RIVERSIDE COMMUNITY COLLEGE DISTRICT

GALAXY

ON-LINE REQUISITIONING

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INSTRUCTIONS FOR

R E Q U I S I T I O N E R S

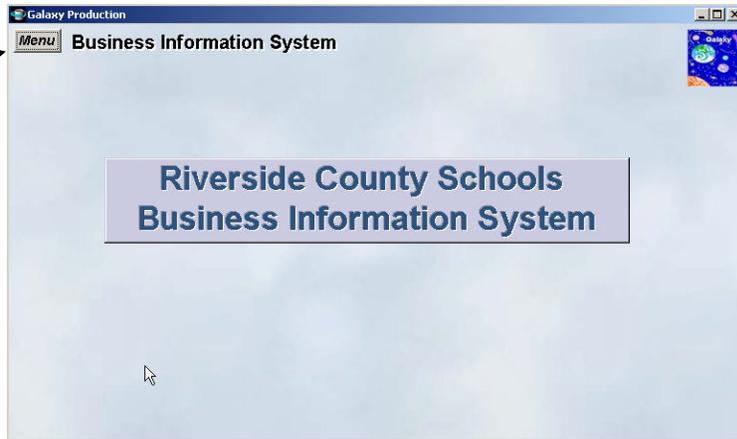**Logging on to Galaxy**

Double click on the Galaxy
icon on your desktop

Click the Menu button to
log on to Galaxy

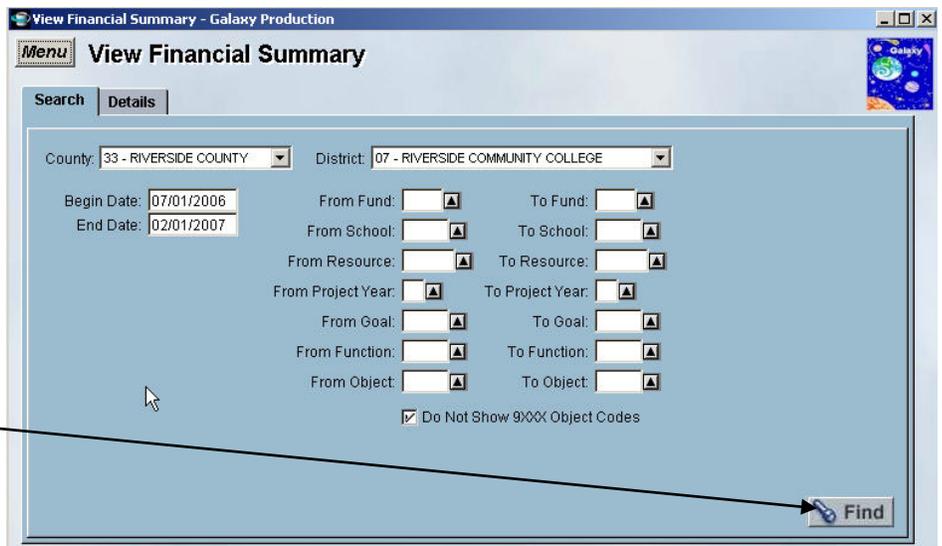Enter employee number (User ID)
then tab and enter password

Click OK

Check availability of funds using Galaxy, with the following menu choices:

Budget control will be
by major object code.
(4000-4999)
(5000-5999)
(6000-6999)

Click find after
entering your search
criteria

After verifying availability of funds, determine if requisition is for [1]Regular (one-time) Purchase Order, [2]Open Purchase Order, [3]Contract or [4]Add-On.

See attached instructions for:

1. Preparing an On-line Requisition for a **Regular (one-time) Purchase Order**
   Used for a purchase or expenditure that is specific in nature. Examples: Purchase of a desk; payment for conference fee.

2. Preparing an On-line Requisition for an **Open Purchase Order**
   Used for entire fiscal year to purchase/pay for similar items or services. Examples: Open purchase order for office supplies for fiscal year 06-07; open purchase order for repairs during fiscal year 06-07.

3. Preparing an On-line Requisition for a **Contract**
   Used for purchase or payment for services accompanied by a contract that specifies the terms of the agreement. Usually contracts are approved by the Vice Chancellor, Administration & Finance, and submitted separately to the Board of Trustees for approval. After Board approval, a contract purchase order is assigned for tracking purposes.

or

4. Preparing an On-line Requisition for an **Add-On**
   To add funds or additional budget code to an existing regular purchase order, an open purchase order or a contract.

In Galaxy,
   Go to Purchasing System Menu
       Purchase Requisition Management

[1]PREPARING AN ON-LINE REQUISITION FOR A REGULAR (ONE TIME) PURCHASE ORDER

[1] Preparing an On-line Requisition for a Regular (One-Time) Purchase Order

Used for a purchase or expenditure that is specific in nature. Examples: Purchase of a desk; payment for conference fee.

Select **Modify Purchase Requisition** menu option

Computer will assign a
Purchase Requisition Number

Leave Purchase Requisition
Prefix as **R**

ADD (or copy from previous
requisition and ADD)

This screen is also used to retrieve a requisition that was previously created in order to make changes or to print. Enter the purchase requisition number and select FIND.

