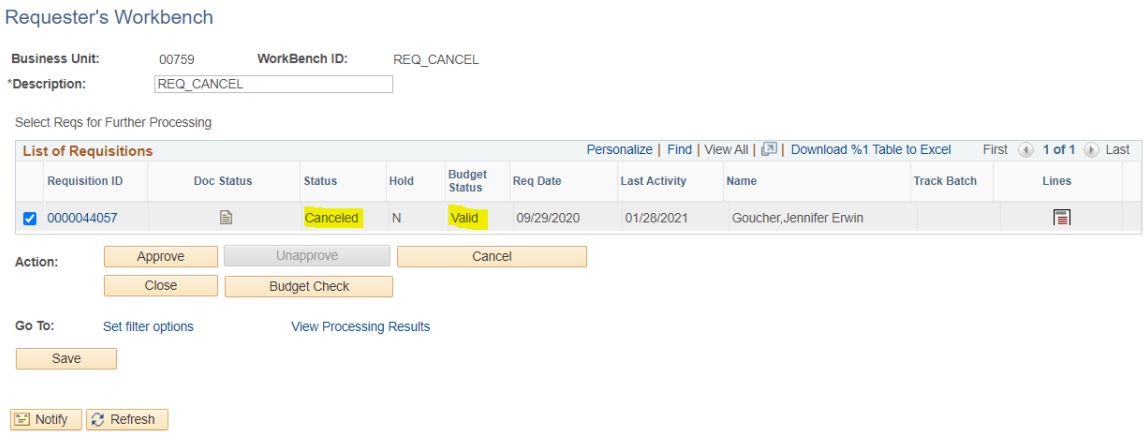
8. If the requisition is qualified for the selected *Action* (ie. ***Cancel, Budget Check***), it will display on the *Qualified section*. If displayed on the *Not Qualified section*, click on the icon under *Log* column for the reason. Click the **Yes** button to proceed.



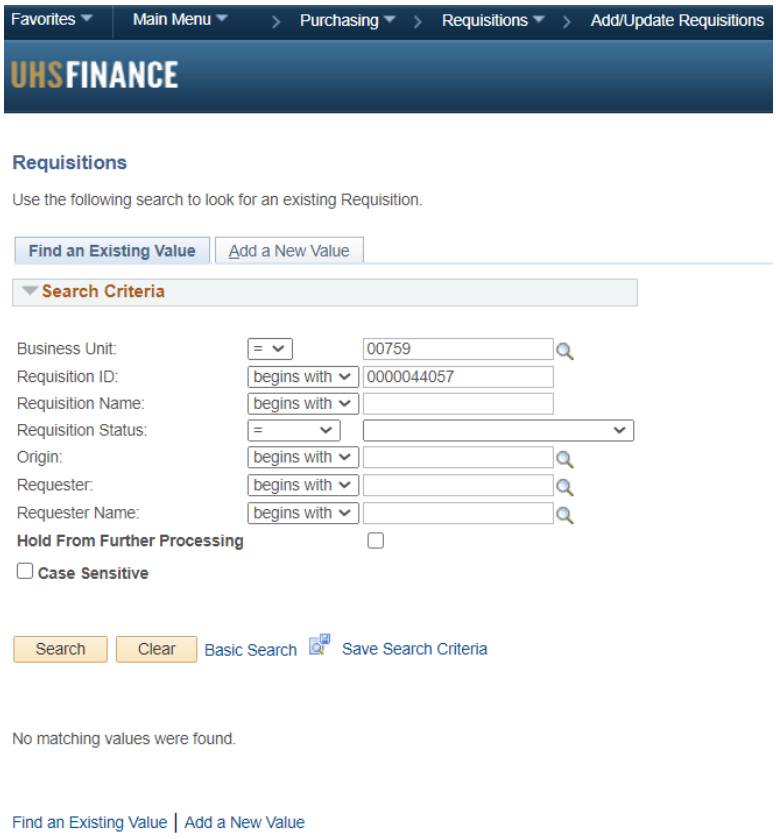
9. Click the **Yes** button to continue.



10. Once budget checking is done, the page will navigate back to the *Requester's Workbench* page. The *Requisition Status* displays ***Canceled*** and the *Budget Status* displays ***Valid***.



