



ARKANSAS STATE **UNIVERSITY**

Requisition Short-Cut

Instructions

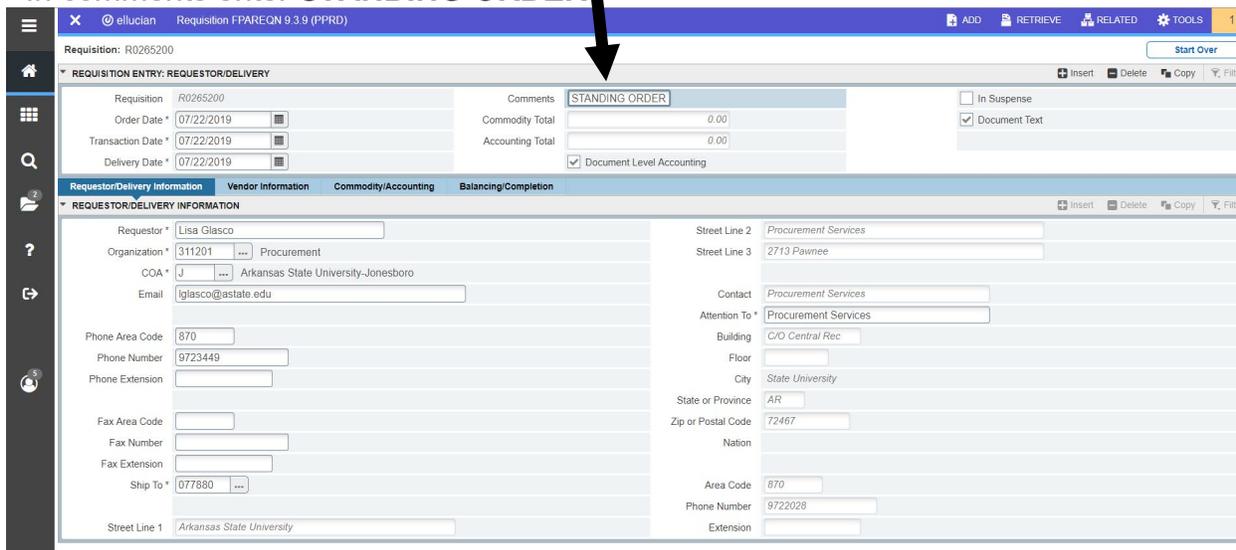
- **Blanket/Standing Orders**
- **Dell Purchases**
- **Sodexo**
- **Information and Technology Services**
- **Printing Services**
- **Parking Services**
- **Facilities Management**
- **University Police**
- **A-State Bookstore-Follett**
- **First National Bank Arena**
- **Publications and Creative Services**
- **Alumni Association**
- **Campus Card Center**
- **Vendor Quicklist**
- **Commodity Code Quicklist**

December 2019

STANDING/BLANKET/OPEN REQUISITION

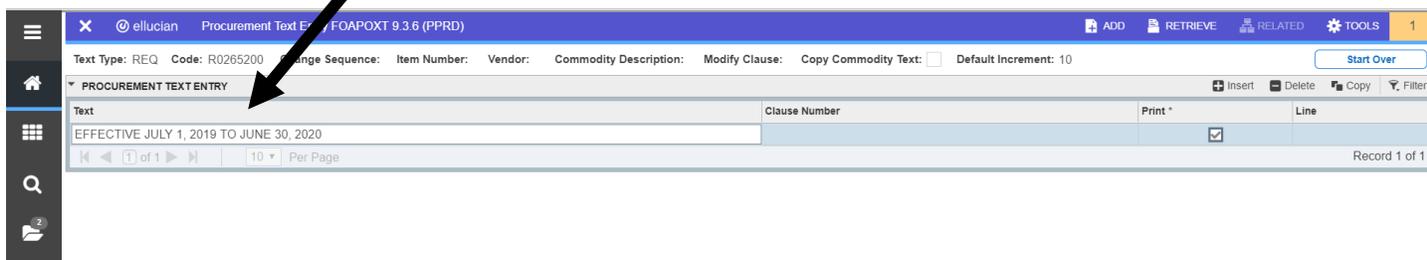
-Initiate requisition as usual using FPAREQN

- In comments enter **STANDING ORDER**



The screenshot shows the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' form. The 'Comments' field contains the text 'STANDING ORDER'. Other fields include 'Requestion: R0265200', 'Order Date: 07/22/2019', 'Transaction Date: 07/22/2019', and 'Delivery Date: 07/22/2019'. The 'Vendor Information' tab is active, showing details for 'Arkansas State University-Jonesboro'.

