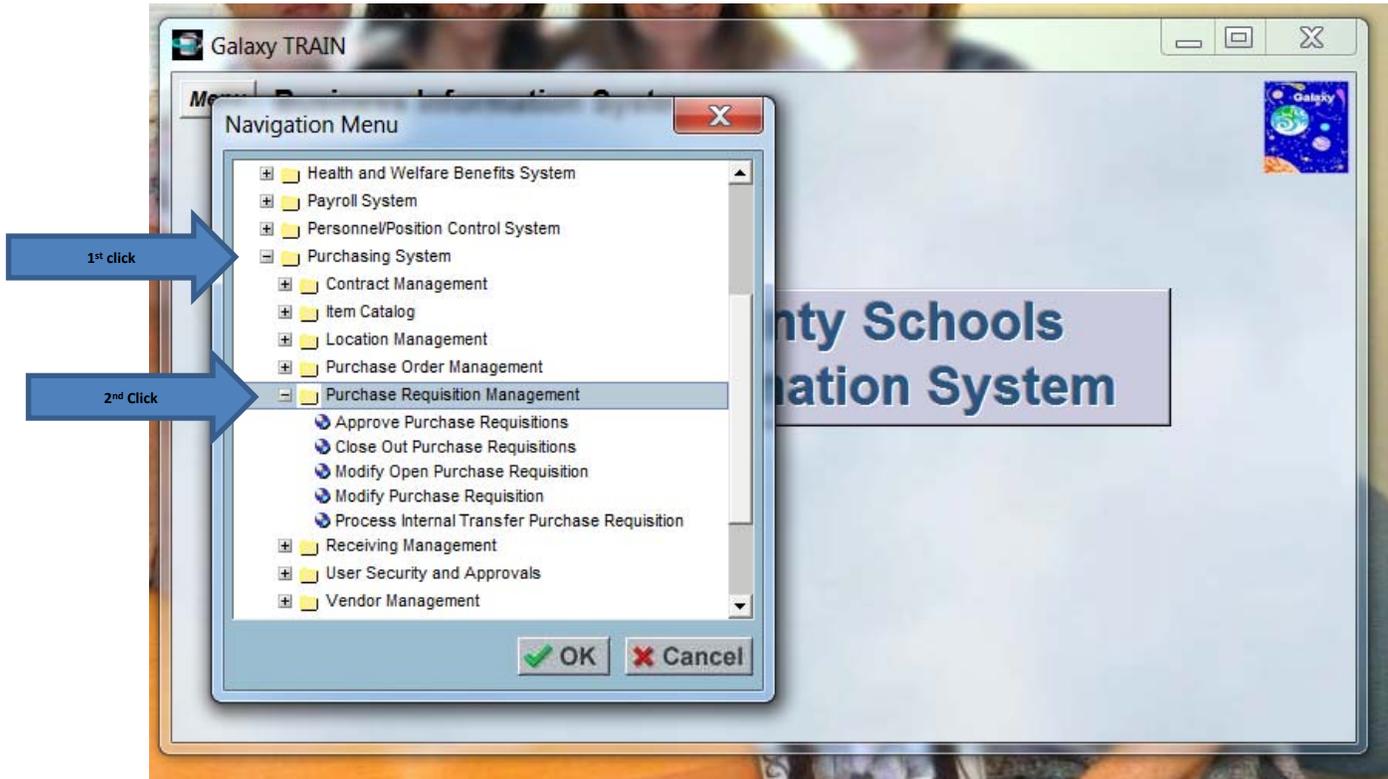


# GALAXY PURCHASE REQUISITION