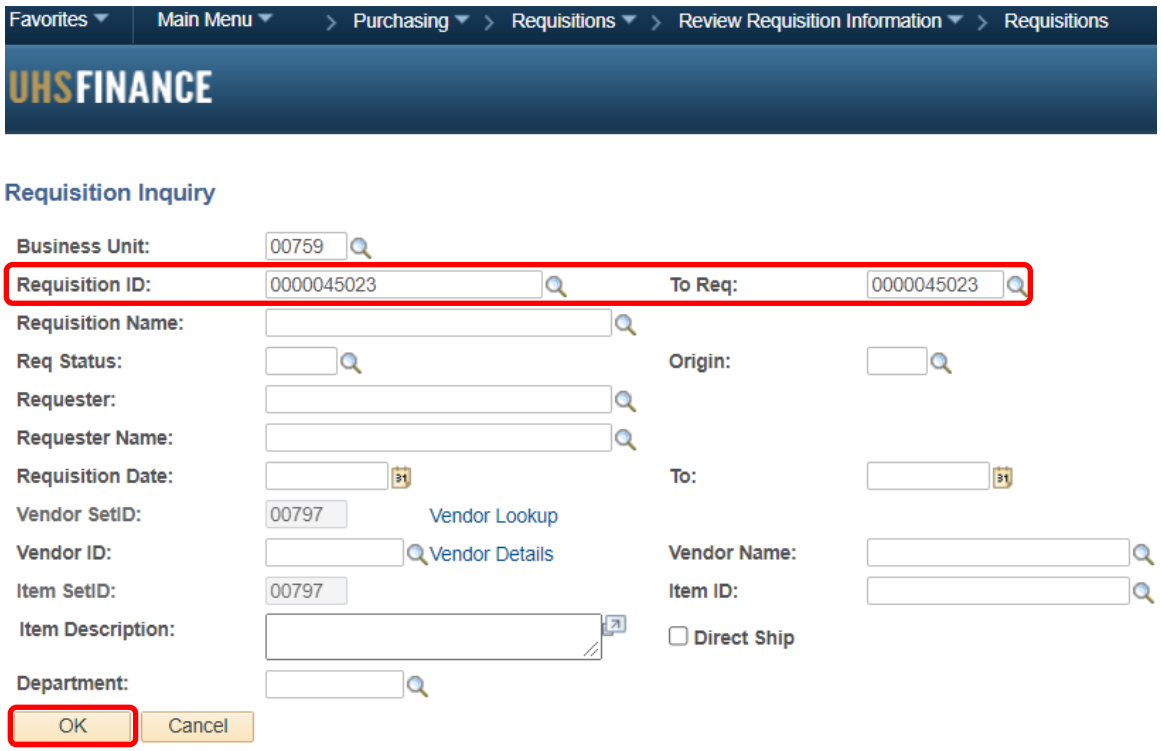
The requisition is now canceled.



HOW TO FIND THE PO NUMBER FROM THE REQUISITION

Step 1: Navigate to the Requisition Document Status page as follows:
PURCHASING – REQUISITIONS – REVIEW REQUISITION INFORMATION –REQUISITIONS

Step 2: Enter the Requisition Number in the "Requisition ID" and "To Req" fields and click the **OK** button.



Step 3: Click the "Status" tab. Drill down to the PO by clicking on the "P" hyperlink under "On PO". If there is no hyperlink under "On PO", then the requisition has not been sourced to aPurchase Order yet.

The Requisition to Purchase Order List page is displayed listing the PO Number:

