FOOTHILL-DE ANZA
Community College District

BANNER 9
PURCHASE REQUISITION MANUAL

PURCHASING SERVICES – APRIL 2025

Website: https://purchasing.fhda.edu/ | Email: purchasing@fhda.edu | Phone: 650-949-6193

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1 - INTRODUCTION AND PURPOSE

This manual provides Foothill-De Anza Community College District staff with guidance on creating and managing Requisitions in Banner 9. It outlines key steps and requirements to ensure consistency, accuracy, and compliance with District Purchasing procedures. As a centralized reference, this resource supports staff across all departments in preparing accurate Requisitions in accordance with District policies and administrative procedures, including but not limited to AP 3140 and AP 3143, which govern purchasing and contracting activities. Proper use of Banner 9 helps maintain transparency, enforces budgetary controls, and minimizes delays in procurement.

Requisitions are required for all purchases of goods and services, including, but not limited to, supplies, equipment, consulting contracts, software, and capital expenditures. They initiate the formal procurement process by securing necessary approvals and ensuring that purchases are authorized, properly documented, and legally compliant before a purchase order is issued. An essential function of the Requisition process is to encumber funds, allowing departments to reserve budgeted amounts and prevent over-expenditures. This supports sound fiscal planning and accountability, consistent with the California Community Colleges Budget and Accounting Manual. Requisitions also ensure compliance with state regulations, including California Public Contract Code 20651, which sets bidding requirements, and Education Code 81655 and 81656, which define contracting authority within community college districts. Following the Requisition process supports the District's commitment to financial responsibility and ensures all purchases are managed in a consistent, auditable, and compliant manner.

2 - SUPPORTING DOCUMENTATION

All Requisitions must include supporting documentation to substantiate the purchase request. Supporting documents are a critical part of the Requisition process and are required to ensure compliance with District procurement policies and to facilitate timely processing.

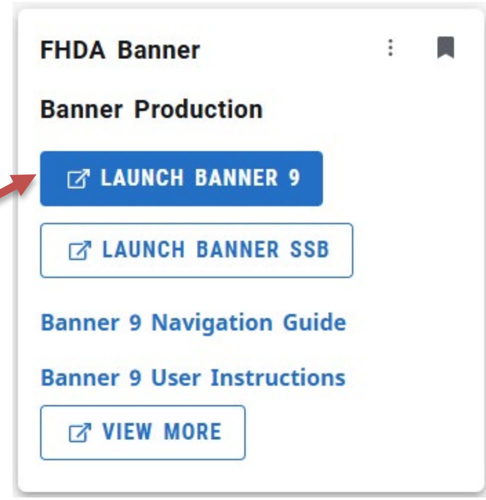
Required steps and supporting documentation include:

- A valid Vendor record in the system (active status with all required setup completed).
- Campus delivery information (Campus contact/location/desired delivery date).
- FOAP (Fund, Organization, Account, and Program) coding aligned with budget availability.
- For **GOODS**: a quote or proposal, unexpired or dated within the last 30 days.
- For **SERVICES** or goods with a service component (e.g., installation): a fully executed agreement and insurance certificates (COI).
- Scope of work, product specifications, or statements of work.
- Any other documentation relevant to the requested goods or services.

Refer to the Purchasing Documents Matrix for Goods and Services for guidance on required documents. Supporting documents must be uploaded and attached to the Requisition in Banner. Requisitions submitted without appropriate documentation may be delayed or returned. For step-by-step instructions on how to attach documents to your Requisition, refer to Appendix B – Attaching Documents to Your Requisition.

3 - LOGGING INTO BANNER 9 INB

1. Navigate to [Home - MyPortal (FHDA)]() and log in using your Single Sign-On (SSO) credentials.
2. Locate the "FHDA Banner" card.
3. Click "Launch Banner 9" to begin.



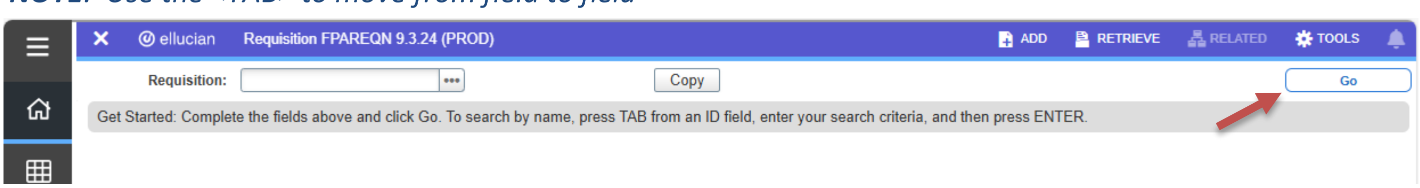
4 - CREATING A REQUISITION

This section provides step-by-step instructions for entering a new Requisition in Banner 9. It covers completing order details, selecting vendors, itemizing commodities, assigning FOAP codes, and finalizing the Requisition for approval. Accurate entry is essential for timely processing and compliance with District purchasing procedures.

