

PSA Vendor Requisition Amendment Procedure

For all programs except After School Programs (Project SHARE)

- 1) Complete the Personnel Services Agreement (PSA) Form located on Human Resources webpage under HR Forms.
 - a. The **Amended** box should be checked
 - b. The PSA requisition # should be referenced in the field provided
 - c. The Program Manager’s signature may be obtained prior to submitting the requisition or after it is approved
 - d. The Contractor signature should be obtained by the program after the amended PSA requisition has been approved

- 2) Upon completion of the PSA form, scan the PSA form to your PC.

- 3) From the Escape activities tree select **Finance-Requisitions-Vendor Requisitions**
 - a. Enter the requisition number in the *Requisition Number* field on the Search tab and press the Go button on the Search tab toolbar
 - b. From the Form tab choose *Return to Open* from the *Tasks* drop down menu located on the Form tab toolbar
 - c. From the List tab press the Open button located on the List tab toolbar

[Example Snapshot – Instructions follow](#)

VENDOR - Direct Pay		Fiscal Year 2014/15	
Requisition Number PSA15-00012		Requisition Date 07/15/2014	
Summary			
Created by	JBARTLETT, 7/15/2014	Goods & Services	1-STNDREQ
Department	PSA	Responsibility	Academic Dept
Status	Open		
On Hold	No	Attachments	None
Requisitioner	JULIE BARTLETT	Non Taxable	.03
Order Site	S031 - SHASTA CO OFFICE OF EDUCATION	Taxable	.00
Delivery Site	S031 - SHASTA CO OFFICE OF EDUCATION	Tax (7,5000)	.00
Delivery Date		Shipping (0,00)	.00
Project		Adjustment	.00
Info	\$2,400.00 SMITH, JANE	Requisition Total	.03
Requisition Vendor Information			
000000/1	PSA		
	SHASTA CO OFFICE OF EDUCATION . REDDING, CA 96001		
Line Items			
			Change Level 0
Description	Stores Item #	Unit	Order Qty
1 JANE SMITH			1
CLERICAL SUPPORT			
07/01/2014-08/31/2014			
\$20.00/HOUR			
NOT TO EXCEED \$1,600.00			
2 EXTEND SERVICES THROUGH			1
SEPTEMBER 30, 2014			
NOT TO EXCEED \$2,400.00			
Accounts			
		Amount	Encumbered
{ 000482} 01- 000- 0000- 5300- 2415- 0000- 7200- 530-		.02	
(2015) ClerXDty,IntBusSv,UnRest,OthrGenAdm			.02
{ 007363} 01- 000- 0000- 5300- 2412- 0000- 7200- 530-		.01	
(2015) ClerSub,IntBusSv,UnRest,OthrGenAdm			.01

[Requisition tab](#)

Comment field: When dollar amount is being amended update the *Comment* field accordingly. The entry in the Comment field should be the total amount of the contract followed by employee last and first name (i.e. change the entry from \$1,600.00 SMITH, JANE to \$2,400.00 SMITH, JANE)

[Items tab](#)

Add a New line item indicating the change that is being made. Do not amend the existing line item(s)

Press **New** button on Items toolbar

Description field: click on the drop down arrow at the end of the field and enter the following information in the Description text box

- a. The reason for the change
- b. If the change was to the amount enter the new not to exceed amount

Please verify that the description entered includes required information above

Unit Price field: enter .01

If additional accounts are added to the account distribution the unit price should be .01 x each new account.

Do not enter the actual PSA amount in the Unit Price field

The PSA amount should be indicated in the *Comment* field on the Requisition tab only. PSA requisitions are not generated for the purpose of encumbering funds. They are generated to expedite approvals via workflow. Payment will not be applied against the requisition. Payment(s) will be generated through payroll upon completion of an approved PSA and submission of an approved time card.

Taxable field: change from default of Yes to No

Press **Save/Close** on the Items tab toolbar

[Accounts tab](#)

Verify/add account(s) to be charged

Verify that both the amended PSA form and the requisition have the same account(s) referenced.

Payroll processes pay from the PSA form not the requisition.

Each account should have a minimum of .01 in the Account column. When an account has does not have at least .01 in the Amount column the contract amount and the individual referenced in the Comment field on the Requisition tab is not displayed on reports

[Attachments tab](#)

Press **New** button on the Attachments tab toolbar

File to Attach field: attach the Personnel Services Agreement (PSA) form by selecting the button at right of the field to browse your computer.

Description field: Enter **AMENDED PSA**

Press **Save/Close** on the Attachments tab toolbar

Program shall retain the original amended Personnel Services Agreement form.

[Notes tab](#)

Utilize the notes tab for additional information you would like to provide about the PSA

- 4) Press **Save/Close** on the Form tab toolbar
 - 5) Press the snapshot icon on the List tab. Choose *Snapshot With Notes and History*
Verify that entries are accurate and close the snapshot
 - 6) Press **Close button** on the Report tab
 - 7) Select **Open** from the toolbar on the List tab

If no changes are necessary proceed to next step
If changes are needed make necessary changes, save the changes and view the Snapshot again
 - 8) Click on **Tasks** on the Form tab toolbar and click on **Submit**
 - 9) Verify that the **Status** column on the List tab indicates **Submitted**. To view individuals approving the requisition open the Form tab and view the Approvals tab
 - 10) Once the requisition has been approved the Document Originator will be notified via an automated e-mail
From: **Escape Notifications** Subject: **OrgId 30, Req #PSA##-#####: Status set to Ready for Payment**
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- 11) **Document Originator** upon receipt of the automated e-mail notification **From: Escape Notifications** indicating that the PSA requisition is in Ready for Payment status shall do the following:
 - a. Ensure that Program Manager's signature has been obtained on the *amended* PSA form
 - b. Obtain the Contractor's signatures on the *amended* PSA form
 - c. Scan *amended* PSA form to PC
 - d. Locate the e-mail from Escape Notifications indicating the a the requisition was set to Ready for Payment status
 - e. Select Forward
 - f. Attach the signed *amended* PSA form
 - g. Send to Human Resources Department at hr@shastacoe.org
 - 12) **Human Resources** upon receipt of e-mail from the program will do the following:
 - a. Review *amended* Personnel Services Agreement form
 - b. Provide Payroll with the amended PSA from
 - c. Indicate "HR FINAL REVIEW OF AMENDED PSA COMPLETED" on the Notes tab of the requisition
 - d. Email the Document Originator informing them that the amended PSA has been approved