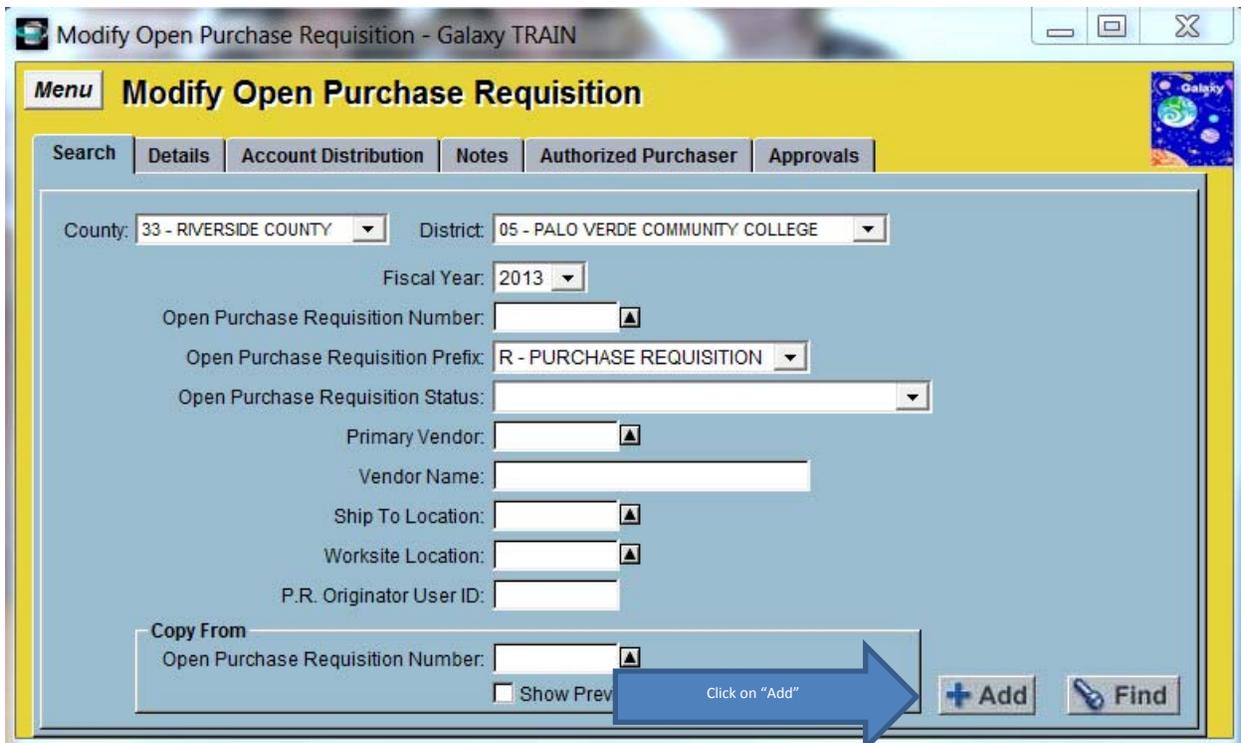
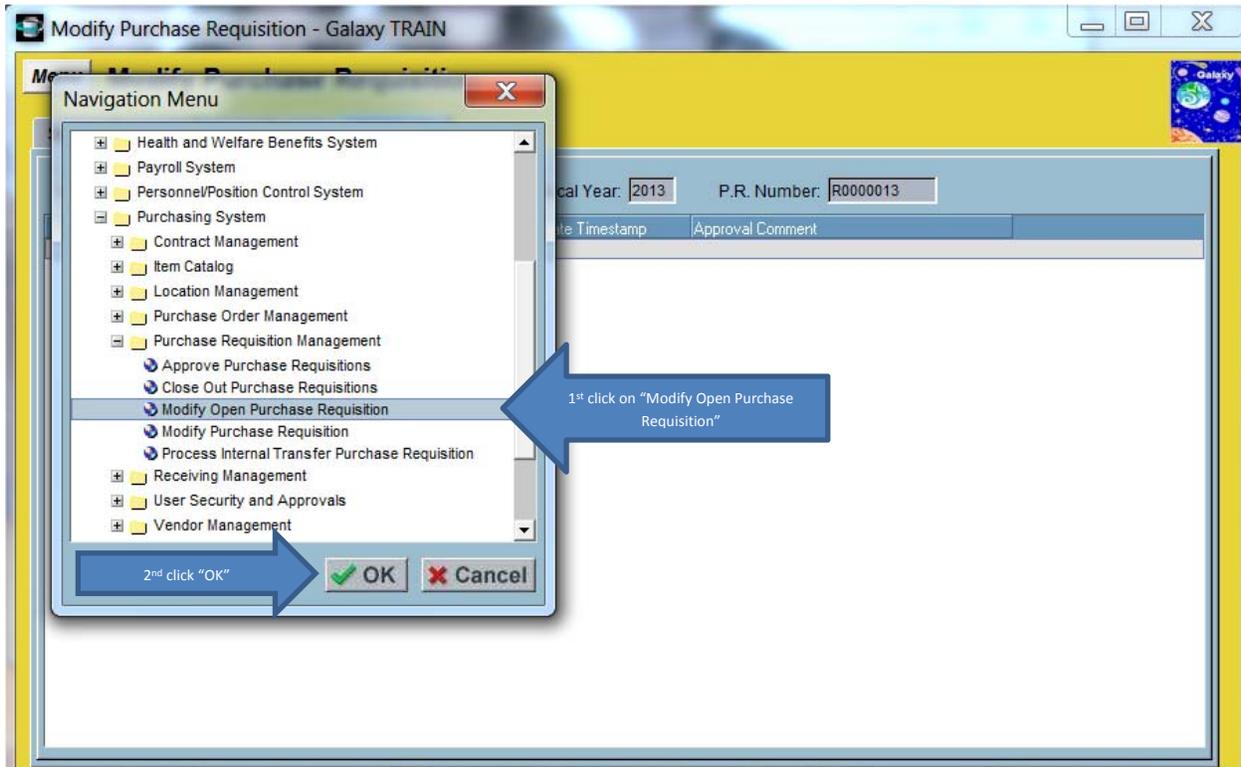
## OPEN PURCHASE REQUISITION