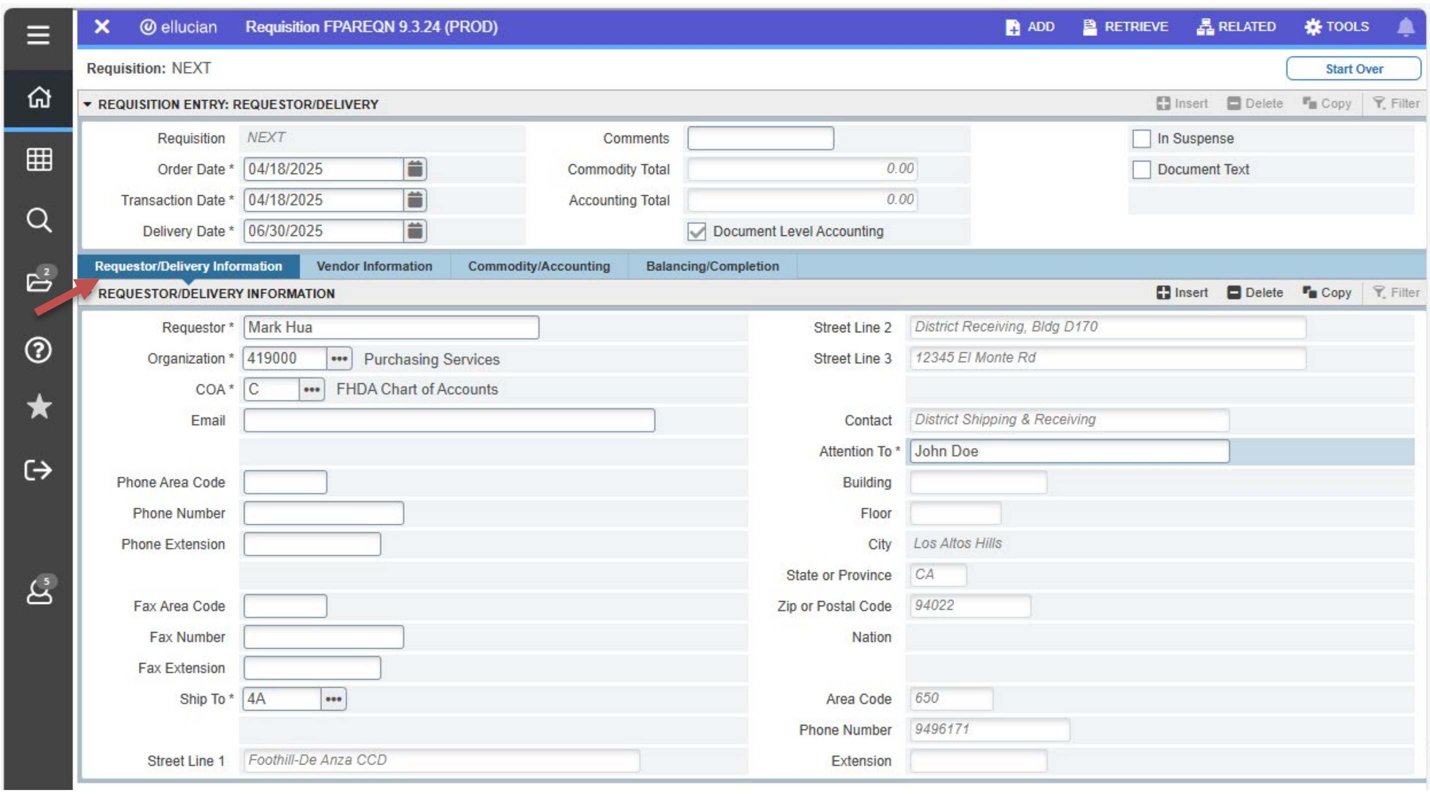
1. In the Welcome screen, type **FPAREQN or Requisition** and press Enter.

2. Leave the Requisition field blank. Click **Go**.

***NOTE**: Use the <TAB> to move from field to field*



3. **REQUESTOR/DELIVERY INFORMATION.** This section block captures key details about the order timing and delivery location. It includes required fields that define when the order is placed, when goods or services are expected, and where they should be delivered. Accurate entry here helps ensure timely processing, proper routing, and alignment with budget timelines. The following fields must be completed as outlined below:



- **ORDER DATE**: Defaults to current date. See Appendix C for a future fiscal year Requisition.
- **TRANSACTION DATE**: Defaults to current date. See Appendix C for a future fiscal year Requisition.
- **DELIVERY DATE:** Enter the desired delivery date for receivable items; three weeks from the date of entry is recommended. Open POs can have a delivery date through the end of the fiscal year (06/30/XXXX). For POs with services, use the end date of the agreement.

NOTE: *It is the Requesters responsibility to ensure that their Requisition is approved in a timely manner to allow for the desired delivery date. The Order Date and the Transaction Date must be the same.*

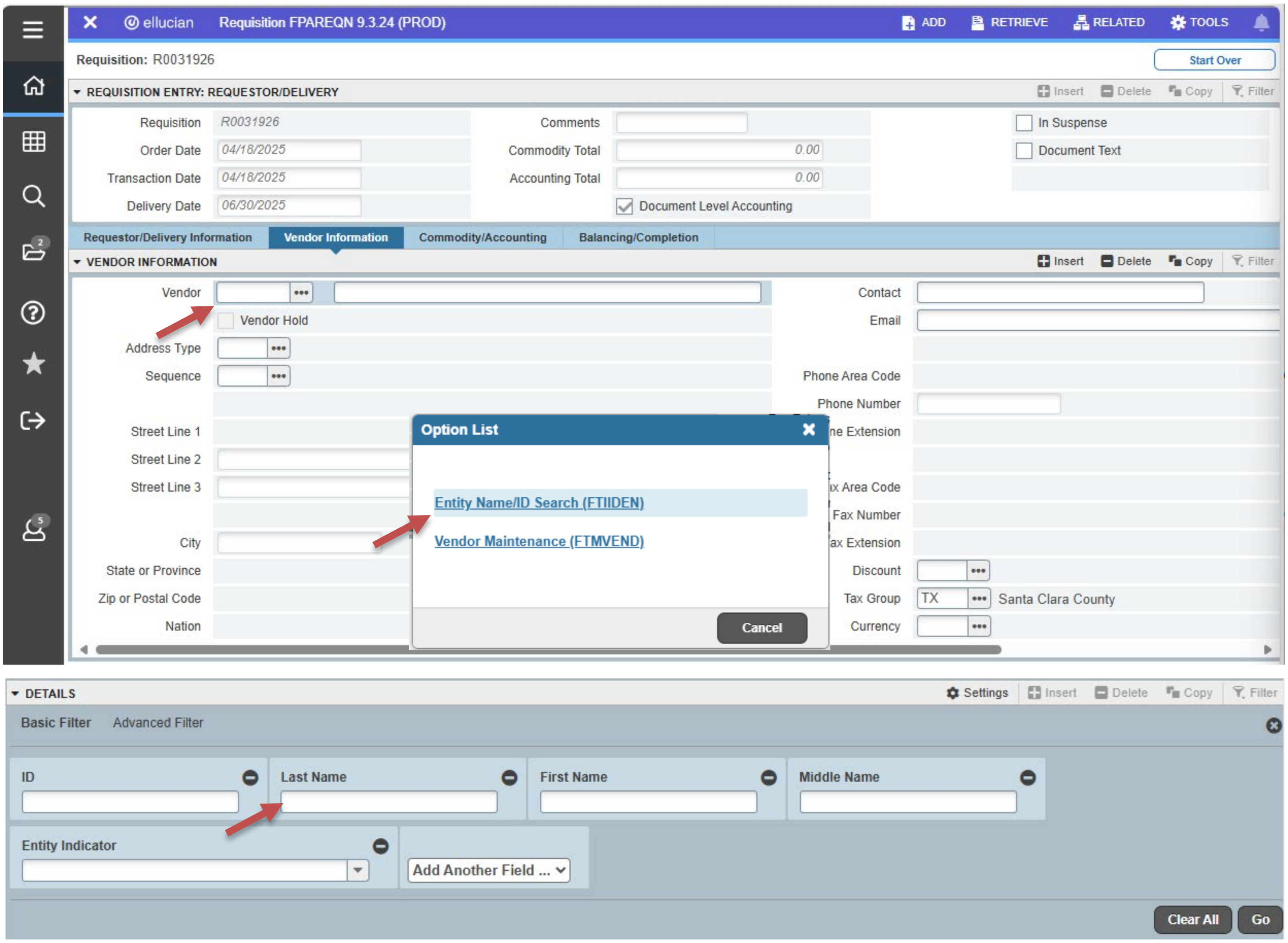
- **COMMENTS**: Leave blank.
- **DOCUMENT LEVEL ACCOUNTING**: **Uncheck** this box if your Requisition includes multiple commodity lines that need to be charged to different FOAPs.
- **REQUESTOR**: Defaults to the name of the requester entering the Requisition.
- **COA:** Defaults to "C." Leave as is.
- **EMAIL:** Enter the Requestor's email into this field.
- **ORGANIZATION**: Type in the Organization # or **Search** using "**...**" and double-click on the **"A"** next to

the correct Organization.

