Shasta County Office of Education
Independent Contract Requisition Procedure

Service agreements that have been routed via Agreement Contract MOU Route Sheet

Independent Contract Agreement

This procedure is for service contracts that *have been* routed via Agreement Contract MOU Route Sheet.

For contracts that have not been routed via the Agreement Contract MOU Route Sheet, locate the *Independent Contract Requisition Procedure for Independent Contract Agreements that have not been routed via Agreement Contract MOU Route Sheet.*

The Goods and Services Category selected for a requisition determines the workflow approval path. Contracts for on-site services that have been routed via the Agreement Contract MOU Route sheet shall be processed with a Goods and Services Category of Standard Req. The completed *Agreement Contract MOU Route Sheet* and the *signed contract* shall be attached to the Attachments tab of the requisition.

Access the Vendor Requisition Form in Escape

1. From the Escape Activities tree select Finance ~ Requisitions ~ Vendor Requisitions.
2. Press the **New** button on the activity toolbar.
3. Select the appropriate 'Department' (and fiscal year if applicable) from the drop down menu. Users with access to only one requisition department will be taken directly into the vendor requisition Form upon pressing the new button. When multiple fiscal years are open users will be prompted to select a fiscal year.

Form entries should be in ALL CAPS

Note: Payment cannot be made against a requisition when the invoiced amount exceeds the approved requisition amount by 10% or $200.00. In order to avoid having to amend the requisition and re-submit it for approval, confirm pricing and any applicable shipping charges with vendor prior to submitting the requisition.

Completing the Requisition Form

Requisition tab Enter the following fields of the *Requisition* tab

1. Requisitioner: Defaults to user but may be overridden when desired.
2. Order Location: Enter location code or use the drop down at the right of the field to view the locations list. Select a Location code beginning with S only.
3. Delivery Location: Defaults to selected Order Location but may be overridden when desired.
4. Comment: Enter a short *description of the service to be rendered*. The description entered in this field will show in reports.
5. Goods and Services Category: Select *Standard Req*. Remember the Goods and Services Category selected determines the approval path of a requisition.

6. Order Type: Default is PO with Receiving. Most often this field will not be changed for independent contracts as approval to hire should be obtained prior to services being rendered.
7. Vendor Id: Enter at least two characters of the vendor name. Press F4 to search for vendor. The more characters entered prior to pressing F4 the smaller the selection list. If unable to locate the vendor, e-mail Business Services at tcolyer@shastacoe.org. Provide at minimum the payee name, address and telephone number.
8. Vendor Address Id: After selecting the vendor, verify the address. If address is not the desired address, click on the drop down arrow at end of field. If there are additional addresses for the vendor you will see them displayed. Click on the desired address. If unable to locate the desired address, e-mail tcolyer@shastacoe.org. Provide the vendor name and the new address.
9. Quote Number: If you have been provided a quote number enter it here. This field is limited to 12 characters. When more character space is needed do not use this field, instead enter the quote number in the *Message Before* field located on the Items tab.
10. PO Date: Default is today. Generally we do not change this date however, when preparing purchase orders for the subsequent fiscal year you may change the default to 07/01/20##.
11. Shipping Amount: Enter shipping percent or amount when applicable to the purchase. Generally requisitions for services do not include shipping charges. Applicable shipping amount should be confirmed with the vendor.
12. Account Distribution Option: Default is Manual. There are two additional choices; by Line Item and by Percentage. To change the account distribution option use drop down field within the *Account Distribution Option* field.

Items tab Press New button on the items tab toolbar. Enter the following fields of the *Items* Tab

13. Order Quantity: Default is 1. When applicable change default. For example multiple equal payments.
14. Order Unit: Default is EACH. When applicable change or delete. For example QTR, MO or delete if Blaket purchase order.
15. Description: Enter a description of service to be rendered and the date(s) of service. Requisitions for Blanket purchase orders or multiple equal payment orders shall also include the not to exceed amount, the expiration date and the person(s) authorized to use PO and approve payment(s). The generic messages provided in the Message After field may be utilized to save some data entry.
16. Unit Price: When multiple unequal payments are to be made (Blanket PO) or if only one payment will be issued enter the *contrac*t amount. When multiple equal payments are to be made enter the *payment* amount.
17. Taxable: Default is Yes. Change to No for services only. If supplies are also received, separate items will need to be entered for items that are taxable and items that are non-taxable.
18. Message Before: Optional field can be used for entering a message on the PO *before* the item.