- In Document Text enter – **EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020** and save. If the blanket/open order is for another time period, the Document Text statement should reflect those dates.



The screenshot shows the 'PROCUREMENT TEXT ENTRY' form. The 'Text' field contains the text 'EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020'. The form also displays 'Text Type: REQ', 'Code: R0265200', and 'Change Sequence:'. The 'Print' checkbox is checked.

-Click Save

-Click X to return to requisition.

-Click Next Section to move to Vendor Information tab

- Enter Vendor

- Click Next Section to move to Commodity/Accounting tab

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1	44501	Supplies and Services for the 201...	EA	P	1	5,000.0000		

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	J	20		110000	311201	711311	1620					

- Enter commodity code for the commodity.
- Enter Description for supplies and services for the 2019-2020 fiscal year (Ex. *Unspecified supplies for FY 2019-2020*)
- Tax Group should be "P"
- Quantity should be "1"
- Enter Unit Price of amount to encumber from the department budget for blanket/standing purchases
- Click Next Section to move to Balancing/Completion tab
- Complete requisition
- When an invoice for payment arrives, write the PO number on the invoice and forward to accountspayable@astate.edu. No receiving is necessary on Blanket/Standing orders.

Dell Purchases

- The initiator must request a Dell equote from [Shane Johnston](#).
- The initiator will use the quote to initiate an online requisition in Banner.

Vendor ID: 50005425

- The initiator should enter the following in

Use the following commodity codes:

20701 - Computer Related Supplies

20401 - Non-Capital Computer Equipment (less than \$5,000)

20402 - Capital Computer Equipment (\$5,000 or more)

Put this information in Document Text:

SP-16-0019 (*this should be on Line 10 – first line of Document Text*)

Equote number

- Override the default commodity code description with the item description from the quote. **Use “U” in the tax group.**
- Use a space or dash (-) to separate text or numbers.
- **Do NOT use symbols: . \ ? : @ & = < >**
(You may use commas and dashes)
- Write requisition number on quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the goods are delivered, the requesting department must receive in Banner.

For questions regarding the quote, contact the ITS Helpdesk at 972-3033.

The department is **not** responsible for a VPAT on Dell purchases since it is a State Contract!

SODEXO

Vendor ID: 50005351

Use Commodity Code - 96117.

Note: We strongly encourage you to use your PCard to order from Sodexo

- Initiate an online non-confirming requisition to Sodexo.
- Override the generic commodity code description with the **Catering Event Name - Date of Event – Invoice/Order Number** in the description line on Sodexo orders. No other information is needed since it is on the event form.
Example: Catering End of Semester Meeting 12-6-16 Order 3448
- **Do NOT use symbols: . \ ? : @ & = < >**
(You may use commas and dashes)
- Enter the total amount from the event contract (including taxes).
- Use 'P' in the tax group.
- Write requisition number on Sodexo invoice/event form and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Procurement will send a copy to Sodexo and an email attachment to the requesting department.
- Once the event has occurred or the goods are delivered, the requesting department must receive in Banner.

Please see the [Dining Services - Catering](#) web site for more information.

INFORMATION AND TECHNOLOGY SERVICES

Vendor ID: 50554137

- Obtain a quote from Information and Technology Services.
- Initiate an online requisition to ASU Information and Technology Services.
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- **Do NOT use symbols: . \ ? : @ & = < >**
(You may use commas and dashes)
- Do not abbreviate your description.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'P' for services or 'U' for purchases.
- Write requisition number on quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the goods/services are delivered, the requesting department must receive in Banner.

For more information, see the [Information and Technology Services](#) web site.