- **ATTENTION TO**: This is where you will note the point of contact name and the location that the warehouse will deliver the items to (if applicable). **Example**: John Doe/DAC or FHC/MLCBuilding

- **SHIP TO:** Search using "…" and select 4A to ship to the Warehouse for tangible goods. For services, which do not have receivable items, select your campus location.

4. **VENDOR INFORMATION**. *Click to select.* This section block allows you to search for your vendor. If your vendor is not listed in the Banner system, you will need to request setup before proceeding. To add a new vendor, request a completed W9 from the vendor and submit to **Accounts.Payable@fhda.edu**.

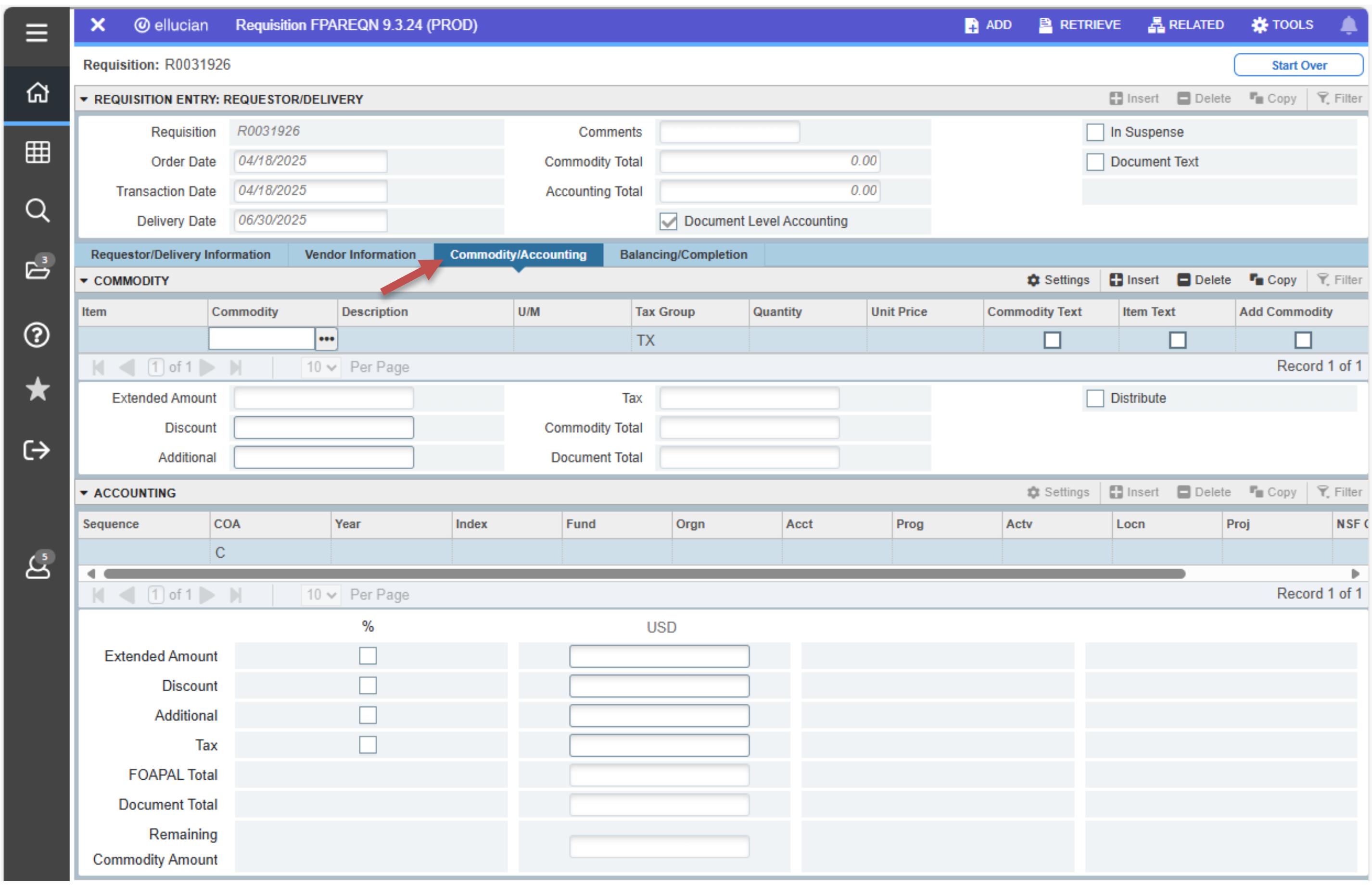


- Search for your vendor using "**…**" next to the **Vendor** field or enter the Vendor ID if known.
- In the **Option List** window that appears, choose **Entity Name/ID Search Form (FTIIDEN).**
- In the **Last Name** field, enter part of the vendor's name surrounded by % (example: %Sierra% for Sierra School Equipment Co.) Click **Go**.
- A list of vendors will populate. Double-click on the correct vendor ID number. If no vendor ID # populates, this means the vendor is not listed in the Banner database. You can click **Close** (X on top

left) to return to the Vendor Information tab

- **IMPORTANT**: Enter your vendor's contact name and email address in the **Contact** and **Email** fields so Purchasing can send the Purchase Order to the correct recipient. If the field auto populates with incorrect contact information, overwrite the field with the correct information.

5. **COMMODITY/ACCOUNTING** *Click to select.* In this section block, you will enter detailed information about the goods or services you are requesting, including a clear and specific description, quantity, unit of measure, and unit price. The description should be concise yet detailed enough for Purchasing and the vendor to understand exactly what is being ordered. Avoid vague terms like "miscellaneous" or "as needed." Instead, specify product names, model numbers, service types, time periods, or deliverables when applicable.



- **COMMODITY**: Leave blank and tab to **Description**.