Category field – ignore -
not being used at this time

Enter name of PR Requestor
  (usually your manager)

Approval List field - ignore -
not being used at this time

Contact Phone Nbr - ignore –
not being used at this time

Date defaults to one month from origination date
Can be changed if appropriate

Enter Vendor (required)
(use wildcard (*) search,
partial name of vendor, or vendor #

Bill to Location – defaults to Corporate, don't change it

Ship to Location – use drop down menu and select your Center Code

Worksite Location – ignore

Board Rpt Description - ignore
leave field blank

Enter contact name (employee name)
Enter phone (name and phone number print on PO)
Enter complete phone number, including area code

Select SAVE

Modify Purchase Requisition - Galaxy Production

Menu | **Modify Purchase Requisition**

Search | Details | Items | Notes | Approvals

District: 07 - RIVERSIDE COMMUNITY COLLEGE | Fiscal Year: 2007 | P.R. Number: R0000NEW | **Delete**

P.R. Type: N - NORMAL | Date Due: 03/03/2007 | Primary Vendor
P.R. Status: N - NEW (NOT SUBMITTED FOR A | Vendor Name Search:
P.R. Amount:
Category: | Vendor Address:

P.R. Requestor: | Bill To Location: CORPORATE | RIVERSIDE COMMUNITY COLLEGE
Approval List: | Ship To Location:
P.R. Originator User ID: 027731 | Worksite Location:
| Board Rpt. Desc:
Contact Phone Nbr: | Contact Info:
Update User ID: 027731 | Misc. Field 2:
Update Timestamp: 02/01/2007 1:19 PM | In Rev: | Rev Cmt:

Print | **Save** | **Cancel**

Click on OK to confirm your changes

Confirmation

Please confirm your request to save your changes.

OK | Cancel

The system prompts you to enter a Line Item and changes the screen to the ITEMS tab

Click on OK

Validation Error

Please enter a Line Item.

OK

ITEMS tab

Click on Acct Distr button if the account distribution is the same for all items on the requisition,

otherwise skip to Add Line section on next page

Modify Purchase Requisition - Galaxy Production

Menu | **Modify Purchase Requisition**

Search | Details | **Items** | Notes | Approvals

Vendor: | Fiscal Year: 2007 | P.R. Number: R0000NEW | **Acct. Dist.**
☑ Show Description | Edit Desc. | Discount Amt: 0.00 | Pct: 0.000000 | Freight Amt: 0.00 | View ⦿ Expand ○ Close

Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight
| | | | | Total

Add Line | **Add Acct.** | **Add Fav.** | **Dup** | **Delete** | **Save** | **Cancel**

ADD budget code(s)

Enter the Account Distribution Information

P.R. Number: R0000NEW

Fund	School	Resource	PY	Goal	Function	Object	Percent
						Total:	

+ Add | Add Fav. | Dup | Delete | Save | Cancel

Enter budget code(s) and

Enter the Account Distribution Information

P.R. Number: R0000NEW

Fund	School	Resource	PY	Goal	Function	Object	Percent
11	ADB	1000	0	6723	0000	4590	0.500000
11	ADB	1000	0	6723	0000	4575	0.500000
						Total:	1.000000

SAVE and confirm changes

+ Add | Add Fav. | Dup | Delete | Save | Cancel

Select Add line

Modify Purchase Requisition - Galaxy Production

Menu | **Modify Purchase Requisition**

Search | Details | Items | Notes | Approvals

Vendor: _____ Fiscal Year: 2007 P.R. Number: R0000NEW | Acct. Dist.

☑ Show Description | Edit Desc. | Discount Amt: 0.00 | Pct: 0.000000 | Freight Amt: 0.00 | View ⦿ Expand ○ Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight
						Total:			

Add Line | Add Acct. | Add Fav. | Dup | Delete | Save | Cancel

Add a P.R. Line Nbr. ✕

Line Nbr. **0001**   Item Name [_____] ▲

Description [_____] [Edit Desc.]

Quantity [_____]   Unit Price [_____]   U/M [_____] ▲

☐ Discount   ☐ Freight → ☑ Taxable

Delivery Instructions [_____]

Asset Location Code [_____] ▲

[🔵 Save] [✖ Cancel]

Enter Item Name ——————————

Enter Description ——————————

Quantity, Unit Price, Unit Measure (U/M) ——————————

Deselect Taxable if appropriate —

Enter Delivery Instructions only if item(s) should be delivered to another location

Asset Location Code - ignore - not using at this time

SAVE

Modify Purchase Requisition - Galaxy Production _ ☐ ✕

[Menu] **Modify Purchase Requisition**

[Search] [Details] **Items** [Notes] [Approvals]

Vendor: [_____]   Fiscal Year: 2007   P.R. Number: R0000NEW   [Acct. Dist.]
☑ Show Description [Edit Desc.]   Discount Amt: 0.00   Pct: 0.000000   Freight Amt: 0.00   View ⦿ Expand ○ Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight
					Total:				

[Add Line] [Add Acct.] [Add Fav.] [Dup] [Delete]   [🔵 Save] [✖ Cancel]

Add Acct. (budget code) as needed
(if you didn't use Acct Dist)

Add as many lines and accounts as are needed

Enter an amount for each budget line **or** a percent (**not both**)

Modify Purchase Requisition - Galaxy Production _ ☐ ✕

[Menu] **Modify Purchase Requisition**

[Search] [Details] [Items] **Notes** [Approvals]

Vendor: [_____]   Fiscal Year: 2007   P.R. Number: R0000NEW
Internal   **External**

[   ]   [   ]

[📎 Attach]   [📎 Attach]

[🔵 Save] [✖ Cancel]

Go to NOTES tab

Internal notes do not print on PO, but will print on Requisition and can be read on-line in the View screen.
If there are attachments to be sent with req. or PO, please indicate in the Internal Notes.

