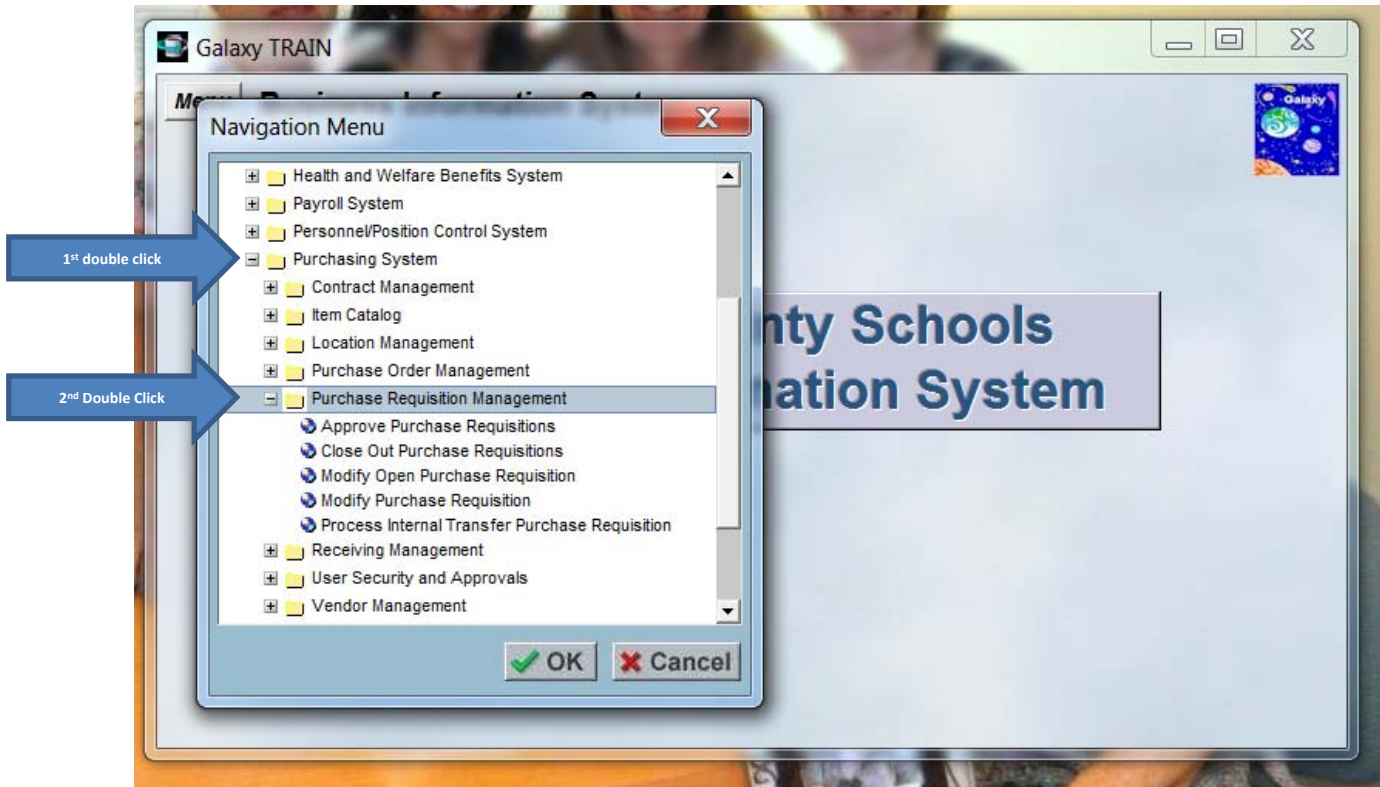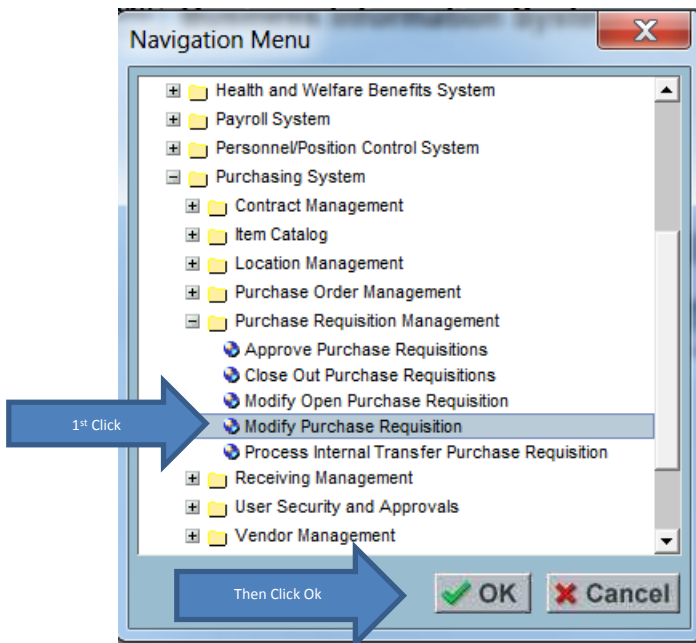# GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Double Click on the plus sign on "Purchasing System" then double click on the plus sign on "Purchase Requisition Management"