- **DESCRIPTION**: *The cost of goods or services must match your vendor's quote.*

  - **Purchase of Goods**: Enter item details that align with your quote. Include item numbers, manufacturer part numbers, or ISBNs when applicable. Descriptions should be specific and sufficient for Purchasing and the vendor to identify the item. If you run out of line space or need to include additional details, use **Item Text [FOAPOXT]** (see Appendix A).

- **Purchase of Services:** Provide a clear and concise description of the services to be performed, including the scope of work, the department requesting the service, and the service period if applicable. Reference the fully executed agreement that supports the request. If additional instructions or context are needed, use **Item Text [FOAPOXT]** (see Appendix A).

- **U/M**: Enter Unit of Measure code. **Search** using **"..."** to look up and retrieve your unit of measure. For Goods: Use **EA** for each. For Services: Use **SVC** for services.

- **TAX GROUP:** Defaults to "**TX**" for Goods. For Services only, change to "**NT**". For goods or taxable services enter "912" which is the current tax rate.

NOTE: *The District is NOT tax exempt and is responsible for paying Santa Clara Sales Tax on the purchase of all tangible personal property whether or not it is quoted by the vendor. Examples of tangible personal property include such items as office supplies, furniture, electronics, and so forth. In addition, some service and labor costs are subject to sales tax if they result in the creation of tangible personal property*.

- **QUANTITY**: Enter number of items desired.

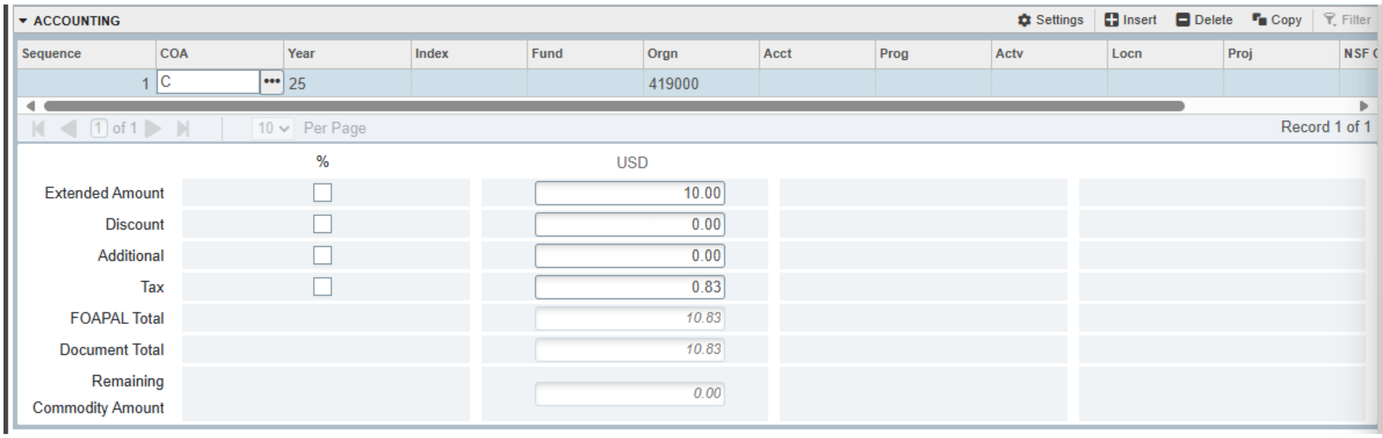
- **UNIT PRICE**: Enter price per unit.

- **DISCOUNT**: Enter the dollar discount in this field. If there is one discount amount for an entire order with multiple commodity lines, you will need to distribute the dollar amount amongst the commodity lines.

To add additional items, click **Insert** Insert and then repeat the steps above. Unwanted lines may be removed by clicking **Delete** Delete while on the line of the specific record that you want to delete. Once you have completed the entry of items, select **Next Section** at the bottom left of the screen to move to the **Accounting Block**.

NOTE: *Requisition commodities need to be itemized. Do NOT group multiple items on one commodity line; if there is a quote for the Requisition, the Requisition must match the quote.*

6. **ACCOUNTING.** Every purchase Requisition must include valid accounting information to ensure funds are available and properly allocated. This section block is where you assign the FOAP - Fund, Organization, Account, and Program codes that determine which budget will be charged. A valid FOAP is required to complete and submit a Requisition. Without it, the system cannot reserve funds or process your request. If you're unsure which FOAP to use, consult your department's budget manager before proceeding.

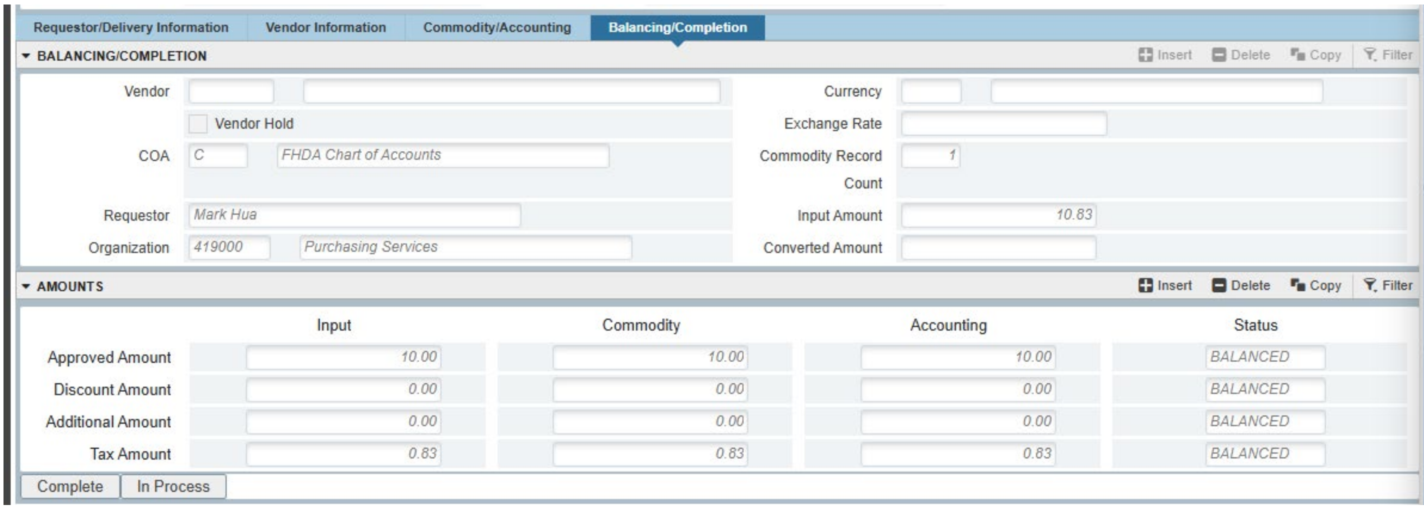


- **CHART OF ACCOUNTS (COA):** This field will default to "C." DO NOT CHANGE OR DELETE
- **YEAR:** Should default to current fiscal year (EX: 25 for 24/25 fiscal year).
- **INDEX**: Leave blank.
- **FUND**: Enter a Fund code or **Search** using "**...**"
- **ORGN**: Defaults from Requestor's setup. If your Orgn Code differs from the default, enter the appropriate Organization code or **Search** using "**...**"
- **ACCT**: Enter Account code or **Search** using "**...**"
- **PROG:** Enter Program code or **Search** using "**...**"

  Leave the following blank: **ACTV, LOCN, PROJ**. Tab through the remaining fields to auto populate. To add additional FOAPS, click **Insert** Insert and then repeat the steps above.