External notes print on PO as well as Requisition (use this for quotes, req.#'s, detail description, etc.) Can cut and paste from another source.

Purchasing maintains a list of standard notes that can be accessed by selecting ATTACH. If you have a comment that you want to use frequently, email purchasing staff with your request.

If there are attachments that need to be submitted to either budget control, purchasing or accounts payable, make an internal comment, print the requisition, attach the appropriate paperwork and send it as needed.

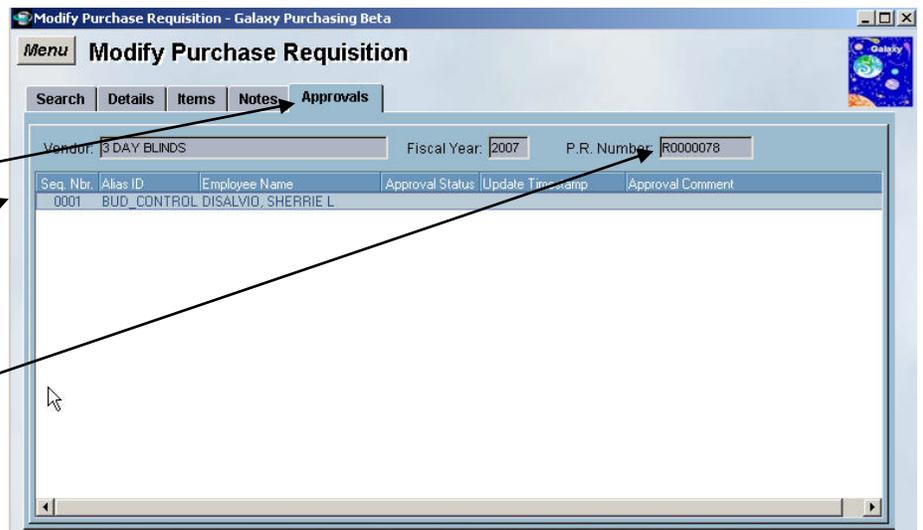SAVE and confirm changes – note that the computer has assigned a number to the requisition.

If you're finished, select Yes to send the requisition through the approval process.

Confirm
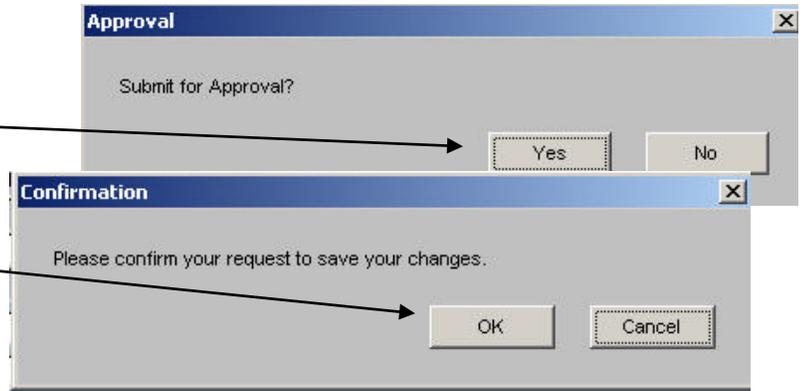
After requisition has been saved, and submitted for approval, APPROVAL tab will list who approves

Make a note of the requisition number assigned by the computer

At any time prior to the requisition being turned into a purchase order, the requisition can be retrieved and modified. Modification of vendor, dollar amount, or budget code will require that the requisition go through the approval process again.

To PRINT requisition (if needed)

Go to Details tab and

Select Print
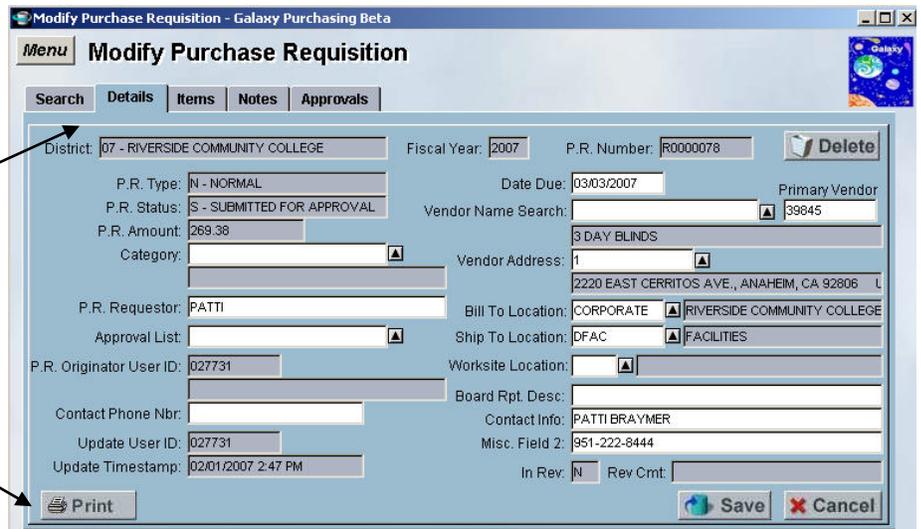
[2]PREPARING AN ON-LINE REQUISITION FOR AN OPEN PURCHASE ORDER

An Open Purchase Order is used for an entire fiscal year to purchase/pay for similar items or services. Examples: Open purchase order for office supplies for fiscal year 06-07; open purchase order for repairs during fiscal year 06-07.