Requisition to Purchase Order List

Unit: 00759 **Req ID:** 0000045023

Purchase Order Details Personalize | Find | View 5 | First 1-9 of 9 Last

Details | More

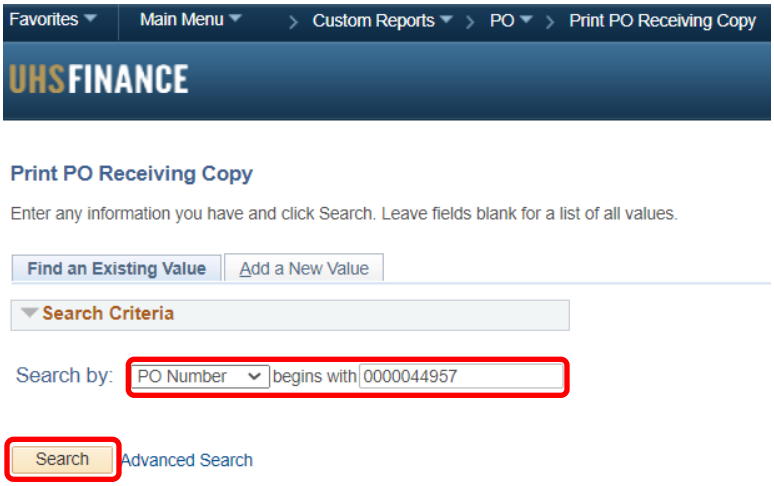
Line	Sched	Dist		Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed		0000044957	1	1	1	Dispatched	08/04/2021		Polo SM-XL
2	1	1	Processed		0000044957	2	1	1	Dispatched	08/04/2021		Polo 2XL
3	1	1	Processed		0000044957	3	1	1	Dispatched	08/04/2021		Polo 4XL
4	1	1	Processed		0000044957	4	1	1	Dispatched	08/04/2021		Oxford SM-XL
5	1	1	Processed		0000044957	5	1	1	Dispatched	08/04/2021		Oxford 2XL
6	1	1	Processed		0000044957	6	1	1	Dispatched	08/04/2021		Oxford 3XL
7	1	1	Processed		0000044957	7	1	1	Dispatched	08/04/2021		Oxford 4XL
8	1	1	Processed		0000044957	8	1	1	Dispatched	08/04/2021		Shipping
9	1	1	Processed		0000044957	9	1	1	Dispatched	08/04/2021		Set up fee

Return

HOW TO PRINT THE RECEIVING REPORT

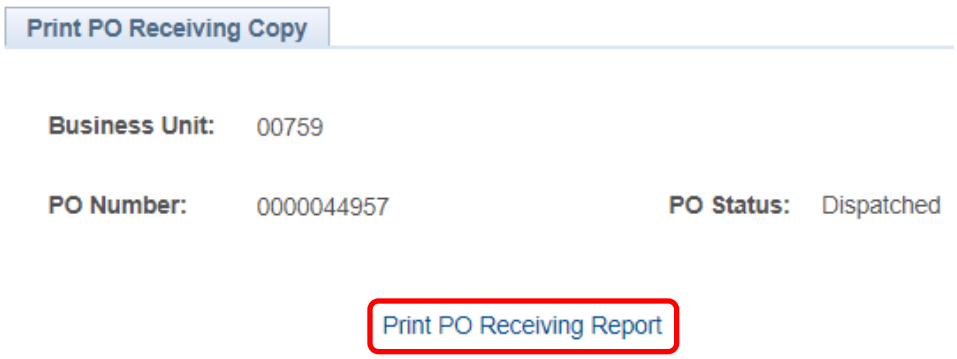
Step 1: Navigate as follows: CUSTOM REPORTS – PO – PRINT PO RECEIVING COPY

Step 2: Change "Search by" to Purchase Order. Enter the PO Number in the "begins with" field. Click the **Search** button.



The Print PO Receiving Copy page is displayed.

Step 2: Click the **Print PO Receiving Report** hyperlink.



The Receiving Report opens in a new internet window.

Receiving Report - Internal Use Only

University of Houston - Clear Lake
PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Purchase Order	Date	Revision
00759 - 0000044957	07/19/2021	
Payment Terms	**Freight Terms**	**Ship Via**
Net 30	SHIPPING POINT	COMMON
Buyer 1151587 Das,Tripti		**Fiscal Year** 2021

SOUTH COAST PROMOTIONS INC
PMB 486
21175 State Highway 249
Houston TX 77070-1655
USA

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Vendor: 0000157354
Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
53100	2064	C0166	D1256	NA	BP2021		224.91	CB1604	0000045023
1-1		Polo SM-XL			9.00	EA	24.99	224.91	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies Style - Gray (1 Large, 1 medium) Blue (1 Medium, 2 Small) Men's style - Gray (2 Large, 1 XL) Blue (1 XL)

53100	2064	C0166	D1256	NA	BP2021		103.96	CB1604	0000045023
2-1		Polo 2XL			4.00	EA	25.99	103.96	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies style - Blue (1) Men's style - Gray (2) Blue -(1)