NOTE: *If you are using more than one FOAP, the cost of the items will be split between them. To control how the costs are divided, uncheck the Distribute box. Then go to the FOAP section and enter the dollar amounts you want for each FOAP. Once saved, Banner will reserve the funds accordingly. If one of your FOAPs does not have enough funds, you must either transfer budget into it or use a different FOAP before you can complete the Requisition. The REMAINING COMMODITY AMOUNT field in the FOAP block specifies any remaining dollars that have not been applied to a FOAP. Adjust your FOAPs extended amounts and SAVE to refresh the field.*

7. **BALANCING/COMPLETION.** *Click to select.* This final section block summarizes the Requisition and allows you to review for accuracy before submission. The system must show a **"BALANCED"** status, indicating that all required fields have been completed correctly, and accounting totals are in alignment. Once balanced, you have two options to proceed:□□



- **COMPLETE:** Select **Complete** when you have entered all the information for the Requisition and are ready to send it forward to approvals. Orders take approximately 1-2 weeks to process once approved. Please notify the Purchasing Department for any urgent/rush requests at 650-949-6193 or purchasing@fhda.edu.

- **IN PROCESS:** Select **In Process** to save your Requisition to complete at a later time.

NOTE: *If changes are required on a completed Requisition, you must deny it during the approval process. If the Requisition has already been fully approved, you will need to request that Purchasing delete the Requisition so you can resubmit a new Requisition.*

NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

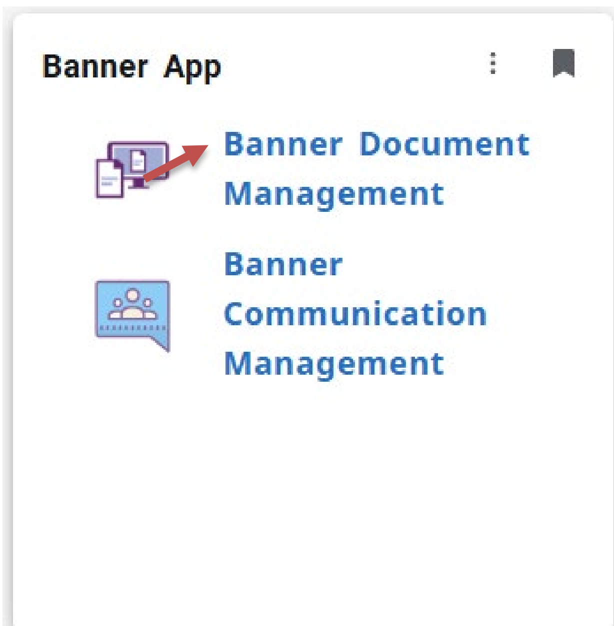
5 - ATTACHING DOCUMENTS TO YOUR REQUISITION

Supporting documents such as valid quotes, agreements, insurance certificates, or other approvals must be attached to your requisition to ensure compliance with Purchasing policies and to expedite the approval process. Failure to attach required documentation may delay processing. This section outlines the steps for uploading and attaching documents correctly with your Requisition.

NOTE: *You must have a Requisition number before you can attach documents to your Requisition.*

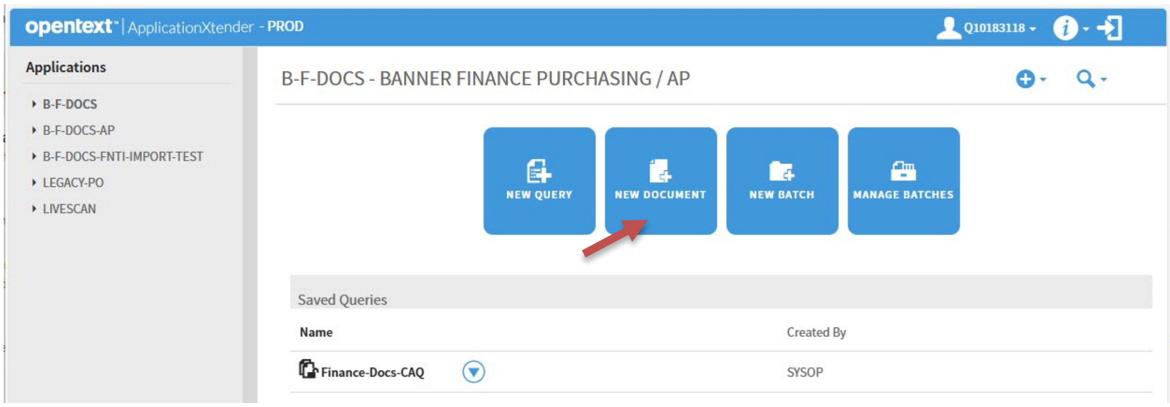
1. Login into MyPortal at: [Home - MyPortal (FHDA)]