Select **Modify Open Purchase Requisition** menu option

Computer will assign an Open Purchase Requisition Number

Leave Open Purchase Requisition Prefix as **R**

Select ADD (or copy from previous requisition and ADD)

This screen is also used to retrieve an open purchase requisition that was previously created in order to make changes. Enter the open purchase requisition number and select FIND.

Enter PR dollar amount

Select PR Description from drop-down menu –
Original (for new)
Increase (for add-on) or
Decrease (for disencumber)

If Original, leave PO# blank
If Increase or Decrease – enter PO#

Category – ignore – not being used at this time

Enter name of PR requestor
(usually your manager)

Approval List - ignore - not being used at this time

Contact Phone Nbr - ignore - not being used at this time

Notice that your User ID and name is displayed

Date defaults to end of FY

Enter Vendor name (required)
(use wildcard (*) search,
partial name of vendor, or vendor #)

Bill to Location – defaults to
Corporate, don't change it

Ship to location – use drop down
menu and select your Center Code

Worksite Location - ignore

Board Rpt Description - ignore
leave field blank

Enter contact name (employee name)
Enter phone number (name and phone number print on PO)
Enter complete phone number, including area code

Select SAVE

System will prompt for you to enter
a Line Account. Click OK

ACCOUNT DISTRIBUTION
tab

Select Add Acct button
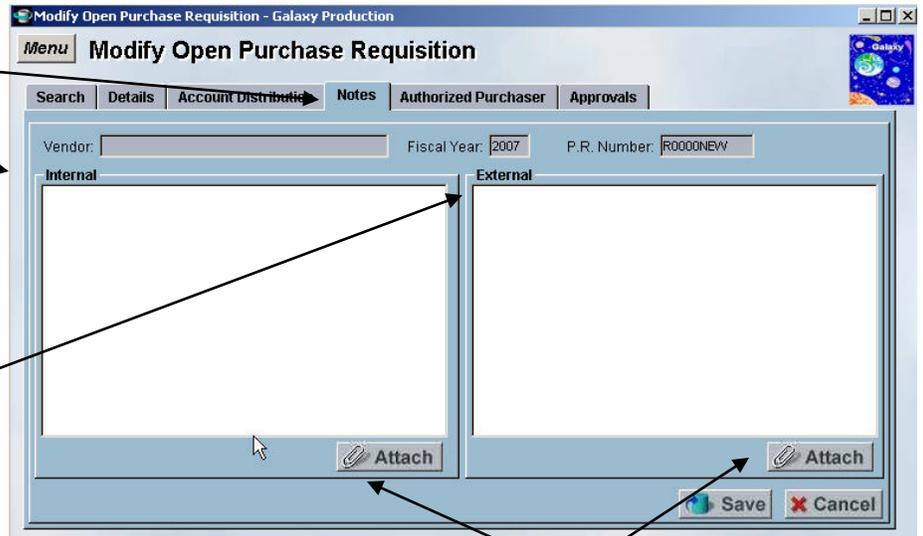and enter budget code.

Enter as many lines as needed.

Enter an amount or a percent,
not both.
 (1.000 = 100%) (.5000 = 50%)

Go to NOTES tab

Internal notes do not print
on PO, but will print on
Requisition and can be read
on-line in the View screen.
*If there are attachments to
be sent with requisition –
please indicate in the Internal Notes.*

External notes print on PO
as well as Requisition (use
this for quotes, req.#'s, detail
description, etc.) Can cut and
paste from another source.

Purchasing maintains a list of standard notes that can be accessed by selecting ATTACH. If you
have a comment that you want to use frequently, email purchasing staff with your request.

If there are attachments that need to be submitted to either budget control, purchasing or
accounts payable, make an internal comment, print the requisition, attach the appropriate
paperwork and send it as needed.

AUTHORIZED PURCHASER
tab

List name(s) of all staff approved for
making purchases – this will print
on the PO

SAVE and send for approval.

Select OK to confirm
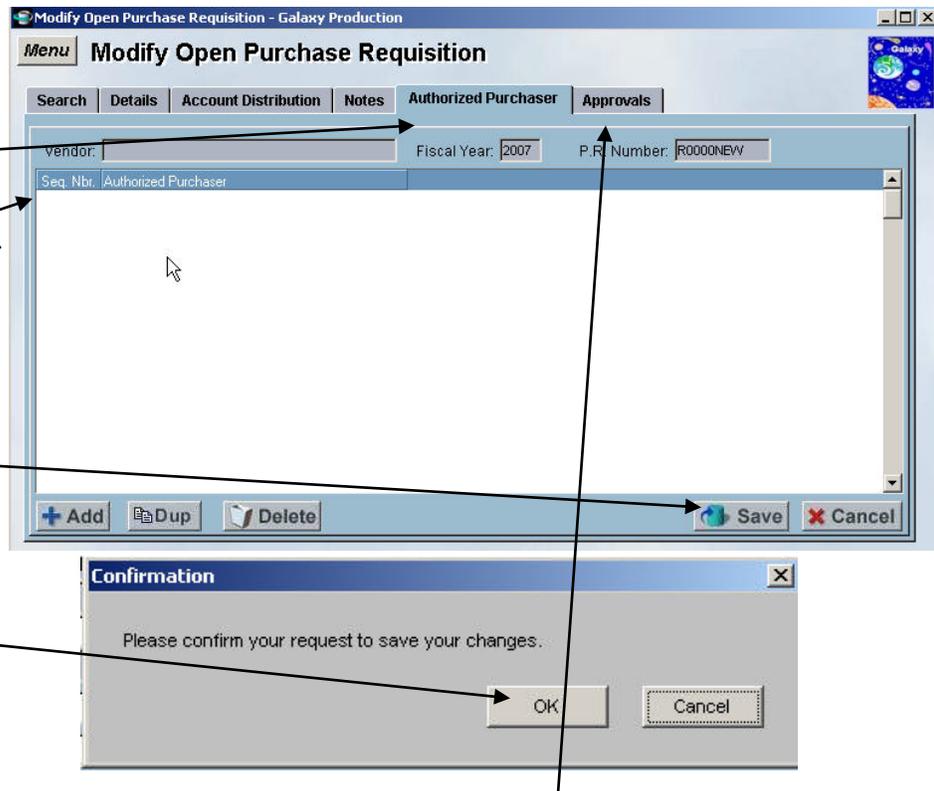
After requisition has been saved, a requisition number is assigned and the APPROVAL tab will
list who approves.