19. Message After: Use to enter a message on the PO *after* the description of service to be rendered. This field should be used for the purpose of indicating the not to exceed amount and persons authorized to use the PO and approve payment(s).
20. Account Information: When user selects Account Distribution Option of Line Item on the Requisition tab, the account number is entered in this field. When the field is locked, user has taken the default account distribution of Manual or has selected distribution by Percentage. If entering by line item view the Accounts Tab section below for details on account components and how to locate desired account.
21. Press Save/New to enter additional items or press Save/Close when last item has been entered.

Accounts tab Enter the following fields of the *Accounts* Tab

22. Press the New button, if Account Distribution Option by Line Item was not selected on the *Requisition* tab (accounts were not already entered on the Items tab). If account distribution has been entered by Line Item, proceed to step 3 below. When entering account numbers by percentage, Percentage must be selected in the Account Distribution Option field on the *Requisition* tab.

Account Components

FUND	SITE	*RESOURCE*	*PROGRAM*	*OBJECT*	GOAL	FUNCTION	MANAGER	PROJ YR
2 digits	3 digits	4 digits	4 digits	4 digits	4 digits	4 digits	3 digits	1 digit

23. Without spaces or dashes between account components enter the required number of digits for the account components that are known. Use a period in the place of account components that are unknown. For example if know components are the program and the object code, I would enter ...53205801…. then press F4 to view account choices based on the components provided. To select and insert the account number, double click on desired account. If the alias is known, users may choose to enter only the six digit alias code and press enter. When entering account by alias code, verify that the resource, program and object components of the populated account are appropriate.
24. Press New button to add additional accounts or press enter until another line is displayed.

Payments tab when payment has been applied against the requisition it will show on this tab.

Quotes tab we are not using this tab. This tab was designed to receive quotes from multiple vendors. We do not have a central purchasing location that determines which vendors will be used based on vendor quotes. If you would like to enter a quote number provided by the vendor on the Req/PO use the Quote Number field located on the *Requisition* tab. If the quote number exceeds 12 characters use the Message Before field located on the *Items* tab.

Approvals tab once the requisition is submitted approvers can be viewed on this tab. The approvals tab will not display approvers until the requisition has been submitted.

Assets tab this is a read only tab that displays fixed assets related to the requisition. Assets are received through the requisition or manually added by entering the requisition number in the asset record.

Attachments tab should contain the following required Independent Contractor paperwork. Completed documents should be scanned and attached in the following order.

1. *Completed Route Sheet*
2. *Signed Contract*

The Description field on the Attachments tab should indicate IND CONTR DOCS.

Note: If the contract did not address waiver of liability and/or hold harmless agreement cabinet level approvers brought it to the attention of our Human Resources Department during routing of the contract for approvals. If you were asked to obtain a Certificate of Liability Insurance from the vendor and/or to complete our SCOE Independent Contract Agreement to cover hold harmless agreement please attach those documents to the Attachments tab as well.

In order to protect the contractor's personal information Form W-9 should be excluded from the above documents within the Attachments tab. Form W-9 should be sent to Business Services. It will be attached to the Vendor Record and then shredded.

Attaching required documents to the requisition

a) Locate file to attach and name it appropriately
b) Click on the Attachments tab
c) Press the New button
d) Place cursor in the *File to Attach* field click on the look up window to the right of the field
e) Search for the file and double click on it. File will populate in the *File to Attach* field
f) In the *Description* field enter a description of the attachment. For example AGREEMENT, CONTRACT OR MOU
g) Press Save/Close on the *Attachments* tab
h) Open requisition and verify that the file is attached

Notes Tab utilize this tab to make notes about the requisition or indicate anything you would like to communicate to the requisition workflow approvers and/or Business Services staff.

History Tab refer to this tab to view history of requisition events

Verification of requisition information

1. From the requisition Form tab press Save/Close once required requisition tab entries have been completed.
2. From the List tab highlight the requisition and then press the paper with magnifying glass icon on the activity toolbar.

