



BANNER 8 PURCHASING



The Purchasing Process at LSCC

LSCC departments determine their requirements for goods & services and communicate needs to their budget managers & purchasing department via the BANNER requisition system.

- ❖ The purchasing department obtains competitive pricing, maintain vendor contacts, and select sources of commodities and services.
- ❖ Selection of vendors
- ❖ The purchasing department issues purchase orders, and change orders if deem necessary.
- ❖ Central receiving receives & delivers materials to ordering department.
- ❖ Accounts payable processes payment to the vendor once department fills out and submit RR(Receiving Report) to Accounts payable.

Why do I use a Purchase Order (PO)?

- ❖ PO serves as a legal binding contract with vendor and formalizes all the terms and conditions of a transaction; such as requested item(s), delivery schedule, quantity, and price.
- ❖ Encumbers funds
- ❖ Complies with LSCC Board Rule 6.09-Approval of Purchase

When to use Direct Pay Check Request (DP) rather than PO?

- ❖ Professional organizations and membership fees
- ❖ Emergencies: (such as natural or other disasters as declared by the President)
- ❖ Travel: hotel, conference registration, transportation
- ❖ Office periodical subscriptions(not library)
- ❖ Financial aid awards (scholarships and loans)
- ❖ Postage
- ❖ Licenses and permits
- ❖ Vendor won't accept PO or requires prepayment

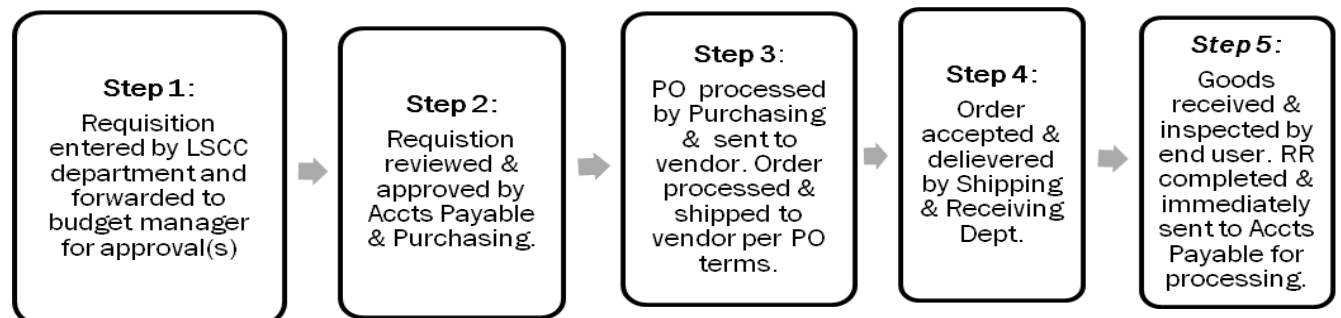
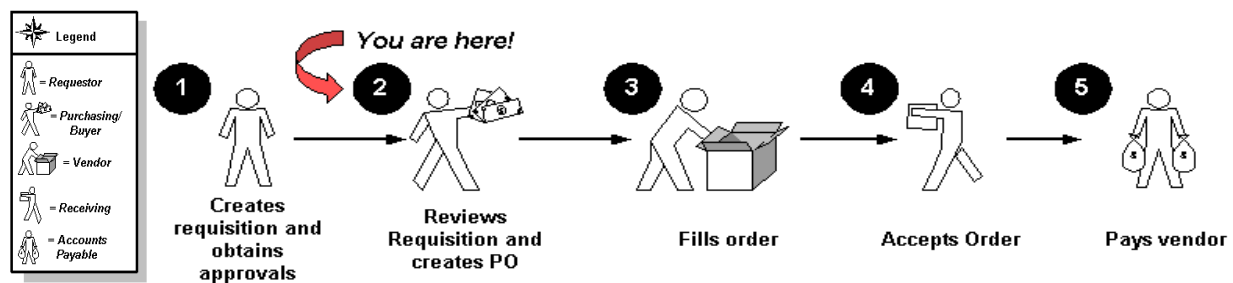
The mission of the purchasing department

- ❖ Deal fairly and equitably with all vendors expressing an interest in doing business with LSCC.
- ❖ Provide professional procurement services for all departments throughout LSCC.
- ❖ Assure adherence to all laws, regulations, and procedures.
- ❖ Maximize competition for all procurements.
- ❖ Obtain maximum savings through innovative buying and application of value analysis techniques.
- ❖ Administer the contracting function with internal efficiency.
- ❖ Purchase goods and services at the lowest price, consistent with quality, performance and delivery requirements from capable vendors meeting LSCC's requirements.