Click on "Modify Purchase Requisition" and click on "ok".

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Click on Add

Enter a few letters from the vendor's name, then * and then click on triangle to bring up vendors.

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Select the vendor you would like to use the Click "ok".

Fill in "Board Rpt. Desc." And also "Routing"

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Click on "items" Tab, then click on "Add Line".

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Fill in "Item Name", "Description of item", "Quantity", "Unit Price", and "U/M" (Unit of Measure). Also click on "Discount", "Freight", or "Taxable" if any of these items apply to your item. Then click "Save".

- **You must list out every different item you are purchasing. Please DO NOT say "see attached list" as your requisition will be sent back for correction.**

- Add freight or discount amount if needed. Tax will be automatically calculated if selected on item.

-If you have more items, repeat the last step until all items have been added.

- Click "Add Acct.", then Enter Budget Number. If you need to add more than one budget number to a line, you can repeat this process. Enter either Amount or Percent, NOT BOTH! If there is more than one budget line, you must split the percentage or amount between the lines. *Please make sure your budget number is correct as the system will automatically check budget upon 1st approval!*

- Click on "Notes" Tab. Then enter internal and/or External Notes. Remember that internal notes are for the Approvers and will not print on the purchase order. External notes will print on the Purchase Order. When completed, click "save".
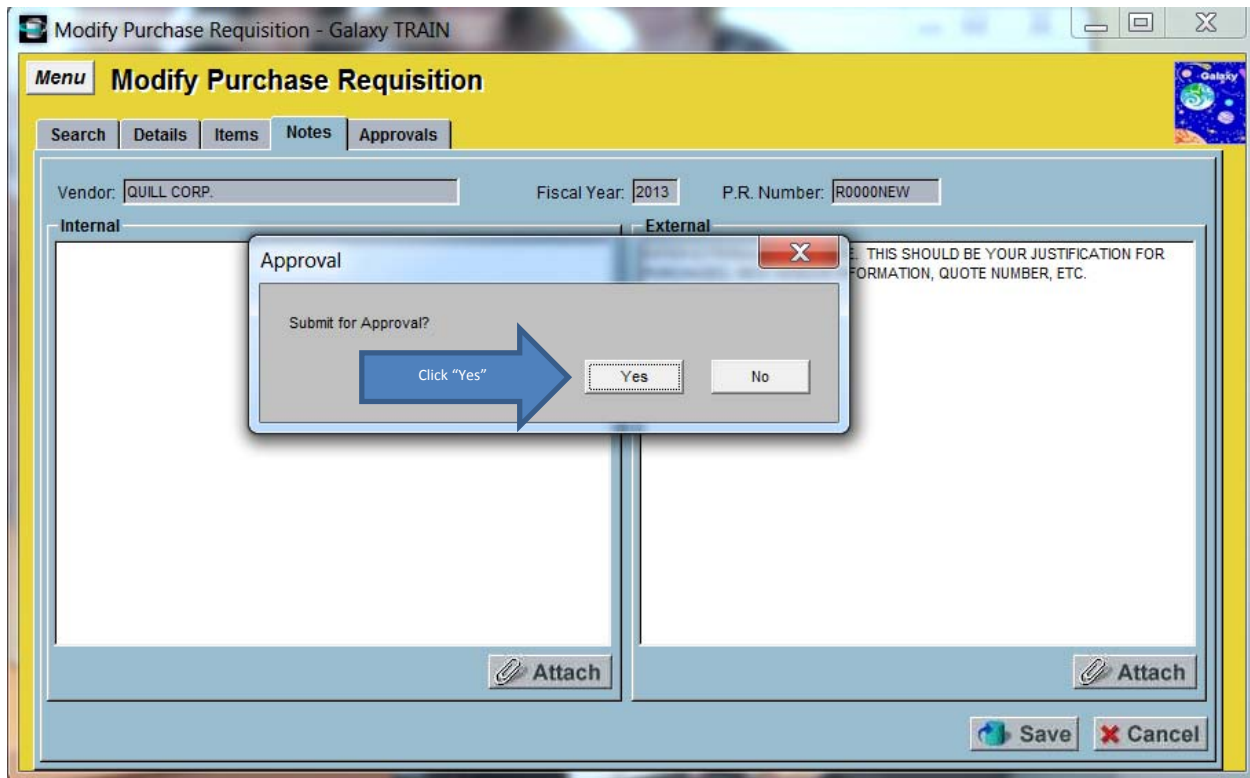