Open purchase requisitions can only be used for vendors in which we are making multiple purchases from the same vendor over a period of time. Open Purchase Requisitions can be used for consultants, utilities, food purchases for events, etc. , but are not allowed to be used for supply orders unless specific approval is given by the Chief Business Officer.



# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION



# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

**Menu** **Modify Open Purchase Requisition**

Search Details Account Distribution Notes Authorized Purchaser Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R000NEW Delete

P.R. Type: O - OPEN Expiration Date: 06/30/2013 Print

P.R. Status: N - NEW (N) 1<sup>st</sup> Enter the first couple of letters of the Venders name and then \* Search: A BOOK\* 2<sup>nd</sup> click the triangle

P.R. Amount: Vendor Address:

P.R. Description: Open P.O. Nbr. Category: Bill To Location: CORPORATE Palo Verde Community College

Ship To Location: CORPORATE Palo Verde Community College

Worksite Location: PVC PALO VERDE COLLEGE MAIN CAMPUS

Board Rpt. Desc: Routing: Misc. Field 2: In Rev: Rev Cmt:

P.R. Requestor: Approval List: P.R. Originator User ID: 161181 SLAGAN, STEPHANIE MARIE

Contact Phone Nbr: Update User ID: 161181 09/06/2012 1:23 PM

Print Save Cancel

Modify Open Purchase Requisition - Galaxy TRAIN

**Menu** **Modify Open Purchase Requisition**

Search Details Account Distribution Notes Authorized Purchaser Approvals

District: 05 - PA

P.R. P.R. S P.R. An P.R. Desc Open P.O. Cal

P.R. Requi Approv

P.R. Originator U Misc. Field 2:

Contact Phone Nbr: Update User ID: 161181 09/06/2012 1:23 PM In Rev: Rev Cmt:

Print Save Cancel

Select a Vendor

Vendor Number	Vendor Name	Payee
16145	A BOOK COMPANY, LLC.	ECAMPUS.COM

1<sup>st</sup> Select vendor

2<sup>nd</sup> Click "OK"

OK Cancel

# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

The screenshot shows the 'Modify Open Purchase Requisition' window in the Galaxy TRAIN system. The window title is 'Modify Open Purchase Requisition - Galaxy TRAIN'. The main heading is 'Modify Open Purchase Requisition'. Below the heading is a menu bar with tabs: 'Account Distribution', 'Notes', 'Authorized Purchaser', and 'Approvals'. A blue arrow labeled '4th Click Account Distribution Tab' points to the 'Account Distribution' tab.