3. Select one of the following: Snapshot, Snapshot With Notes and History or Snapshot With Payments.
4. Review the requisition snapshot for accuracy.
5. Close the Snapshot.
6. If no changes need to be made, proceed to *submitting the requisition*. If changes need to be made, press the Open icon on the activity toolbar or double click on the requisition to open the *Form* tab. Make changes, Save/Close and review snapshot again.

Submitting the requisition

1. Once the requisition has been verified and no changes are needed, open the requisition from the list tab. From the Form tab select Submit from the Tasks drop down menu on the activity toolbar.
2. From the List tab verify that the Status column indicates *Submitted.*

Once the requisition is in submitted status workflow approvals have begun. From the *List* tab you may open the requisition and click on the *Approvals* tab to view the requisition approvers.

Requisition/Purchase Order Processing

Business Services will generate payment or purchase order when the requisition has been *Approved. Programs* will continue to receive the vendor copy of the purchase order for *local vendor and Blanket purchase order requests*. Programs may or may not choose to send the PO to the vendor. Unless otherwise communicated (via the *Notes* tab), non-local and out of state vendor purchase orders will continue to be mailed to the vendor by Business Services.

To verify that vendor requisitions have been processed perform a vendor requisition search via Finance ~ Requisitions ~ Vendor Requisitions. Search by *Created By field, Order Location field, Mgr field, Prgm field* etc. Press Go. Once the *List* is generated, look at the Status column. Req's/PO's in a Status of 'Ready for Payment' have been approved. Purchase orders are placed in the mail within one day of the PO Print Date.

Receiving

Prior to receiving verify that the invoice amount does not exceed the PO amount. If the invoice exceeds the approved Req/PO amount by 10% or $200.00 the requisition do not receive on-line or send invoice to accounts payable for payment. Instead follow the instructions below for AMENTMENT TO REQS IN WHICH THE INVOIC EXCEEDS THE APPROVED REQUISITION AMOUNT BY 10% OR $200.00.

Receive on-line via the Receive PO Items activity within the software for single payment or equal multiple payment requisitions for services. Receive on-line only when supplies and/or services have been received. Follow instructions for Receiving on requisitions with a single payment or equal multiple payments (1 below).

Blanket purchase orders are not being received in the software. Follow procedure for Receiving on Blanket Purchase Orders (2 below).

1. Receiving on requisitions with a single payment or equal multiple payments

From the Escape activities tree, select *Finance ~ Purchasing ~ Receive PO Items*

a. On the *Receipts* tab enter the following information about the requisition/purchase order
b. *Date Received* If the PO(s) being received were all received on the same date, use the *Date Received* field under Beginning Req / PO Sequence. Be sure that the date referenced is the actual date the service was received. When receiving on multiple POs with different service dates delete the default date of today and enter the date received in the *Date Received* field under each individual Receipt #. Be sure that the date referenced is the actual date the service was received.
c. *Reference Number* Enter either the requisition or the purchase order number.
d. *Receive All* Enter Yes, if closing the PO with the first payment. Enter No if additional payments will be issued.
e. Press the Go button.
f. If you entered *No* to the *Receive All* question on the *Receipts* tab indicate the number to *Receive Now* on the *List* tab for each Requisition/Purchase Order.
g. Verify entry in the *Receive Now* column.
h. From the Tasks drop down select Post.
i. Verify that the *Received* column reflects the correct number and close the activity.

2. Receiving on Blanket Purchase Orders.
   a. When in receipt of the invoice, verify that the PO number is referenced on the invoice. If the PO number is not referenced, indicate the PO number that the payment is to be applied against. Indicate the date the services were rendered. When there is more than one account in the account distribution percentage and the invoice is not to be paid according to that distribution, indicate which account(s) is/are to be charged. When approving the last invoice to be applied against the Blanket purchase order, please notify accounts payable that it is the last invoice by indicating Last Invoice/Close PO on the invoice.
   b. Scan the invoice and/or packing slip and e-mail to accounts payable. *The subject line of the e-mail should reference to the Req or PO number.* Emailing invoices and/or packing slips are preferred although sending invoices and/or packing slips via inner-office mail will also be acceptable.