Click "ok".

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Click "Yes".
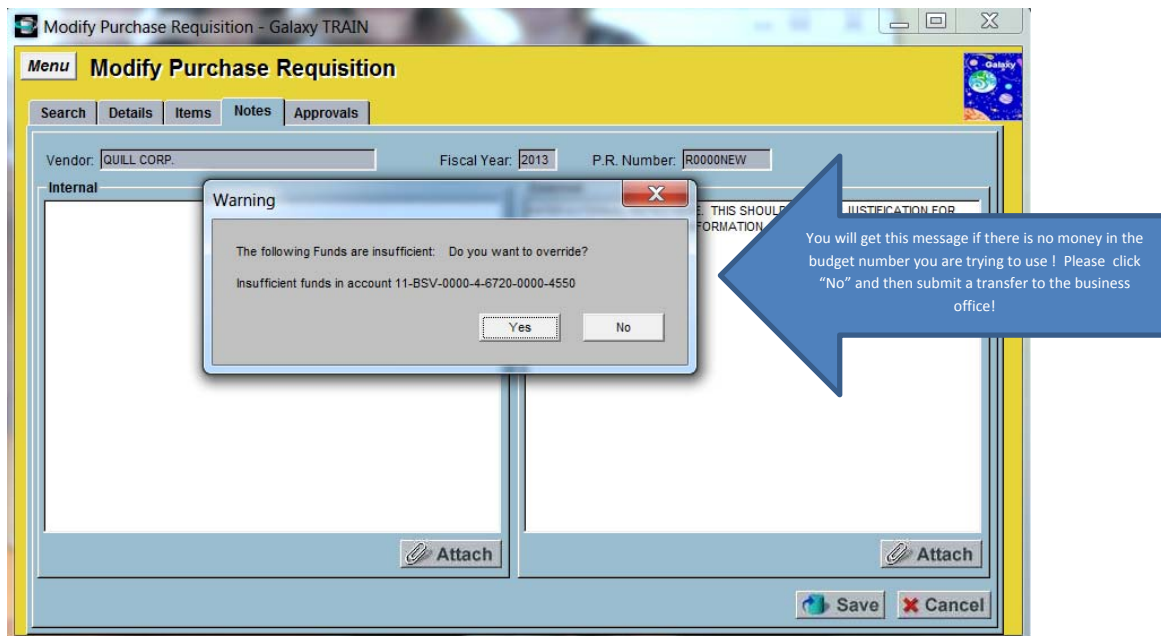
You will only see this message if there is no money in the account you are trying to use. Please submit a transfer and then re-save once the transfer has been completed. You must click no as the only people with override capabilities are