2. Search for the Banner App card and select Banner Document Management



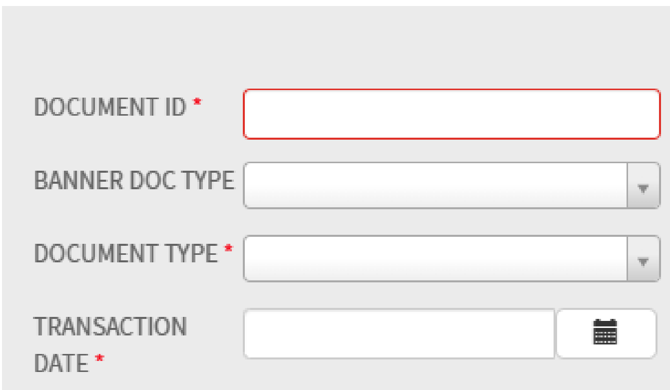
3. Select **"B-F-DOCS"**

4. Select **"New Document"**.

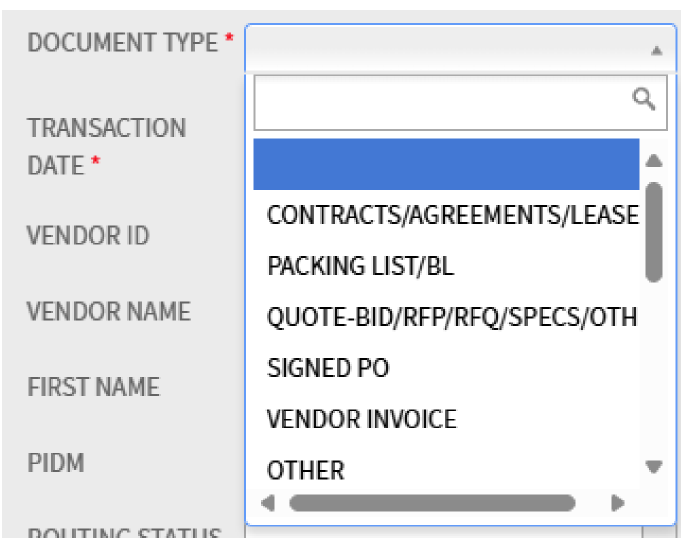


5. **DOCUMENT ID**: Enter your Requisition number, the Vendor information fields will auto-populate.

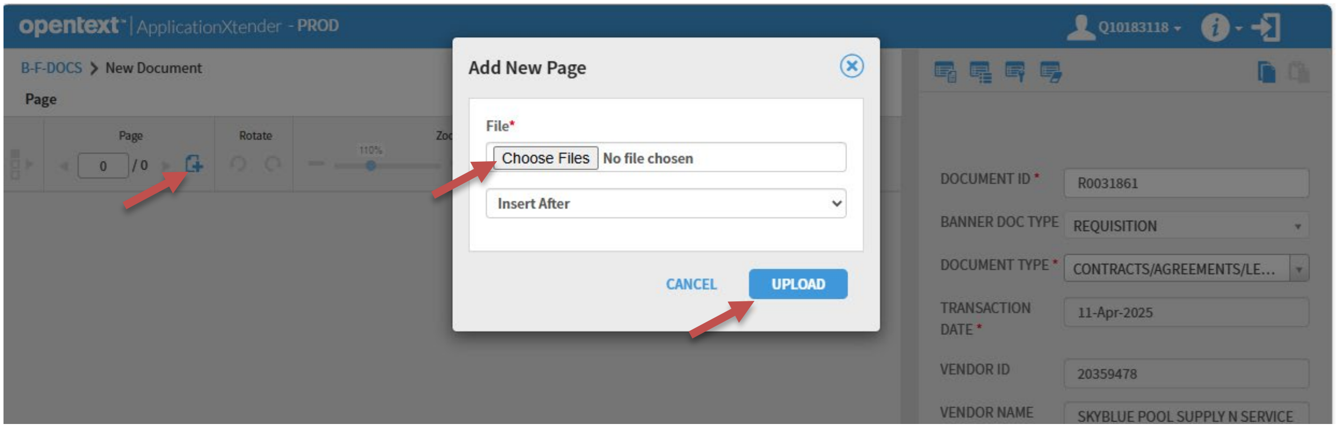
6. **TRANSACTION DATE**: This will automatically populate, no entry required.



7. **DOCUMENT TYPE**: Select the appropriate document type for your attachment.



8. Select the Plus icon to add a document, “Choose Files” to attach a file, then select **UPLOAD.**



NOTE: *Each document type must be uploaded as a separate file. Do not combine multiple supporting documents into a single upload. Submissions that fail to follow this requirement may be rejected or delayed.*

9. Click save to attach the document to your requisition. To add another document, click on “BFDocs” at top left and repeat steps 4-9.