53100	2064	C0166	D1256	NA	BP2021		28.99	CB1604	0000045023
3-1		Polo 4XL			1.00	EA	28.99	28.99	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Blue

53100	2064	C0166	D1256	NA	BP2021		233.91	CB1604	0000045023
4-1		Oxford SM-XL			9.00	EA	25.99	233.91	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies style - Gray (1 Small) Blue (1 Large, 2 Medium) Men's style - Gray (1 XL) Blue (2 Large, 2 XL)

53100	2064	C0166	D1256	NA	BP2021		53.98	CB1604	0000045023
5-1		Oxford 2XL			2.00	EA	26.99	53.98	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

REQUISITION PROCEDURES

Originator	1. Create and save the Requisition in PeopleSoft. 2. Electronically attach the required supporting documentation for the Requisition. **NOTE:** If the originating department is spending Provost funds (and is not PRV Source), print the Requisition Coversheet, obtain the Business Coordinator signature, and scan and attach the signed Requisition Coversheet. Then change the Source to PRV, choose the Provost path and enter the Requisition into workflow. If a computing item is being purchased from a contract and grant cost center, print the Requisition Coversheet, obtain UCT's signature, and scan and attach the signed Requisition Coversheet. Then choose the OCG (Contract and Grants) path and enter the Requisition into Workflow. 3. Budget Check the Requisition. If the Requisition fails budget check, contact the Business Coordinator for resolution. The Budget Status must be "Valid" before it can be entered into workflow. 4. Select the appropriate workflow path and choose "Approve" and "Apply" on the Approval tab to enter the Requisition into workflow.
College/Division Approver	5. Monitor the Requisition Worklist reviewing each Requisition along with the supporting documentation before approving. 6. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.
Intermediate Approver	7. Monitor the Requisition Worklist reviewing each Requisition along with the supporting documentation. 8. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.
Purchasing	9. Monitor the Requisition worklist reviewing each Requisition along with the supporting documentation. 10. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.

PURCHASING PROCESS OVERVIEW

The Purchasing Process usually begins with a Requisition – but not always. The Requisition will list what you intend to purchase and will take funds from your cost center and set them aside for the purchase. The Requisition is not a definite commitment to make the purchase until it is turned into a Purchase Order (PO) by the Purchasing department. At the time the requisition is turned into a PO, you have a contract with the vendor to purchase the items that are ordered. Once the goods have been received, the Accounts Payable department will turn the PO into a Voucher which will create the expense against the cost center and a check will be created to pay the vendor for the items ordered and received.

There are five ways to make purchases on behalf of the University:

1. **Requisition** – a requisition is a PeopleSoft transaction that lists the items you would like to order. The requisition is sent to Purchasing via workflow.
2. **Voucher** – a voucher is a PeopleSoft transaction that pays an invoice. Usually you have already received the goods and have an invoice from the vendor or you are paying for the item being purchased at the same time you are ordering it (i.e. registration, subscription, or membership). The Voucher is sent to Accounts Payable via workflow.
3. **P Card** (Procurement Card) – a university credit card. You will reallocate expenses in the bank credit card system (currently GCMS with Citibank) in accordance with the procedures and deadlines set forth by Procurement. For cardholders that cannot meet this deadline, the transactions will be charged to the cardholder's default cost center at the time Accounts Payable pays the University bill. In that case, a journal entry must be processed to properly reallocate the transactions for that billing cycle.
4. **IDT** (Interdepartmental Transfer) – Purchases can be made from specific university departments including University Copy Services, Mail Room, Bookstore, FMC (Facilities Management), and UCT (University Computing). Each department has their own form tocomplete.
5. **Contract –** used for the purchase of services for the University.

Purchases on a Requisition

1. Any goods or service over $1000 except memberships, registrations, and subscriptions.
2. Bottled Water
3. Advertisements, however if the vendor only takes a credit card, use a P Card instead. Obtain approval from the Communications Office or the Human Resources Office.
4. Printing if not done by the University Copy Services.
5. Maintenance Agreements
6. Any order paid with state funds regardless of dollar amount. If you have an order being purchased with state funds, contact the Purchasing Office at x2150 for assistance.
7. Purchases from $500 - $1000 that require a hard copy of the Purchase Order (PO) to place the order.

NOTE: Any purchase under $1000 that is not paid from state funds can also be made on a P Card.