If you want to PRINT the requisition, go to the Details Tab and select Print.

3 Preparing an On-line Requisition for a Contract

[3] Preparing an On-line Requisition for a Contract

If you typically have a contract or agreement for goods or services that specifies the terms of the agreement, a contract purchase order is assigned for tracking purposes. Usually contracts are approved by the Vice Chancellor, Administration & Finance, and submitted separately to the Board of Trustees for approval.

Select **Modify Purchase Requisition** menu option
Important: Purchase Requisition Prefix – Use drop down menu and choose
"A – User Define Requisition." The designation of "A" will alert purchasing that there is
a contract. (Remember - if not a contract you use default prefix of "R")

Computer will assign a
Purchase Requisition Number

Select Purchase Requisition
Prefix as **A**
User Define Requisition
This will alert purchasing that
there is a contract

ADD (or copy from previous
requisition and ADD)

This screen is also used to retrieve a purchase requisition that was previously created in order to make changes. Enter the purchase requisition number, with prefix A, and select FIND.

Category field - ignore
 not being used at this time

Enter name of PR Requestor
 (usually your manager)

Approval List - ignore
not being used at this time

Contact Phone Nbr - ignore
not being used at this time

Date defaults to one month from origination date
Can be changed if appropriate

Enter Vendor (required)
(use wildcard (*) search,
partial name of vendor, or vendor #)

Bill to Location – defaults to Corporate, don't change it

Ship to Location – use drop down menu and select your Center Code

Worksite Location - ignore

Board Rpt Description - ignore
leave field blank

Enter contact name (employee name).
Enter contact phone number (name and phone number print on PO)
Enter complete phone number, including area code

Select SAVE

Click on OK to confirm your changes

The system prompts you to enter a Line Item and changes the screen to the ITEMS tab

Click on OK

ITEMS tab

Click on Acct Distr button
if the account distribution is the same for all items on the requisition,

otherwise skip to Add Line section on next page

Select ADD budget code(s).

Enter the Account Distribution Information

P.R. Number: R0000NEW

Fund	School	Resource	PY	Goal	Function	Object	Percent
						Total	

+ Add   Add Fav.   Dup   Delete   Save   Cancel

Enter budget code(s)
and

SAVE

Enter the Account Distribution Information

P.R. Number: R0000NEW

Fund	School	Resource	PY	Goal	Function	Object	Percent
11	ADB	1000	0	6723	0000	4590	0.500000
11	ADB	1000	0	6723	0000	4575	0.500000
						Total	1.000000

+ Add   Add Fav.   Dup   Delete   Save   Cancel

Modify Purchase Requisition - Galaxy Production

Menu   **Modify Purchase Requisition**

Search   Details   Items   Notes   Approvals

Vendor: Fiscal Year: 2007   P.R. Number: R0000NEW   Acct. Dist.

☑ Show Description   Edit Desc.   Discount Amt: 0.00   Pct: 0.000000   Freight Amt: 0.00   View ⦿ Expand ○ Close

Select Add line

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight
						Total			

Add Line   Add Acct.   Add Fav.   Dup   Delete   Save   Cancel

---

Enter Item Name

Enter Description

Enter Quantity, Unit Price, Unit Measure (U/M)

 Deselect Taxable if appropriate

Enter Delivery Instructions only if item(s)
should be delivered to another location

Asset Location Code - ignore

SAVE

Add a P.R. Line Nbr.

Line Nbr.   Item Name
0001

Description   Edit Desc.

Quantity   Unit Price   U/M

☐ Discount   ☐ Freight   ☑ Taxable

Delivery Instructions

Asset Location Code

Save   Cancel

Add Acct. (budget code) as needed

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search | Details | **Items** | Notes | Approvals

Vendor: [   ] Fiscal Year: 2007 P.R. Number: R0000NEW [Acct. Dist.]

☑ *Show Description* [Edit Desc.] **Discount Amt:** 0.00 **Pct:** 0.000000 **Freight Amt:** 0.00 **View** ⦿ Expand ○ Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight
					Total:				

Add as many lines and accounts as are needed

Enter an amount for each budget line **or** a percent (**not both**)

[Add Line] [Add Acct.] [Add Fav.] [Dup] [Delete]   [Save] [Cancel]

Go to NOTES tab

Modify Purchase Requisition - Galaxy Production

Menu Modify Purchase Requisition

Search | Details | Items | **Notes** | Approvals

Vendor: [   ] Fiscal Year: 2007 P.R. Number: R0000NEW

Internal   **External**

Internal notes do not print on PO, but will print on Requisition and can be read on-line in the View screen.
Please indicate that there is a contract to go with this requisition. List the date of Board approval.