PRINTING SERVICES

Vendor ID: 50007261

Use the following Commodity Codes:

Business Cards - **96607**

Letterhead - **96651**

Envelopes - **96631**

Other Printing – **96676**

- Override the generic commodity code description with the specific description. Printing Services descriptions should begin with what you are purchasing: **(Envelopes, Letterhead, Brochure, Flyer, Business Cards, Poster, Binding, Flip Cards, and Manuals)** (*Example: Business Cards for Dr. Doe Qt. 250*)
- **Do NOT use symbols: . \ ? : @ & = < >**
(You may use commas and dashes)
- Do not abbreviate your description.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Enter 'NT' in Tax Group field.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order and send to Printing Services.
- Once the goods are delivered, the requesting department must receive in Banner.

Please see the [A-State Printing Services](#) web site for prices and estimates.

PARKING SERVICES

Vendor ID: 50185055

- The department completes and submits the [Event Parking Form](#).
- Parking Services will send a confirmation via email.
- Department submits and approves requisition (attaches copy of confirmation).

- Use Commodity Code - **96356** - Parking Placards and Permits.

- Select from the Commodity Descriptions below. Enter the Prices in the Amount field:
 - Parking Permit Event - \$1.00/day
 - Surface Parking Daily Set Up Fee - \$15.00/each per 50 spaces
 - Surface Parking Daily Per Space Fee - \$1.00
 - Deck Parking Daily Set Up Fee - \$25.00/each per 50 spaces
 - Deck Parking Daily Per Space Fee - \$3.00
 - Hooded Meter - \$1.00/day
 - Hooded Meter Set Up Fee - \$15.00/day
 - Departmental Placard Permit - \$80/year

- Document Text: Line 10 - Confirmation number from electronic invoice.

- Use "NT" in the tax group.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement creates purchase order and forwards to Parking Services.
- Parking Services provides permits and submits Invoice to Accounts Payable.
- Department receives goods/services.

Departments may also complete a requisition for a Standing/Blanket PO for multiple requests throughout the fiscal year.

Please see [Parking Services Event Parking](#) or contact Procurement Services at 972-2028 for more information.

FACILITIES MANAGEMENT

Vendor ID: 50545085

Sign Shop:

- Commodity Code - **08030** - Facilities Management Sign Shop Supplies
- Account Code - **711311** - Other Supplies and Materials
- Address Type - PO Sequence 4

Move Crew:

- Commodity Code - **96255** - Facilities Management Moving Services
- Account Code - **711701** - Other Expenses and Services
- Address Type: PO Sequence 2

Warehouse/Central Receiving:

- Commodity Code - **64565** - Facilities Management Warehouse Supplies
- Account Code - **711302** - Office Supplies
- Address Type - PO Sequence 5

Zone Maintenance:

- Commodity Code - **91041** - Facilities Management Zone Maintenance
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 6

Projects:

- Commodity Code - **91042** - Facilities Management Projects
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 3 **OR** PO Sequence 9 for Construction Projects

Lock Shop:

- Commodity Code - **91043** - Facilities Management Lock Shop
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 1

Landscape:

- Commodity Code - **91044** - Facilities Management Landscape and Grounds
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 7

Planning, Design, Construction:

- Commodity Code - **91045**- Facilities Management Planning, Design, Construction
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 9

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- Request a quote via email from servicing department in Facilities Management.
 - Initiate a non-confirming requisition.
 - Enter **Vendor ID** and select the **appropriate PO Address Type** for the servicing department.
 - Select Document Text from the Related menu and enter the following:
 - **Enter the name of the servicing department employee that provided the quote.**
 - Enter the contact person, phone number, email address, and location (building and room).
 - Enter **Commodity Code** from the list above.
 - Enter the specific **Description** beginning with a noun (*Example: Paper copy 8.5x11-10 reams*).
 - Select Item Text from the Related menu to enter additional information about the commodity.
 - **Tax Group 'NT'** is defaulted in, do not change it.
 - Enter the **Quantity**.
 - Enter the **Amount** from the quote.
 - Repeat steps 5-10 for each additional item. Each item will need a separate Commodity record.
 - Write the requisition at the top of the quote received from Facilities Management via email send to procurement@astate.edu.
 - For Sign Shop purchases include a list of the names to be placed on the signage with the backup to Procurement.
 - Procurement will process the requisition and complete a purchase order. The PO will be sent to Facilities Management.
 - Once the servicing department provides the good or services, the initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.