Purchases on a Voucher

1. Any goods less than $1000. You will have an invoice or receipt for this.
2. Subscriptions regardless of dollar amount. You will include a subscription form with this.
3. Registrations regardless of dollar amount. You will include a registration form with this.
4. Membership Fees regardless of dollar amount. You will include a membership form withthis.

P Card

Use a P Card to make purchases that are allowed within the purchasing guidelines. Purchases made with the P Card are limited to $1,000 per transaction. Exceptions to the $1,000 limit are transactions for memberships, registrations, and subscriptions. DO NOT ask the vendor to split the charges to circumvent this limit. For additional information, please contact Purchasing at ext. 2150.

Examples of acceptable purchases include:

1. Books and Video Tapes
2. Automobile Repair Parts
3. Small Tools and Hardware
4. Office Supplies
5. Meals - Candidate meals and business lunches. This **does not** include travel per diem meals.
6. Neumann Library may use P Card for Library supplies including on-line articles,information, etc.
7. Software or computer related items. This must be approved by UCT **before** purchase.
8. Computer Hardware (monitors, CPU's, printers, etc.). This must be approved by UCT **before** purchase.

9. Controlled Assets – These items include computers, tablets, iPads, cameras, and projectors over $500. This must be approved by UCT **before** purchase.
10. Advertisements under $1000 with approval from the Communications Office.
11. Marketing items with approval from the Communications Office.

All approval documentation must be uploaded along with the invoice or receipt for each transaction. Advertising transactions must include a copy of the ad.

Examples of unacceptable Purchases include:

- Any purchase using state funds
- Alcoholic beverages
- Capital equipment (unit value is $5,000 and above)
- Consulting services
- Fuel
- Independent contractors
- Orders that require written confirmation or signature (purchase order)
- Personal items
- Service contracts (labor only)
- Temporary personnel
- Travel expenses (airlines, car rentals, hotels, meals, etc.)

NOTE: P Cards cannot be used if you are paying from state (Fund 1xxx) funds.

IDT's (Interdepartmental Transfers)

1. Copy Services – produces business cards, letterhead, envelopes, NCR forms, posters, and banners. Also provides graphic design as well as other custom printing. If Copy Services canfulfill your printing needs, order your printing through them. If your printing needs cannot be fulfilled by Copy Services, process a requisition.
2. Mail Room – handles any postage and mailing needs
3. Bookstore – any purchase under $500 not paid from state funds.
4. FMC repairs – access the FMC website to process work orders for repairs.
5. UCT – repairs on computing equipment. Some software and hardware can also bepurchased via an IDT but check with your Business Coordinator or UCT first.

SPECIAL RULES

1. **Purchases less than $1,000** – When possible use a P Card or a voucher for purchases under $1,000.
2. **Purchases for more than $1,000 but less than $5,000** – Process a requisition for purchases more than $1,000 but less than $5,000. You may recommend a vendor. Purchasing can call the recommended vendor to place the order. Purchasing always has the option to send any order "out for bid" at their discretion. For Federal funds, any purchases over $3,000 must "go out to bid".
3. **Purchases for more than $5,000 but less than $25,000** – If your purchase is more than $5,000 but less than $25,000, the order must "go out to bid". You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, they will ask for telephone or fax bids from vendors and will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you've submitted on the Requisition. The bid process takes approximately 10 days. Once the vendor has been selected, Purchasing will create thePurchase Order and place the order.
4. **Purchases for more than $25,000** - If your purchase is more than $25,000, the order must "go out to bid". You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, a formal bid will be done. This bid process must include two HUB (Historically Underutilized Business) vendors. Purchasing will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you've submitted on the Requisition. Purchasing may also decide to post the bid request on the Electronic State Business Daily website for a minimum of 14 days (less for emergency purchases). The entire bid process takes approximately 3 – 4 weeks. Once the vendor has been selected, Purchasing will create the Purchase Order and place the order.

OTHER TIDBITS

Blanket Order

A blanket order is a Purchase Order (PO) issued for an extended time period to permit repeated purchases of clearly defined goods or services at a negotiated price. Blanket orders typically indicate an estimated usage during the period of coverage. An example of a blanket order is Bottled Water order for the year.

Contracts

A contract is an agreement by two or more individuals and/or entities specifying obligations for which each individual and/or entity agrees to be held accountable. An example of a contract is speaker agreements or vendor workshops.

