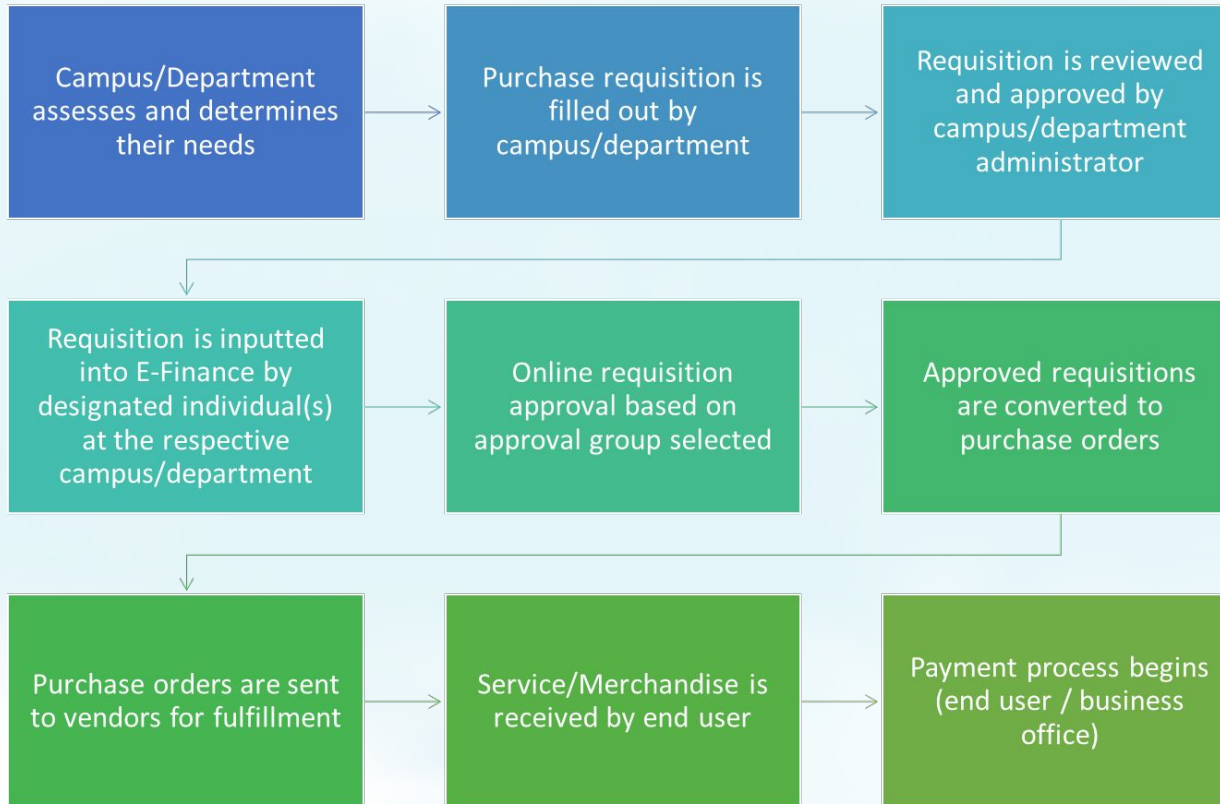# Order-Approval-Payment Process

Purchasing Department
Fiscal Operations
Business Office

February 4, 2025

Requisition to Purchase Order Process

Purchasing Thresholds & Action

Threshold	Action
Purchase is less than $3,500	Spot Purchase
$3,500 to $24,999.99	Three Price Quote Log – quotes obtained by end user
$25,000 to $49,999.99	Request for Competitive Quotations – collaboration with the Purchasing Department
$50,000 and up	Competitive Bidding/Proposals - advertising and board approval required unless using a cooperative contract or Interlocal Agreement
Federal Funds in excess of $250,000	Cost/Price Analysis done before procurement process begins

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Purchase Requisition

1. Vendor name and address you are purchasing from
2. Shipping address
3. Account Number/Budget Code
4. Amount being charged to the account number
5. Approval Code = Bid Contract Number

Requisition may be delayed if no or incorrect Approval Code/Contract # is provided)

6. Quantity
7. Commodity Code: The code # of the "type/category" of item being purchased
8. Item number of product
9. Description: Include item number, detailed description of item, timeframe, etc. - separated by dashes
10. Unit Price: Should already have the applicable discount applied, if any
11. Extension: Total cost of items
12. Page Total *(if more than 1 page)*
13. Remarks on how to process PO/Notes
14. Originator Name *(in Print)*
15. Administrator Signature
16. Grand Total: Sum of page or page(s) = purchase order total

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Approval Groups

The online requisitions process is designed to follow specific approval levels. In order for your requests to be processed accordingly, please follow the approval codes/paths:

Approval Code	Description	Approval Path
GENF	General Fund Fund: 1995	Budget Accountant Fixed Assets Accountant Purchasing Officer
SPCF	Special Revenue Funds Fund: 2XX5, 3XX5, 4XX5	Federal Prog Sr. Accountant Fixed Assets Accountant Purchasing Officer
SPED	All Funds- Special Education Program Intent Code: 23, 33, 43	Budget Accountant Special Education Manager Fixed Assets Accountant Purchasing Officer

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Requisition Approval Process

- Review items listed to assess for reasonableness and review justification of items being requested. Evaluate the need for goods and services
- Review budget code and account code for TEA coding compliance
- Verify Approval Group used is correct
- Review paper requisition for campus or department head approval signature
- Verify that items listed on the paper requisition match the items listed on the online requisition
- Verify unit amount and price for the electronic requisition to the paper requisition
- The system verifies funding for each budget line item used
- Batch and approval of requisition is completed

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Budget Office Approval Hierarchy

Dollar Threshold	Reviewer/Approver
$0.01 to $4,999.99	Budget Accountant
$5,000.00 to $99,999.99	Budget Manager
$100,000.00 or more	Fiscal Operations Administrator

Requisition to Purchase Order

- Verify vendor is approved on a current/active contract
- Verify contract number provided is accurate
- Verify required documents and signatures
- Spot-check pricing against solicitations
- Verify items purchased are "allowable" as per the contract

* Requisitions requiring correction are returned to the originator, restarting the approval process.

- Approved requisitions are converted into a Purchase Order and sent to the vendor for fulfillment
- Supplies or services delivered and/or provided

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Accounts Payable (AP) Payment Process

Payment Process:

Accounts Payable assistants are required to obtain the following information:

1. Invoices (mailed or emailed by the Vendor)

2. Purchase Orders (Financial Software System)

3. Payment Approval

Accounts Payable Payment Process

- Invoices and Purchase Orders are reviewed/reconciled for completeness.
  - Ex. Scotch Tape/Translucent Tape
  - If Invoice is above 10% of the total PO amount; AP contact campus/department

- Partial Payments and Full Payments
  - Partial Payments - Construction Projects
  - Full Payments - All items have been received

- Payment Approval
  - Online Receiving Report - Secretary, Finance Clerk, Budget Tech, AP Clerk, Warehouse Receiving Clerk

  - Email from Campus/Department

  - Invoice/Purchase Order - Okay To Pay

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Thank you