External notes print on PO as well as Requisition (use this for quotes, req.#'s, detail description, etc.) Can cut and paste from another source.

[Attach]   [Attach]

[Save] [Cancel]

Purchasing maintains a list of standard notes that can be accessed by selecting ATTACH. If you have a comment that you want to use frequently, email purchasing staff with your request.

SAVE and confirm changes – note that the computer has assigned a number to the requisition.

If you're finished, select Yes to send the requisition through the approval process.

Approval

Submit for Approval?

[Yes] [No]

Confirmation

Please confirm your request to save your changes.

Confirm

[OK] [Cancel]

After requisition has been
saved, and submitted
for approval,
APPROVAL tab will
list who approves

Make a note of the requisition
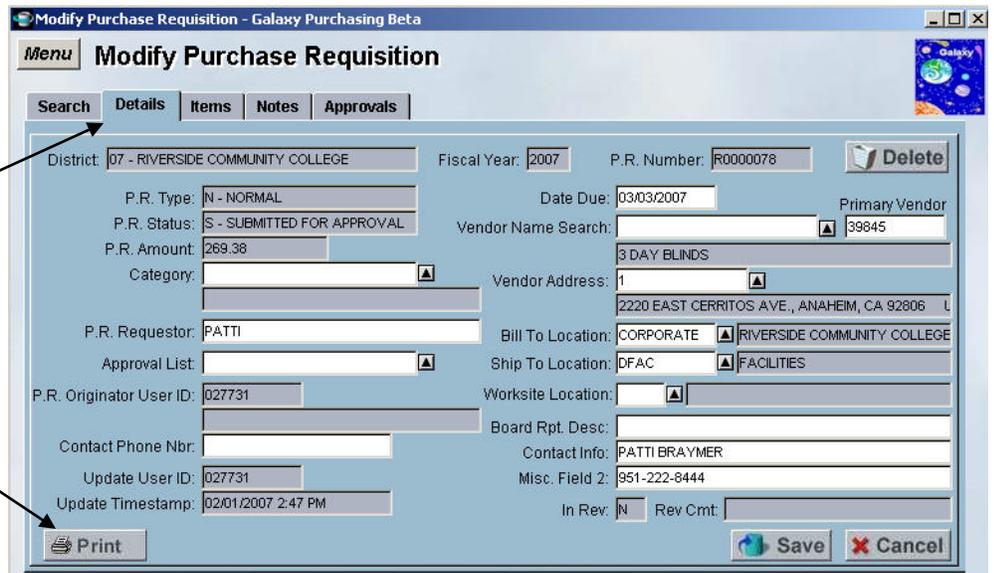number assigned by the
computer
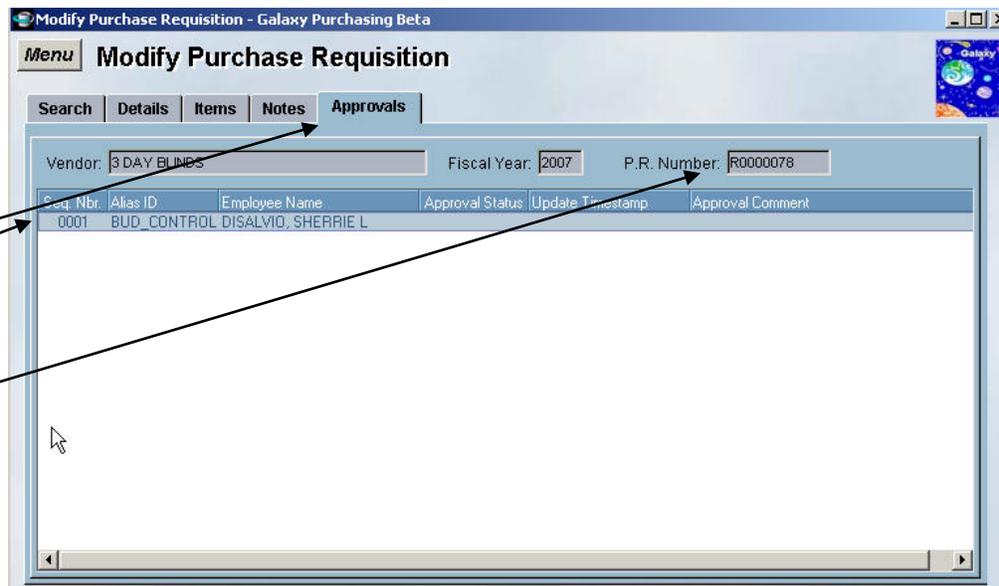
At any time <u>prior</u> to the requisition being turned into a contract purchase order, the requisition can be retrieved and modified.
Modification of the vendor, dollar amount, or budget code will require that the requisition go through the approval process again.

To PRINT requisition

Go to Details tab and

Select Print

Attach the requisition to the contract and send to Budget Control.

[4]Preparing an On-line Requisition for Add-On's

[4]Preparing an On-line Requisition for Add-On's

ADD-ONS to Regular PO or Contract

Use **Modify Purchase Requisition** menu option

Follow steps for **1** – Preparing an On-line Requisition for a Regular Purchase Order or
   3 – Preparing an On-line Requisition for a Contract….

Except

Important!