The form contains the following fields and values:

- District: 05 - PALO VERDE COMMUNITY COLLEGE
- Fiscal Year: 2013
- P.R. Number: R0000NEW
- P.R. Type: O - OPEN
- Expiration Date: 06/30/2013
- Primary Vendor: 16145
- P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)
- Vendor Name Search: A BOOK\* (Selected: A BOOK COMPANY, LLC.)
- P.R. Amount: 50,000.00 (An arrow labeled '1st enter Open PR Amount' points to this field)
- P.R. Description: ORIGINAL (An arrow labeled '2nd use down arrow and select Original' points to the dropdown menu)
- Open P.O. Nbr.: INCREASE
- Category: DECREASE
- Bill To Location: CORPORATE (Selected: Palo Verde Community College)
- Ship To Location: CORPORATE (Selected: Palo Verde Community College)
- Worksite Location: PVC (Selected: PALO VERDE COLLEGE MAIN CAMPUS)
- Board Rpt. Desc: TEXTBOOKS FOR STUDENTS
- Routing: S. SLAGAN
- P.R. Requestor: (Empty)
- Approval: (Empty)
- P.R. Originator User ID: (Empty)
- Contact Phone Nbr: (Empty)
- Misc. Field 2: (Empty)
- In Rev: (Empty)
- Rev Cmt: (Empty)
- Update User ID: 161181 | 09/07/2012 9:44 AM

At the bottom of the form, there are buttons for 'Print', 'Save', and 'Cancel'. A blue arrow labeled '3rd Enter Board Report and Routing' points to the 'Board Rpt. Desc' and 'Routing' fields.

# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details **Account Distribution** Notes Authorized Purchaser Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW P.R. Amt:

Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
Total									

Add Acct. **1st click add Account** Delete Save Cancel

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search **Notes** Authorized Purchaser Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW P.R. Amt:

Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
12	EOP	0000	3	6430	0000	7650	50,000.00	1.000000	
Total:							50,000.00	1.000000	

Add Acct. Add Fav. Dup Delete Save Cancel

3rd Click on Notes Tab

2nd Enter your account string. You can enter either an amount or a percentage, not both. If you have more than one accounting line, click add account and repeat this process

# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details **Authorized Purchaser** Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

**Internal**  
TYPE ANY NOTES FOR YOUR APPROVER HERE!  
THESE DO NOT PRINT ON THE PURCHASE ORDER

**External**  
TYPE YOUR DESCRIPTION, JUSTIFICATION, ETC. HERE!  
THESE PRINT OUT ON THE PURCHASE ORDER

Attach Attach

Save Cancel

2<sup>nd</sup> Click the Authorized Purchaser Tab

1<sup>st</sup> Enter internal and external notes

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Notes **Authorized Purchaser** Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000NEW