WEBSITES

For additional information related to Procurement and P Cards, please access the Procurement and Contracts on the UHCL website.

RETURNS AND EXCHANGES

Items Purchased on Purchase Order

Department	1. Notify Dock of item to be returned orexchanged. 2. Specify if there is to be a credit or exchange. 3. Email the Purchasing mailbox (UHCL Procurement) with information on return/exchange. NOTE: Department incurs the cost for theshipping unless the product is damaged.
Dock	4. Pick up item to be returned or exchanged. 5. Complete the Return/Exchange Form and either mail item back or vendor will pick up. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. 6. Upload the Return/Exchange Form to the PO. Email the form to the Purchasing mailbox andthe Accounts Payable mailbox. 7. File the Return/Exchange Form.
Purchasing	8. Run the PO Status Report to see if the line has been paid. If the line has been paid, notify the department to get a credit from the vendor. If the line has not been paid, do the following: • Exchange – create a PO Change Order, place the order, and generate another PO copy reflecting the change. • Return – cancel the line on the PO and generateanother PO copy. 9. Then normal processing is followed.

Purchases made without a Requisition

Department	1. Notify Dock of item to be returned. Handle details of return or exchange with the vendor.
Dock	2. Pick up item to be returned or exchanged. 3. Complete the Return/Exchange Form and either mail item back or vendor picks up item. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. NOTE: Department incurs the cost for shipping unless the product is damaged. 4. File the Return/Exchange Form.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place the order. 3. Sends copy of the Receiving Report via email to the Dock. Print one copy of the PO for the Department. The need for other copies will be determined on a case by case basis.
Dock	4. Print Receiving Report from Purchasing's email. File by Vendor Name and PO#. Enter data in PO Log Book. 5. Goods are delivered to the Dock. All UHCL ordered packages will be opened and the contents verified before delivery to the recipient department. Packages that appear to be personal will not be opened. Recipients of personal items will be accountable for acceptance of items by signing a Personal Delivery slip. 6. Pull the copy of the Receiving Report and match it to the delivery. If OK, enter data in the Receiving Log Book and place Receiving Report along with the goods on shelf for delivery. Ifnot OK, call the vendor. 7. Make delivery to department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P- Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. If a request is made for an item to not be delivered and to be left on the dock for 5 days or more, a Receiving Report must be signed by the recipient department upon request so that paperwork may be processed for the Purchasing and Accounts Payable departments. 8. Get departmental signature on Receiving Report. NOTE: A copy will not be left with the department. 9. Scan and upload the signed Receiving Report to the PO. This will be done within 24 hours after the departmental signatures have been obtained. 10. Daily, once the scan and upload of the Receiving Report is complete, send an email to A/P mailbox at "UHCL Accounts Payable" with the electronic signed Receiving Reports for the day attached. 11. File the signed original Receiving Report
Accounts Payable	12. Retrieve dock emails from A/P mailbox and match PO's for which deliveries were made with invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHINONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY NOT ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place theorder.
Department	3. Goods or services are received. 4. Print the Receiving Report, sign, and email the electronic signed Receiving Report to the Purchasing and A/P mailboxes as follows: • Purchasing: UHCL Procurement • Accounts Payable: UHCL Accounts Payable
Purchasing	5. Retrieve emails from the Purchasing mailbox. Save the signed Receiving Report and upload itto the PO.
Accounts Payable	6. Retrieve emails from the A/P mailbox and match PO's for which deliveries were madewith invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHIN ONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES MADE WITHOUT A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Place order.
Dock	2. Goods are delivered to the Dock. ALL packages will be opened and the contents verified beforedelivery to the recipient department 3. Compare the Packing Slip (if there is one) to theitems delivered. 4. Enter delivery data in Receiving Log Book, create a Delivery Slip, and place it along with the goods on shelf for delivery. NOTE: The Dock accepts all deliveries and opens all packages. Please be sure to include the delivery information, contact name, and phone number in the order information. 5. Make delivery to the Department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P-Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. A written request must be submitted by the recipient department to request an item not be delivered and to be left on the dock for 5 days or more.
Department	6. Sign Delivery Slip when goods are received. 7. Process paperwork to pay vendor.
Dock	8. File signed Delivery Slip in Vendor File.