For related questions, please see the [Facilities Management](#) web site or contact the Work Order Center at **x2067**.

UNIVERSITY POLICE

Vendor ID: 50543592

- Department contacts Jarrod Long at 972-2705 to schedule services.
- Department submits and approves requisition.
- Commodity Code: **99044** Event Security (711701 Other Expenses and Services).
- Commodity Description: Event Security for (Event Name and Date).
- Use “NT” in the tax group.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement creates a purchase order and forwards to UPD.
- UPD provides service and submits Invoice to Accounts Payable (AP).
- Department received service and AP enters invoice and processes payment.

AP deposits check at Cashier's Office into 110000-314502-711702-1720. For more, see the [University Police Department](#) web site.

A-STATE BOOKSTORE - FOLLETT

Vendor ID: 50005993

Note: The PCard may be used at the [A-State Bookstore](#).

To order using your PCard, send a faxed request to 972-2201. The Bookstore staff will prepare your order and have it ready for you to pick up.

- Initiate an online non-confirming requisition to ASU Bookstore/Follett.
- Enter the following in Document Text:
 - Contact person
 - Department contact phone number if different than initiator
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'U'.
- Complete requisition and write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order and send to the A-State Bookstore.
- Once goods are delivered, the initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.

FIRST NATIONAL BANK ARENA

Vendor ID: 50005471

Use the following Commodity Codes:

Room Rental – **97167**

Meals - **96117**

- Initiate an online payment (formally confirming) requisition to [ASU FNB Arena](#).
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'P'.
- Complete requisition and write requisition number on back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Procurement writes the PO number on the requisition, and then forwards the requisition and backup to Accounts Payable for payment.

PUBLICATIONS AND CREATIVE SERVICES

Vendor ID: 50186110

- Request quote from [Publications and Creative Services](#).
- Initiate a requisition.
- Enter Vendor ID.
- Enter Commodity Code **96677**.
- Override the default Commodity Code description with the specific description of the work requested.
- Use Tax Group 'NT'.
- Enter quantity and amount.
- Write the requisition number at the top of the quote and email to procurement@astate.edu .
- Procurement will process the requisition and complete a purchase order.
- Once the event has occurred or goods delivered, the initiator must receive in Banner.
- Creative Services will send the invoice to Accounts Payable where the payment will be processed.

ALUMNI ASSOCIATION

Vendor ID: 5006182

- For rate information, please contact the [ASU Alumni](#) office at alumni@astate.edu or call **870-972-ALUM (2586)** to make an appointment for a visit.
- Initiate a confirming requisition.
- Enter Vendor ID.
- Enter the contact person and phone number in Document Text if different from the initiator.
- Enter Commodity Code **97167**.
- Override the default Commodity Code description with the specific description of the rental information.
- Use Tax Group 'NT'.
- Enter quantity and amount.
- Write the requisition number on the top of the quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the event has occurred or goods are delivered, the initiator must receive in Banner.
- Cooper Alumni Center will send the invoice to Accounts Payable where payment will be processed.

CAMPUS CARD CENTER

Vendor ID: 50591696

Use the following Commodity Codes:

Campus Card Tap Reader – **20405**

Campus Card Badges and Temporary Cards – **08080**

Campus Card Express Dollars - **96110**

Campus Card Faculty Staff Meal Plan – **96112**

- Request a quote via email from Campus Card
- Initiate an Order Requisition
- Enter Document Text if additional information is needed about the purchase or the contact person is different from initiator.
- Override the generic Commodity Code Description with the specific description starting with a noun.
- Enter Item Text if additional information is needed about the commodity
- Tax Group 'NT' is defaulted in, do not change it
- Enter Quantity and Amount
- Repeat steps 4-7 for each additional item
- Write the Requisition Number at the top of the quote received from Campus Card Center
- Send the quote to procurement@astate.edu.
- Do not forget to initiate a Receiving Document.