Enter "Add-on PO#1234" (or C#1234) in Item Name field on ITEMS tab

Enter "Add-on – Date – PO#1234" (or C#1234) in INTERNAL NOTES

Follow remainder of steps for **1** – Regular PO or **3** – Contract - for remainder of information

ADD-ONS to Open PO

Use **Modify Open Purchase Requisition** menu option

Follow steps for **2** – Preparing an On-line Requisition for an Open Purchase Order

Except

In PR description, use drop down menu and select Increase

Enter Open PO#

Enter internal or external notes as needed

Budget Account Code Favorites

User SACS Account Favorites
(translation – Budget Account Codes)

If you use the same budget codes frequently, you can store them using the "**Modify User SACS Account Favorites**" found in the "**User Security and Approvals**" menu. Then, while preparing a requisition, you can select a budget code without having to type it in again.

Enter your employee number,

click on FIND

Enter as many budget codes as you need

and SAVE.

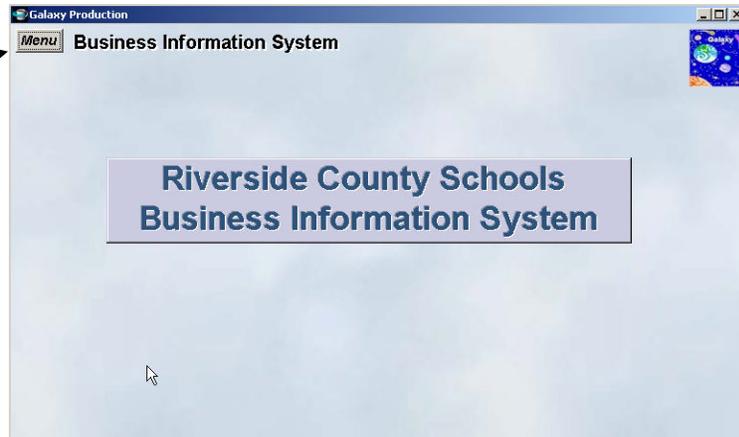INSTRUCTIONS FOR

A P P R O V E R S

A P P R O V E R S

Logging on to Galaxy

Double click on the **Galaxy**
icon on your desktop

Click the Menu button to
log on to **Galaxy**

Enter employee number (User ID)
then tab and enter password

Click OK

In **Galaxy**,
        Go to Purchasing System Menu
                Purchase Requisition Management

Select **Approve Purchase Requisitions** menu option

Select Purchase Requisition
Prefix **R** or **A**
(**A** would be for a
contract)
(or you can select the blank
line and get both R & A)

Click on FIND

Enter **Y** to approve

Enter comment if needed
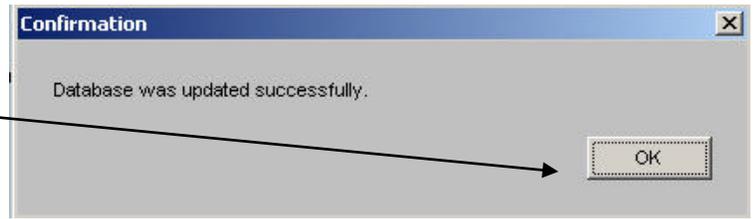
Go to Tabs if you want to
see additional information

Click on SAVE

Click on OK to confirm

If there are insufficient funds, you will
get a warning message. Answer **No**
and the requisition will be forwarded to
the next approver. Only Budget Control
has override capability.

Click on OK to confirm update ———

Confirmation   ×

Database was updated successfully.

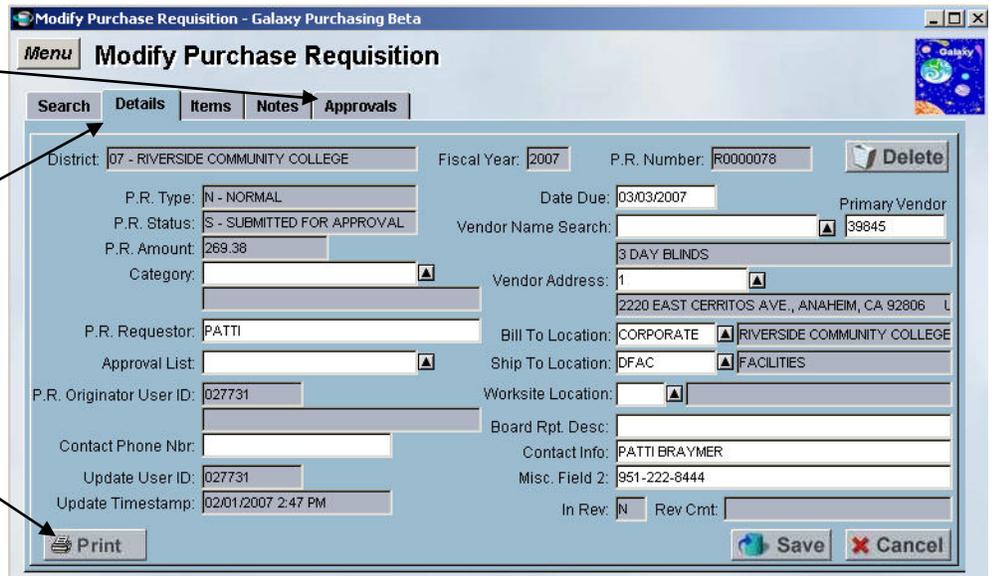   OK

At any time <u>prior</u> to the requisition being turned into a purchase order, the requisition can be retrieved and modified. Modification of the vendor, dollar amount, or budget code will require that the requisition go through the approval process again.

