

## Facilities Management

Vendor ID – 50545085

1. Request quote via email from servicing department in Facilities Management.
2. Initiate a non-confirming requisition.
3. Enter Vendor ID 50545085, enter the servicing department in Line 2
4. Enter the Commodity Code based on servicing department:
  - a. Lock Shop – 91043
  - b. Move Crew – 96255
  - c. Projects – 91042
  - d. Sign Shop – 08030
  - e. Warehouse/Central Receiving – 64565
  - f. Zone Maintenance – 91041
  - g. Landscape – 91044
  - h. Planning, Design, and Construction – 91045
5. Enter the specific description.
6. Any additional information for line items should be entered in Item.
7. Use Tax Group 'NT' (this is defaulted in).
8. Enter Quantity and Amount.
9. Enter the contact person and phone number in the Document Text block if different than initiator.
10. Write the requisition number on the quote and send to Procurement
11. Procurement will process the requisition and complete a purchase order. Procurement will send a copy to Facilities Management and an email attachment to the initiator.
12. Once Facilities Management provides the goods or service the Work Order Center submits a Work Order as Invoice to the department/initiator and Accounts Payable.
13. The initiator verifies the Invoice and must receive in Banner

For any Facilities Management related questions, please contact the Work Order Center at 2067. Should you have any questions about the procurement process, please contact Procurement Services at 2028.