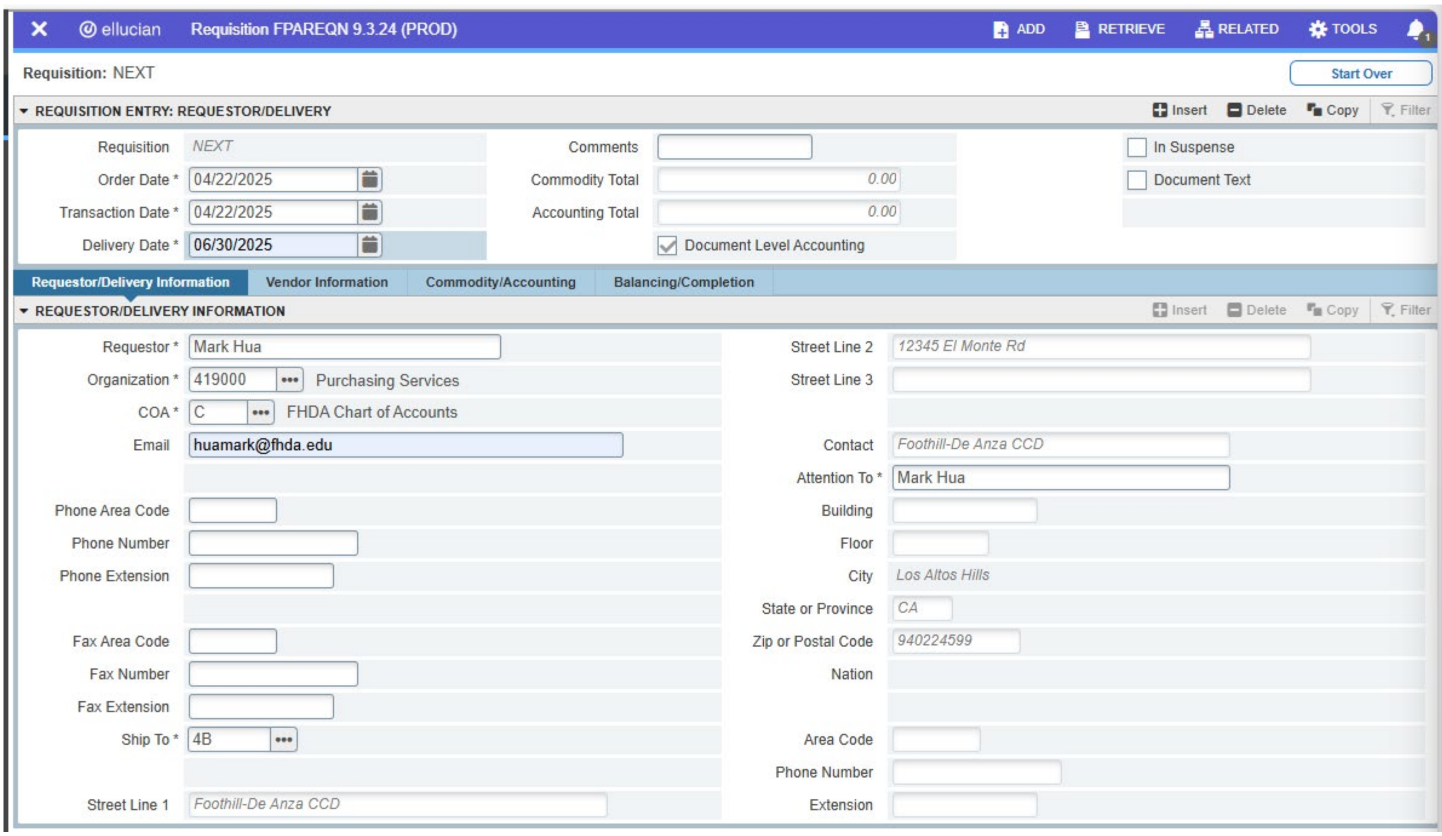
6 - REQUISITION FOR CHANGE ORDERS

A Requisition for a Change Order is required when an existing Purchase Order (PO) must be modified due to a change in the scope of work, pricing, contract term, FOAP (Fund, Organization, Account, and Program) coding, or the goods/services to be provided. Change Orders are used to formally document and process these adjustments to ensure accurate tracking, approval, and compliance with procurement and budget procedures.

To initiate a Change Order, departments must submit a new Requisition that clearly references the original PO and outlines the specific changes being requested. Supporting documentation justifying the change must be included with the Requisition.

Follow the instructions below for how to create a Requisition for a Change Order.

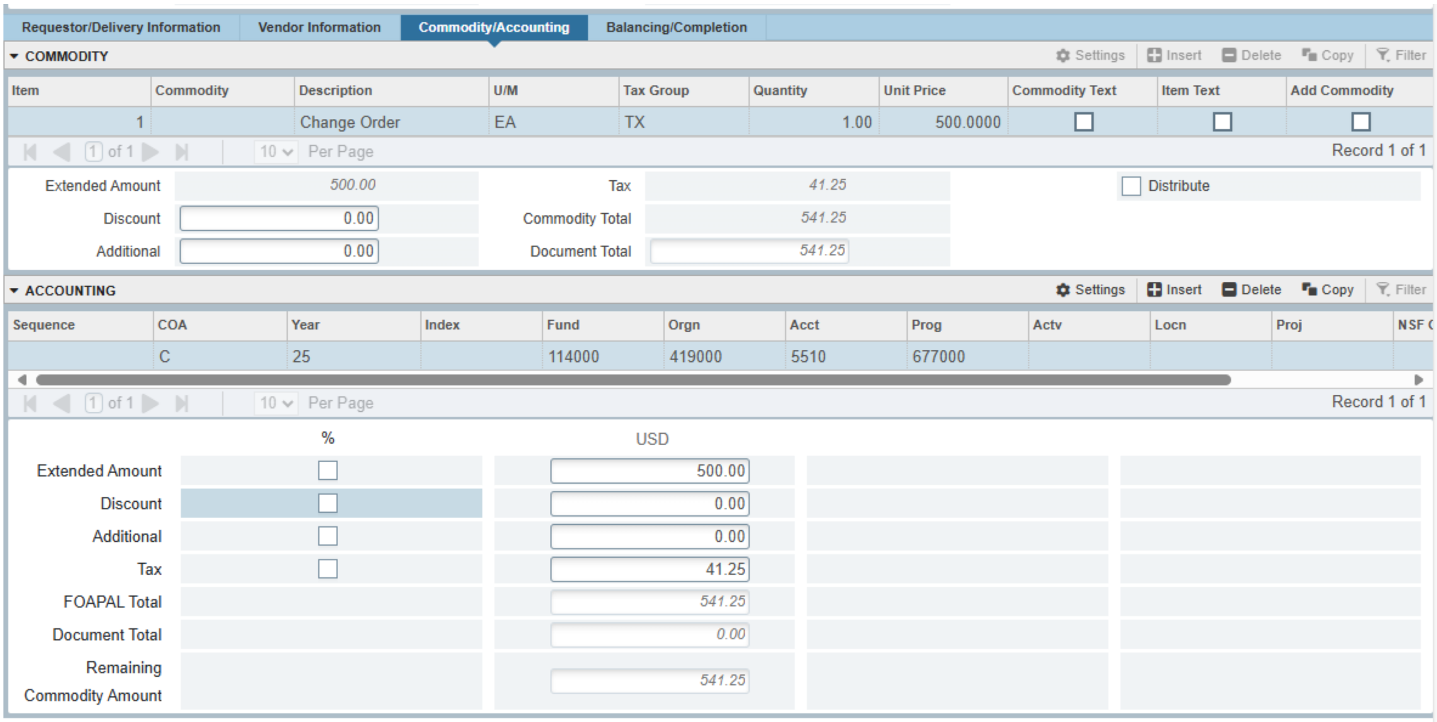
1. Log into Banner as instructed in Section 3 and follow the steps in Sections 4.1 and 4.2.



2. REQUESTOR/DELIVERY INFORMATION.

- **DELIVERY DATE:** Enter the same **Delivery Date** as the original Purchase Order, or enter the revised **Delivery Date** if you're requesting a contract extension.
- **EMAIL:** Enter the Requestor's email address.
- **SHIP TO:** Search using "…" and select the Requestor's location.

- **ATTENTION TO:** Enter the name of the Requestor or the individual responsible for overseeing the Purchase Order.

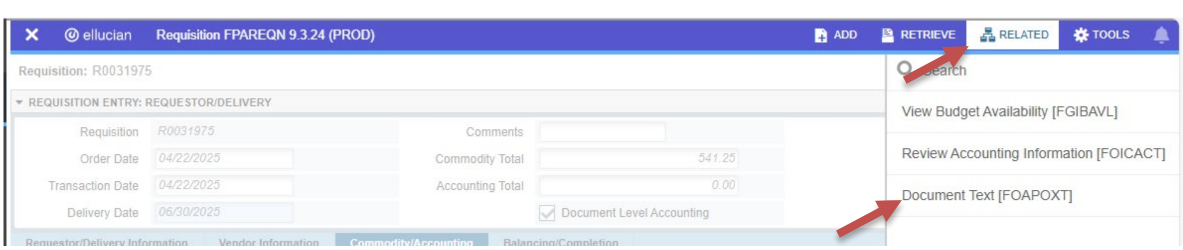


3. COMMODITY/ACCOUNTING.

- **COMMODITY:** Leave blank and tab to next field.
- **DESCRIPTION:** Enter "Change Order."
- **U/M:** Enter **EA** or **OTH**.
- **TAX GROUP:** Enter "**NT**" for no tax.
- **QUANTITY:** Enter "1"
- **UNIT PRICE:** Enter the amount of change.
- Click the down arrow to proceed to the Accounting block.

