

PSA Vendor Requisition *Amendment* Procedure

For After School Programs (Project SHARE)

- 1) Complete the Personnel Services Agreement (PSA) Form located on Human Resources webpage under HR Forms. The **Amended** box should be checked and the PSA requisition # should be referenced in the field provided.
 - a. The Program Manager's signature may be obtained prior to submitting the requisition or after it is approved
 - b. The Contractor signature should not be obtained prior to approval of the amended PSA requisition.
- 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 Go
 - b. From the Form tab choose *Return to Open* from the *Tasks* drop down menu
 - c. From the List tab press Open button on the 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	Responsibility	Goods & Services 1-STNDREQ				
Department	PSA		Academic Dept				
Status	Open	Attachments	None				
On Hold	No						
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		Room	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							
Description	Stores Item #	Unit	Order Qty	Rcvd Qty	Unit Price	Extended	Change Level
1 JANE SMITH CLERICAL SUPPORT 07/01/2014-08/31/2014 \$20.00/HOUR NOT TO EXCEED \$1,600.00			1		.0200	.02	0
2 EXTEND SERVICES THROUGH SEPTEMBER 30, 2014 NOT TO EXCEED \$2,400.00			1		.0100	.01	0
Accounts				Amount	Encumbered	Expensed	Outstanding
{ 000482 } 01-000-0000-5300-2415-0000-7200-530-			.02				.02
(2015) ClerXDty,IntBusSv,UnRest,OthrGenAdm							
{ 007363 } 01-000-0000-5300-2412-0000-7200-530-			.01				.01
(2015) ClerSub,IntBusSv,UnRest,OthrGenAdm							

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. \$2,400.00 SMITH, JANE)

Items tab

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

Press **New** button on *Items* toolbar

Order Quantity field: leave the default of 1

Description field: Indicate the change that is being made

- a. The reason for the change
- b. The not to exceed amount

Unit Price field: enter .01

Do not enter the 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. Payments will be generated through payroll upon submission of an approved time card. The encumbrance will be closed before or during year-end processing

When adding an additional account to the account distribution, the unit price should be .01 for *each* new account. The Unit Price field *may* need to be adjusted by a penny accordingly

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

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

Payroll processes pay from the PSA form not the requisition.
When changes are made to the requisition, please update the PSA form accordingly.

- 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 signature on the *amended* PSA form
- c. Scan *amended* PSA form to PC
- d. The file name should reference the Escape assigned requisition number and the employee name (i.e. PSA13-00005 SMITH, JANE)
- e. Save the signed amended PSA to the *PSA Docs* folder. Designated users may access this folder by pressing the Windows Start Icon and entering `\\VM0009\` in the *Search programs and files* search field and press enter. Users may drag this folder to their desktop.
- f. Send an e-mail to Human Resources at hr@shastacoe.org to inform that the amended PSA has been placed in *PSA Docs* folder. Subject field of the e-mail should reference the requisition number and the employee name (i.e. PSA13-00005 SMITH, JANE)

12) Human Resources

- a. Review amended Personnel Services Agreement form
- b. Move file to *PY PSA Docs* folder
- c. Indicate "HR FINAL REVIEW OF AMENDED PSA COMPLETED" on the Notes tab of the requisition
- d. Email the Document Originator letting them know that the amended PSA has been approved
- e. Email **Payroll that the** amended PSA has been placed in the *PY PSA Docs* folder