The college has established the following approval limits:

Purchasing Authority

- ❖ Coordinator/Advisor (up to \$500)
- ❖ Budget Manager (up to \$1,000)
- ❖ Dean/Director (up to \$5,000)
- ❖ Vice President for Academic and Student Affairs (up to \$10,000)
- ❖ Vice President for Business Affairs (up to \$15,000)
- ❖ President (Thru Category IV)





PURCHASING TIPS

Is vendor in Banner? What's the vendor code? **FTIIDEN**



(WITHOUT A VENDOR CODE THE REQUISITION PROCESS CAN'T BE STARTED)

How do I start a Requisition? **FPAREQN**

What's my available Budget? **FGIBAVL**

Has Requisition been approved? **FOAINP**

How do I find Requisition or Purchase Order number? **FOIDoch**

How do I delete a Requisition? Go to **FPAREQN**, type in Requisition number:
Record, Remove/ Delete, Delete (can only be used if Req is disapproved or not completed)

How do I cancel or make changes to Requisition? **FOADOCU**
(this can only be done if requisition isn't approved)

How to check balance of PO? **FGIENCd**

How to monitor open POs? **FGIOENC**

How to Query existing Requisition? **FPIREQN**

How to Query existing POs? **FPIPURR**

Who do I contact for Purchasing Assistance/ Questions? Regina Peeples, LSCC
Purchasing Manager Ext. 3502 Email: peeplesr@lsc.edu



*****Please Note: Add shipping fee or best estimate on first line of Requisition; even if amount is Zero*****

{Taking this extra step will: Eliminate shipping/freight discrepancies, serve as agreement with vendor on amount of shipping/freight fees we agree to pay for & save processing time for Purchasing & Accounts Payable Dept.}

Sample of (REGULAR PURCHASE ORDER)

LAKE-SUMTER COMMUNITY COLLEGE 9501 U.S. Hwy.-441 Leesburg, Florida 34788-8751 Telephone: (352) 787-3747 Fax: (352) 365-3501 Vendor Number: OFFFFAX13NC		PURCHASE ORDER NO.P0009126 REQUIREMENTS: -above PO number must show on invoice -billing address must be attn Accounts Payable			
Seller: OfficeMax Inc 1801 Cypress Lake Dr. Orlando FL 32837	Ship To: Lake-Sumter Community College 9501 US Hwy 441 Leesburg FL 34788 ATTN: Sedrick Binson				
ORDER DATE: 08/23/10		DELIVER BY: 08/27/10			
Item	Description	Quantity	Unit Price	Ext. Price	
1	F1071111-07 Paper File pockets	1.00	CTN	31.4100	31.41
2	F8872-150L-Student #file Folders	8.00	BOX	15.8200	126.56
3	A566250-File Folder Labels	1.00	BOX	25.0400	25.04
4	H472220-Jumbo Paper Clips	4.00	PAK	4.4400	17.76
5	A880CR-B-Letter "B" End-Tab Filing Label	1.00	BOX	7.3700	7.37

Sample of (BLANKET PURCHASE ORDER)

LAKE-SUMTER COMMUNITY COLLEGE 9501 U.S. Hwy. 441 Leesburg, Florida 34788-8751 Telephone: (352) 787-3747 Fax: (352) 365-3501 Vendor Number: OFFFFAX13NC		PURCHASE ORDER NO.PB11SL01 REQUIREMENTS: -above PO number must show on invoice -billing address must be attn Accounts Payable			
Seller: OfficeMax Inc 1801 Cypress Lake Dr. Orlando FL 32837	Ship To: Lake-Sumter Community College South Lake Campus 1250 N Hancock Rd Clermont FL 34711				
ORDER DATE: 07/22/10		DELIVER BY: 08/01/11			
Item	Description	Quantity	Unit Price	Ext. Price	
1	Please place order with Office Max 877-969-1629 Ship to Attn: Kim Kidd Thanks				
	Blanket PO: Office Materials and Supplies	400.00	YR	1.0000	400.00

- ❖ **For Blanket Orders Only:** Go to the FPAREQN screen to start the Req. process the same way you normally would do. The only difference is instead of typing NEXT in the block, or hitting control page down; you will type RB11(your department code) and 01 since this is your first blanket for that Dept. Each blanket you do after 01 will be in numeric order. Everything else stays the same, your Req# will be RB11PU01 instead of R0009999

Example: RB11PU01

(R)- Requisition (B)-Blanket (11)-Fiscal Year
 (PU) Purchasing (your dept code listed below)
 (01)-Number of blankets done for your department

- ❖ **Remember to reverse Quantity and Unit Price on Blanket PO.** Total amount of Blanket PO should be listed under Quantity (see example above)