the Fiscal Services Staff and they will not override! *Your requisition will not move past this point unless there is money in the account!*
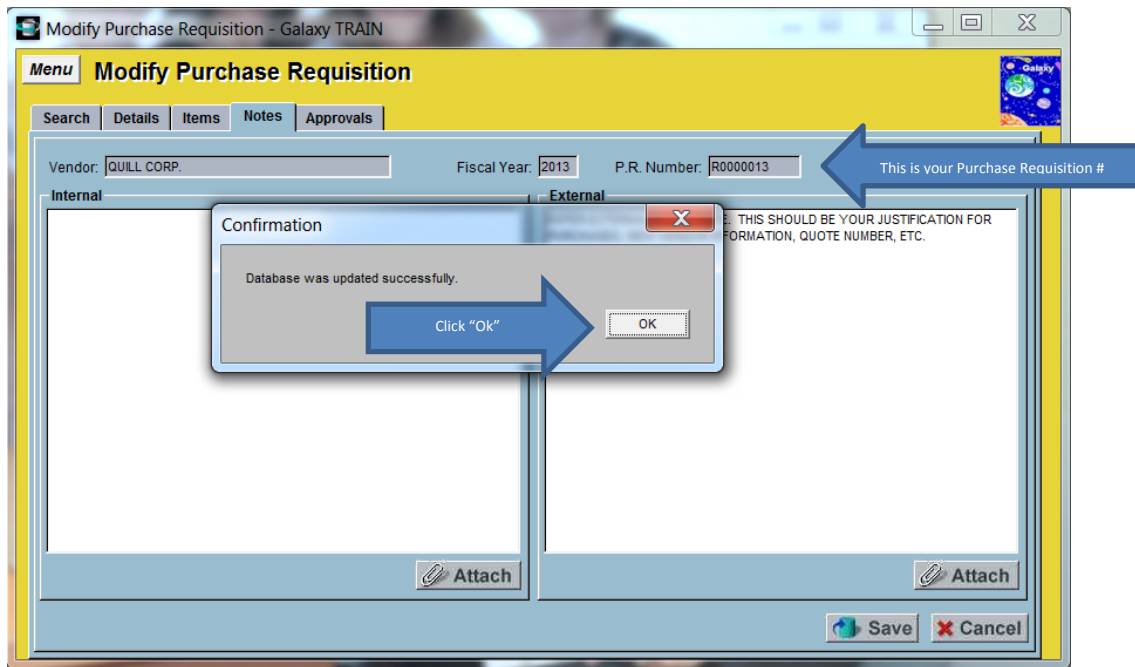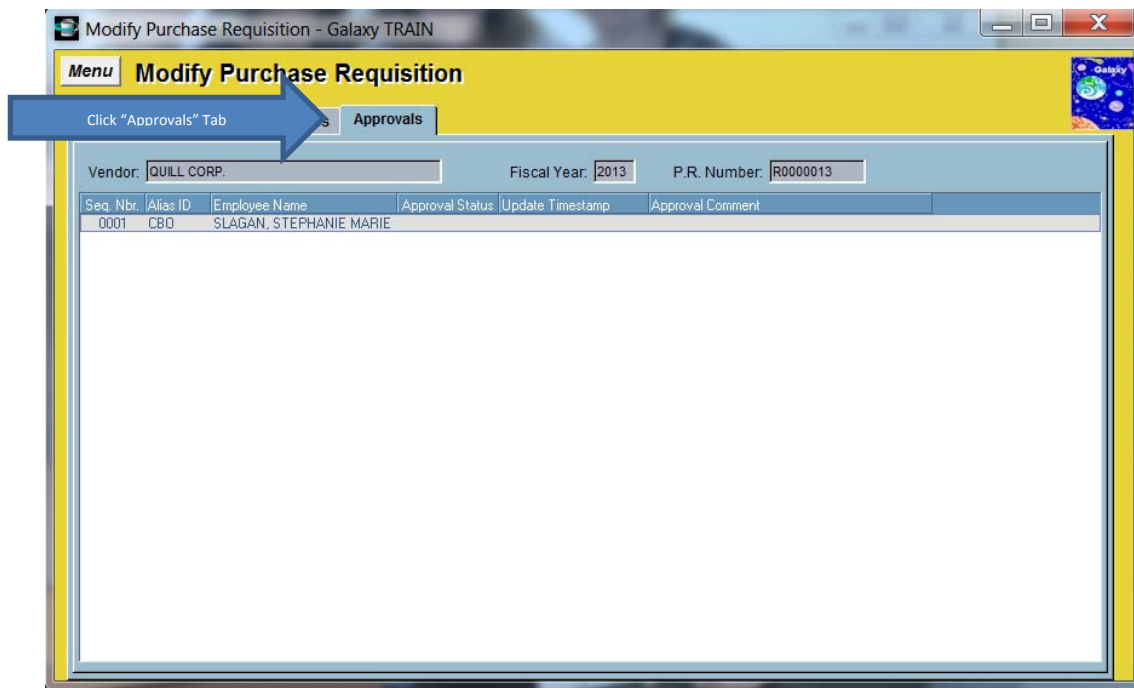
GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

- Click Ok. You will then be able to see your Purchase Requisition Number.


- Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1st approval, followed by the VP of your service area unless you report directly to the Supt/Pres. and then your requisition will be approved by her/him. Any Purchase over $10,000.00 goes automatically to the Superintendent. Travel requests, computer items and/or technology, Contracts, as well as funds 12, 33, 41 have additional approval steps. *Purchase Requisition funds will encumber upon first approval!*
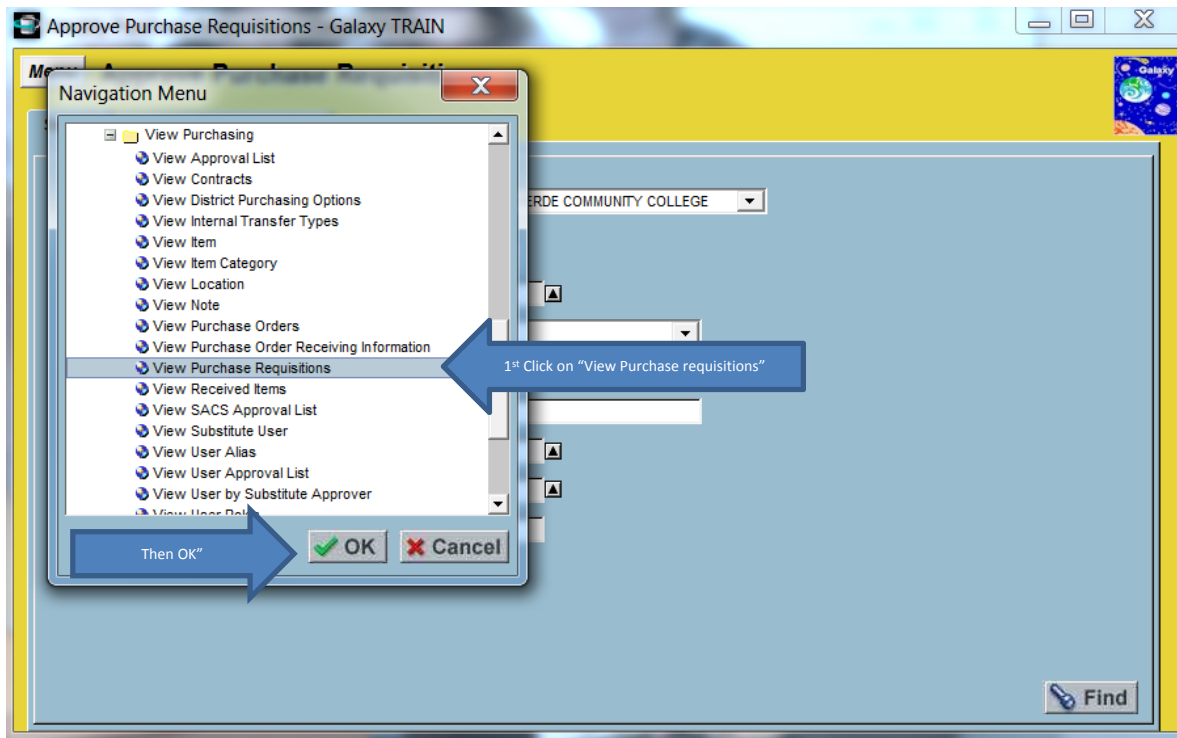
Viewing Approvals
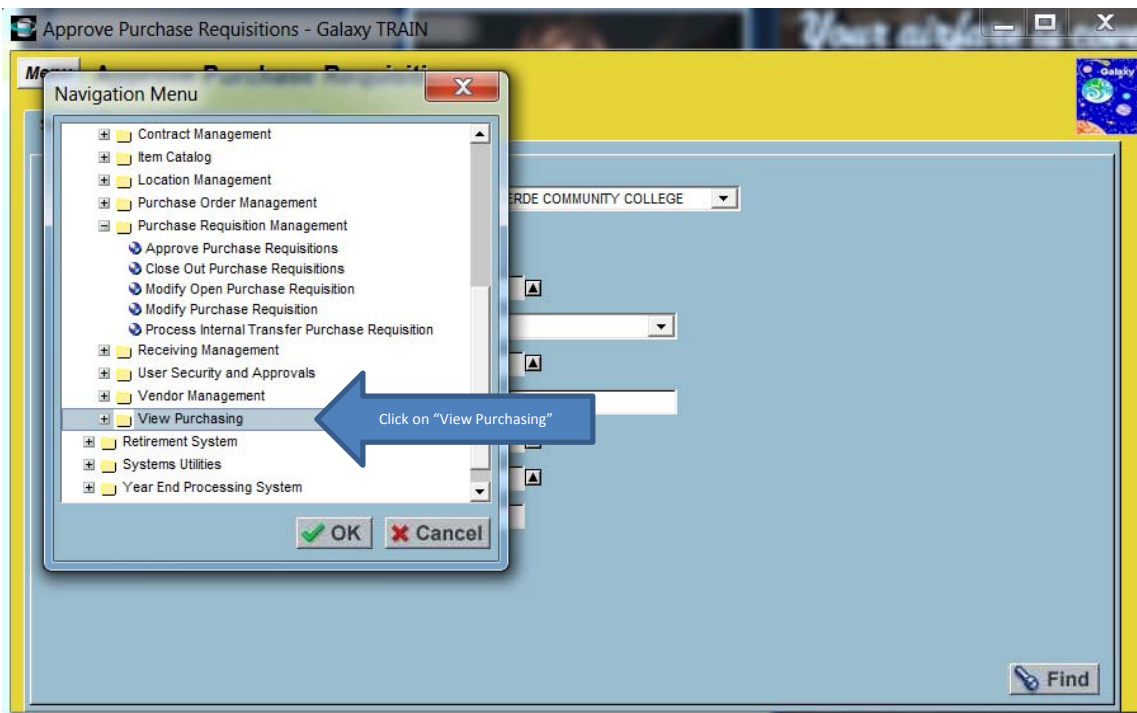
Click on View Purchasing