To see who approves,
click on Approval Tab ———

To PRINT requisition
(if needed)

Go to Details Tab and

Select PRINT

Modify Purchase Requisition - Galaxy Purchasing Beta   _ □ ×

Menu   **Modify Purchase Requisition**

| Search | Details | Items | Notes | Approvals |

District: 07 - RIVERSIDE COMMUNITY COLLEGE   Fiscal Year: 2007   P.R. Number: R0000078   🗑 **Delete**

P.R. Type: N - NORMAL   Date Due: 03/03/2007
                                                                              Primary Vendor
P.R. Status: S - SUBMITTED FOR APPROVAL   Vendor Name Search: [   ] ▲ 39845
P.R. Amount: 269.38
Category: [   ] ▲   3 DAY BLINDS
                              Vendor Address: 1 ▲
                              2220 EAST CERRITOS AVE., ANAHEIM, CA 92806
P.R. Requestor: PATTI   Bill To Location: CORPORATE ▲ RIVERSIDE COMMUNITY COLLEGE
Approval List: [   ] ▲   Ship To Location: DFAC ▲ FACILITIES
P.R. Originator User ID: 027731   Worksite Location: [ ] ▲

                              Board Rpt. Desc: [   ]
Contact Phone Nbr: [   ]   Contact Info: PATTI BRAYMER
Update User ID: 027731   Misc. Field 2: 951-222-8444
Update Timestamp: 02/01/2007 2:47 PM   In Rev: N   Rev Cmt: [   ]

🖨 **Print**   🔄 **Save**   ✖ **Cancel**

F A Q

FREQUENTLY ASKED QUESTIONS

ABOUT ON-LINE REQUISITIONING

GALAXY On-Line Requisitioning
F A Q
(Frequently Asked Questions)

1. **What if I need to use a vendor that is not in the system?**
   Contact Purchasing and they will email you the "Vendor Maintenance Information Form"(Excel file) and a W-9(pdf file) that you can fill out and email back to them.

2. **What if I get the message "Insufficient Funds, Do you want to override? Yes or No"?**
   Only staff in Budget Control can approve a budget override. Answer **No** *(if you are an approver) or* **OK** *(if you are a requisitioner) to the prompt and the requisition will still be sent on to Budget Control where they will check availability of funds by major object code.*

   If you know that you do not have enough funds, you must submit a budget transfer before the requisition can be approved. It is helpful if you enter an internal comment if you require special handling.

3. **What if I have an emergency and need a purchase order and/or check immediately?**
   Enter the on-line requisition, make a note of the requisition number assigned by the computer, and e-mail Budget Control to ask that the requisition be approved as soon as possible. Every effort will be made to help you meet your deadline.

4. **What if I don't have access to *Galaxy* or I don't have the menus that I need?**
   Contact Vickie Vega (Aaron Brown's assistant) at vickie.vega@rcc.edu.

5. **What if I need help when entering a requisition on-line?**
   Contact staff in Purchasing or Budget Control. (See names at end of document)

6. **How do I track my requisition to see where it is in the approval process?**
   With the **View Purchase Requisition** *menu option. Retrieve the requisition and click on the approvals tab. There you can see who needs to approve the requisition. If it has been approved, the date and time will be listed. Also, when the purchase order is created, you can go to the* **View Purchase Orders** *menu option and enter the requisition number to find out the purchase order number.*

   Another method to track your requisition is the **View Detail Account** *menu option. At the first approval, the requisition will be encumbered and the encumbrance will be shown in the detail. When the requisition is made into a purchase order, the purchase order will replace the requisition in the detail.*

7. **What if I try to log on to *Galaxy* and forget my password or use an incorrect password?**
   Galaxy *gives you three chances to log on. If you try three times and fail, then you will not be able to log on until you call the Riverside County help desk to have your password reset. The RCC Business Office does not have your password information.*
          RCOE Password Reactivation: 951-826-6800
   To avoid this situation, close out of Galaxy after your second failed attempt and then restart the Galaxy program. The most common cause for a failed log on attempt is

having the CAPS lock on when entering your password or failing to remember your user ID.

8. **What if my manager is gone and I need a requisition approved before he/she returns?**
   Since every department has its own unique requirements, each department will need to work out its own way of handling such situations. The Budget Office can provide suggestions if needed.

9. **What if I have a requisition number and I want to know what the purchase order number is?**
   Using the **View Purchase Order** *screen (or* **View Contract***), enter the requisition number and select* FIND.

Budget Office:
    Misty Cheatham (misty.cheatham@rcc.edu)
        Riverside Campus (Dxx)
        Safety and Police (Resources 1000 and 1050)
        Health Services (Resource 1070)

    Erin Torres (erin.torres@rcc.edu)
        Norco Campus (Exx)
        Moreno Valley Campus (Fxx)
        Food Services (Resource 3200)

    Sherrie DiSalvio (sherrie.disalvio@rcc.edu)
        District Support Services (Axx)
        Early Childhood Education (Resource 3300)

    Sheryl Plumley (sheryl.plumley@rcc.edu)

Purchasing Office:
    Doretta Sowell (doretta.sowell@rcc.edu)
    Melissa Griffith (melissa.griffith@rcc.edu)
    Diann Thursby (diann.thursby@rcc.edu)

On-line Requisition

On-line requisition entered by department into *Galaxy* purchasing system

Changes made

Approver

Sent electronically to approver and requisition is approved on-line. *Budget is encumbered at this point!*

Budget Control

Sent electronically to budget control, requisitions are processed on-line

Funds Available?

no

yes

Dept. notified

Coding Correct?

no

yes

Purchase Order

Sent electronically to purchasing and purchase order is created

Vendor

Purchase order is faxed or mailed to vendor