Seq. Nbr.	Authorized Purchaser
0001	MARIA RIVERA

+ Add Delete Save Cancel

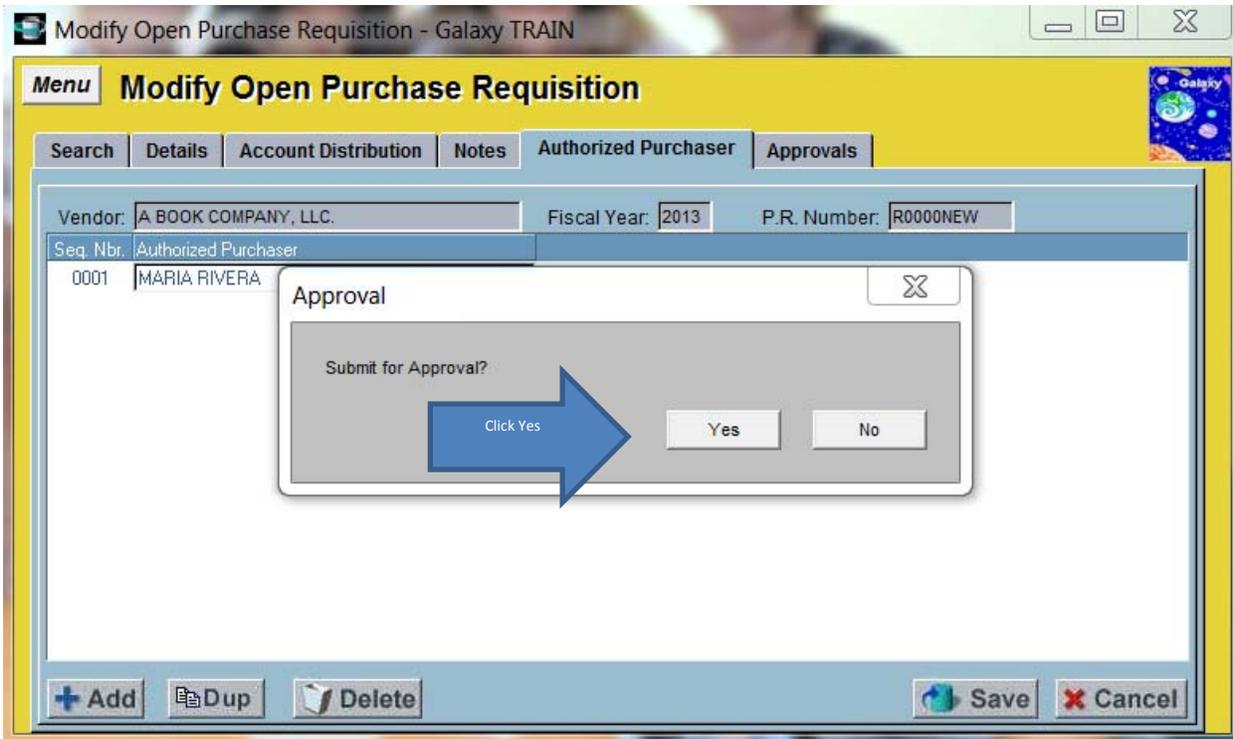
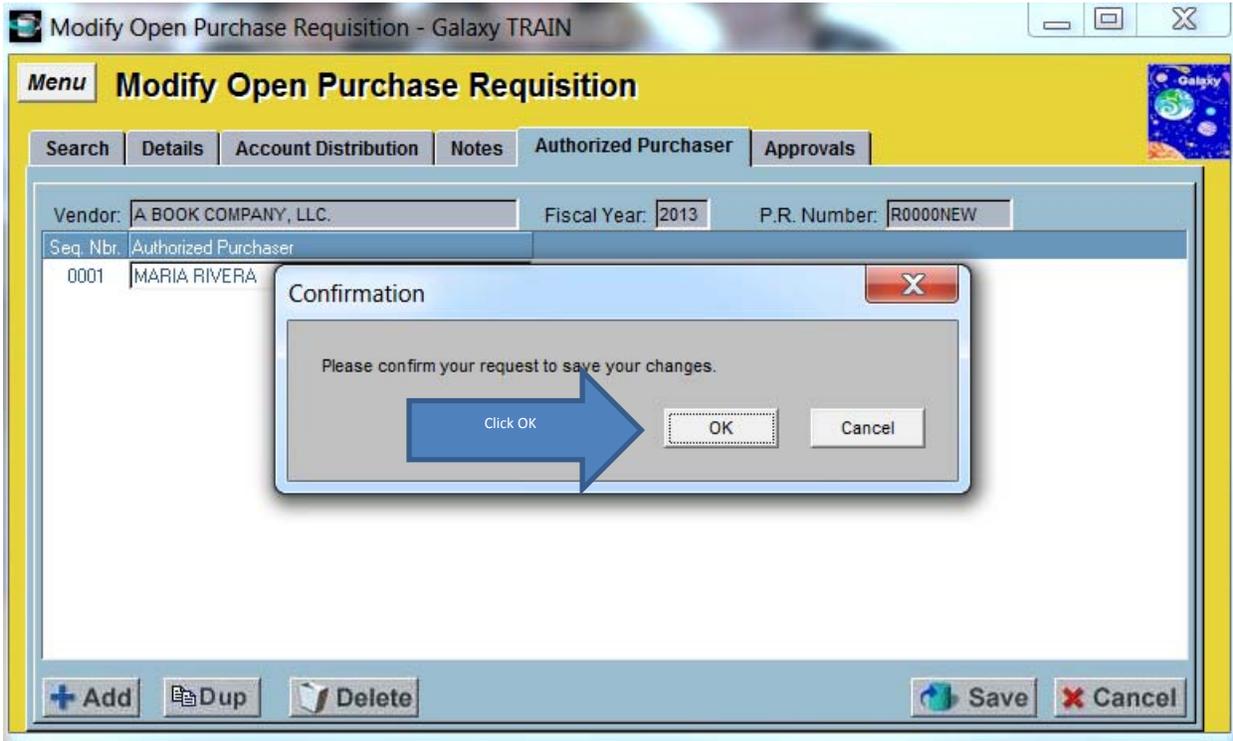
2<sup>nd</sup> Enter name of Authorized Purchaser.  
Repeat steps 1 and two to add more names.