Click on "View Purchase Requisitions", then click "OK".

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Enter the Purchase Requisition Number or click the Triangle to look up your requisition.

1st Choose your requisition from the list and then click from the list. Then click "Find"

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Click on approvals

View Purchase Requisitions - Galaxy TRAIN

Navigation Menu

- Health and Welfare Benefits System
- Payroll System
- Personnel/Position Control System
- Purchasing System
  - Contract Management
  - Item Catalog
  - Location Management
  - Purchase Order Management
  - Purchase Requisition Management
    - Approve Purchase Requisitions
    - Close Out Purchase Requisitions
    - Modify Open Purchase Requisition
    - Modify Purchase Requisition
    - Process Internal Transfer Purchase Requisition
  - Receiving Management
  - User Security and Approvals
  - Vendor Management

Click on "Modify Purchase Requisitions"

Click "ok"

OK   Cancel

2013   P.R. Number: R0000013

Print

Update Timestamp   Approval Comment
09/06/2012 9:30 AM   NO MONEY IN BUDGET

Modify Purchase Requisition - Galaxy TRAIN

Modify Purchase Requisition

Search | Details | Items | Notes | Approvals

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

Fiscal Year: 2013

Purchase Requisition Number: R0000013   1st Enter Requisition number or look up by pressing triangle

Purchase Requisition Prefix: R - PURCHASE REQUISITION

Purchase Requisition Status:

Primary Vendor:

Vendor Name:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From
Purchase Requisition Number:
☐ Show Previous Year Purchase Requisitions

Then click find.   Add   Find

GALAXY PURCHASE REQUISITION
REGULAR PURCHASE REQUISITION

Change Budget Line if Needed.

1st Click on "Notes" tab.

2nd Enter internal notes for approvers if needed.

CHANGED BUDGET NUMBER PLEASE APPROVE

Last, Click "Save".