Payment

Payment will be made when accounts payable is in receipt of the invoice.

CHANGES TO REQUISITIONS

Requisitions in *SUBMITTED* or *DENIED* status

Requisitions do not need to be returned to Open status to attach documents to the *Attachments tab* or to make notes on the *Notes tab.*

To make changes to a requisition in Submitted or Denied status, search for the requisition via Finance ~ Requisitions ~ Vendor Requisitions. Open the Form tab select "Return to Open" from the Tasks drop down menu. Make necessary changes and then Submit via the Tasks drop down menu.

Requisitions in *APPROVED* or *READY FOR PAYMENT* status

Contact Business Services at 225-0262 or tcolyer@shastacoe.org to have the purchase order returned to Open status. Once the requisition is in Open status you may make necessary changes and Submit via the Tasks drop down menu.

When increasing/decreasing a purchase order, please do not edit the existing line items. Add an additional line item describing the change. Include the date of the change.

When amending a Blanket purchase order, change the NOT TO EXCEED amount in line item 1 to match the amended amount of the Req/PO. Add a new item for the increase/decrease.

For example $500.00 INCREASE DUE TO INCREASED HOURS 12/01/XX

Verify account code distribution

Attach approved amended contract

Include notes you would like approvers to see regarding the change on the Notes tab
Submit for approvals

Amending requisitions in which the invoice exceeds the approved requisition amount by 10% OR $200.00

Invoice received by program

When the invoice is received from the vendor by the program, the program should verify that the invoice amount does not exceed the approved requisition amount by 10% or $200.00. If it does, do not receive on-line (PO w/Receiving order) or submit invoice for payment to Business Services Department (if Blanket PO). Contact Business Services at 225-0262 or tcolyer@shastacoe.org to have the requisition returned to open status. Once the requisition is in open status, follow one of the two processes below based on whether the requisition is a PO w/Receiving order or a Blanket purchase order.

PO w/Receiving:
Change the Order Type to Direct Payment.
Attach the invoice.
Increase the requisition amount by adding an additional line item for the increased amount (do not change existing line items) and resubmit for approvals.

Blanket Purchase Order:
Increase the requisition amount by adding an additional line item, resubmit for approvals and forward the invoice to accounts payable.

When amending Blanket purchase orders with multiple accounts verify the payment amount distributed to each account and increase encumbrance(s) accordingly.

Invoice received by Business Services (Accounts Payable)
When the invoice is received from the vendor by Business Services (Accounts Payable) and it exceeds the approved requisition by 10% or $200.00 the invoice will be forwarded to the program along with a note that indicates payment exceeds the approved requisition amount by 10% or $200.00. If payment has been received on-line (PO w/Receiving order), program will need to un-receive prior to contacting Business Services at 225-0262 or tcolyer@shastacoe.org to have the requisition returned to open status. Once the requisition is in open status, follow one of the two processes indicated above based on whether the requisition is a PO w/Receiving order or a Blanket purchase order.

Changes to authorized users
Changes to *Authorized Users* can be made by Business Services. The Req/PO does not need to be returned to open status and resubmitted when adding/removing authorized users. Send requests to edit authorized users to tcolyer@shastacoe.org

Confirming Order
Order Type = Direct Payment should be infrequent when receiving on-site services. Direct Payment requisitions should have the invoice(s) attached to the Attachments tab of the Requisition. “INVOICE” must be indicated in the Description field of the Attachment tab. Comment field may be utilized for any comments. Contracts for on-site services received without the completed contract documents on file must be approved by Human Resources. A Note should be made on the Notes tab of the requisition as to the reason why the documents are not attached. Payment will be issued when the requisition is approved. Payment will be mailed to the vendor by Business Services unless otherwise requested on the *Notes* tab.

Deposit required with order
If a deposit is required, the requisition should be entered for the entire amount of the contract. The requisition Order Type should be *PO with Receiving*. Requests must have supporting documentation attached. Indicate the amount that is due in advance (i.e. 25% payment in advance remaining 75% upon completion). Use the Notes tab to notify Business Services that partial payment is due with the order.