1<sup>st</sup> Click Add

3<sup>rd</sup> Click Save

# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION



# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

The screenshot shows the 'Modify Open Purchase Requisition' window with the 'Approvals' tab selected. A blue arrow points to the 'Approvals' tab with the text '2nd Click Approvals Tab'. Another blue arrow points to the 'P.R. Number' field with the text 'This is your Requisition Number'. A confirmation dialog box is open in the center, displaying the message 'Database was updated successfully.' and an 'OK' button. A blue arrow points to the 'OK' button with the text '1st Click OK'. The window includes a menu bar, search and details tabs, and a bottom toolbar with 'Add', 'Dup', 'Delete', 'Save', and 'Cancel' buttons.

The screenshot shows the 'Modify Open Purchase Requisition' window with the 'Authorized Purchaser' tab selected. A blue arrow points to the 'Search' button with the text 'Click search to get out go back to Open Reg. Screen or Click Menu to change screens.'. Another blue arrow points to the list of approvers with the text 'These are your approvers!'. The list contains the following data:

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	EOPSDIR	SLAGAN, STEPHANIE MARIE			
0002	VPSS	SLAGAN, STEPHANIE MARIE			
0003	CBO	SLAGAN, STEPHANIE MARIE			
0004	SUPT/PR	SLAGAN, STEPHANIE MARIE			

The window also shows the 'Vendor' field as 'A BOOK COMPANY, LLC.', 'Fiscal Year' as '2013', and 'P.R. Number' as 'R0000014'. The bottom toolbar includes 'Add', 'Dup', 'Delete', 'Save', and 'Cancel' buttons.

# GALAXY PURCHASE REQUISITION

## OPEN PURCHASE REQUISITION

### CHECKING APPROVALS

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Notes Authorized Purchaser Approvals

County: 33 - RIVERSIDE COUNTY District: 05 - PALO VERDE COMMUNITY COLLEGE

Fiscal Year: 2013

Open Purchase Requisition Number: R0000014

Open Purchase Requisition Prefix: R - PURCHASE REQUISITION

Open Purchase Requisition Status: (dropdown)

Primary Vendor: (dropdown)

Vendor Name: (text)

Ship To Location: (dropdown)

Worksite Location: (dropdown)

P.R. Originator User ID: (text)

Copy From

Open Purchase Requisition Number: (dropdown)

Show Previous Year Purchases

Find

1<sup>st</sup> enter your requisition number

2<sup>nd</sup> click find

Modify Open Purchase Requisition - Galaxy TRAIN

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Notes Authorized Purchaser Approvals

Vendor: A BOOK COMPANY, LLC. Fiscal Year: 2013 P.R. Number: R0000014

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	EOPSDIR	SLAGAN, STEPHANIE MARIE	Y	09/07/2012 9:51 AM	
0002	VPSS	SLAGAN, STEPHANIE MARIE			
0003	CBO	SLAGAN, STEPHANIE MARIE			
0004	SUPT/PR	SLAGAN, STEPHANIE MARIE			

Click Approvals tab

Here are your approvals.