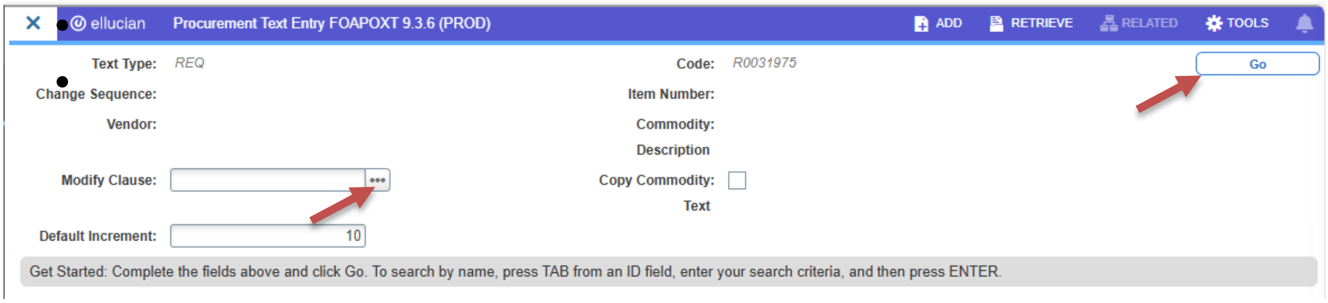
4. ACCOUNTING.

- **COA**: Defaults to "C". **Index** can be left blank. Tab through each field to enter FOAP information. Enter the same FOAP as the original Purchase Order, or enter the revised FOAP if changes are needed.

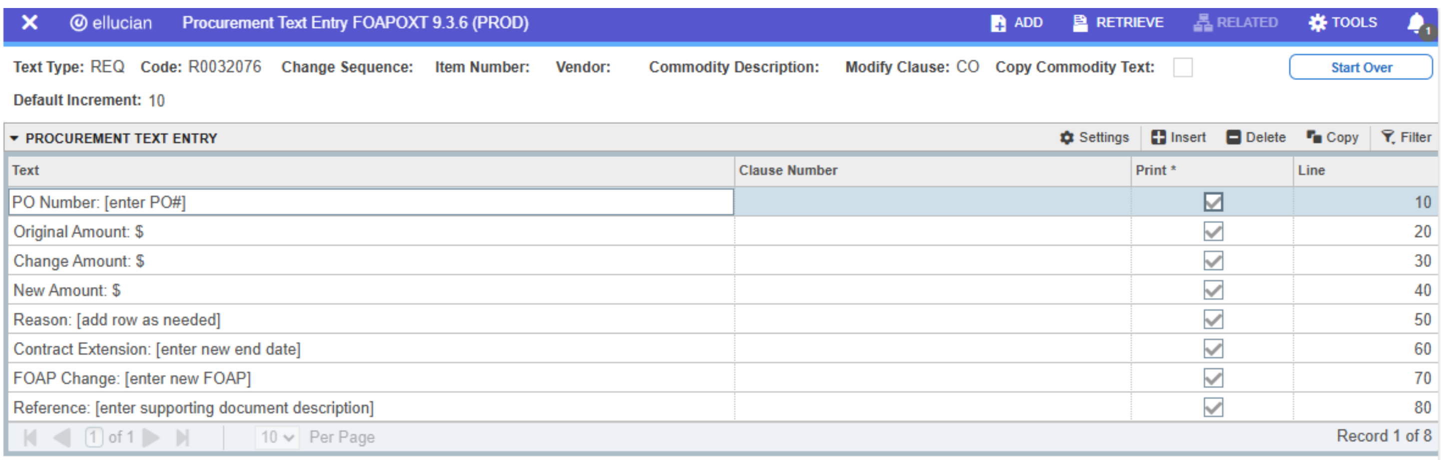


- Click “Related” and select “Document Text (FOAPOXT) from the drop-down menu.

5. **PROCUREMENT TEXT ENTRY FOAPOXT.** Allows the Requestor to enter Change Order instructions for Purchasing.

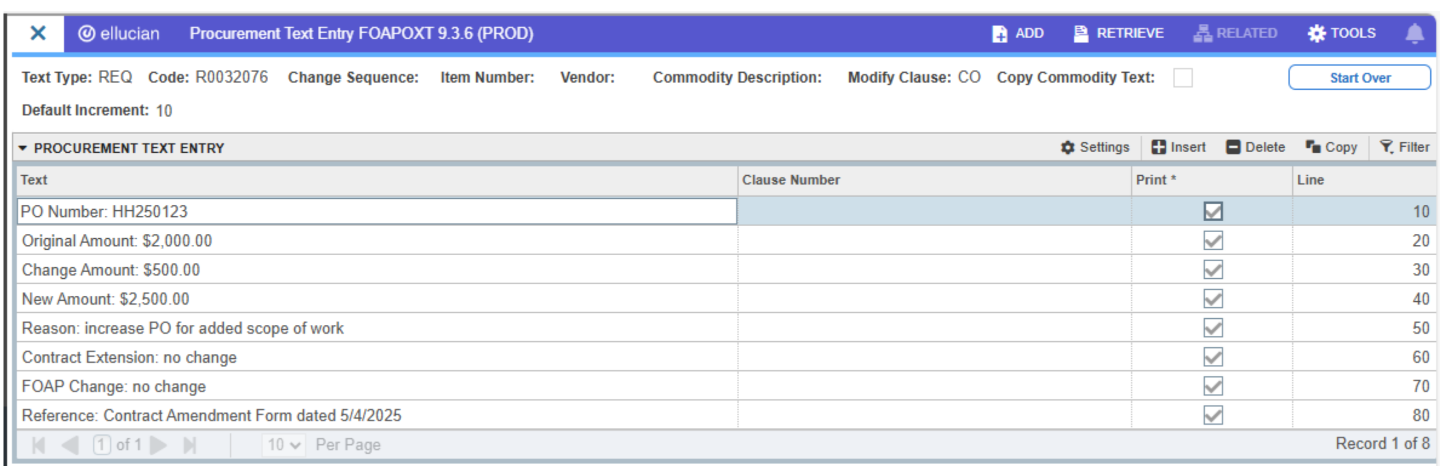


- **MODIFY CLAUSE:** Enter “CO” in the **Modify Clause** field or Search with “…” and select “Change Order Instructions”. Click **Go**.



- **PROCUREMENT TEXT ENTRY:** Enter the Change Order details for each item listed in the Modify Clause, including the PO number, change in amount, reason, and any other applicable information. Click “Insert” to add additional lines if further instructions are needed.

EXAMPLE:



- Select the **Balancing/Completion** block.

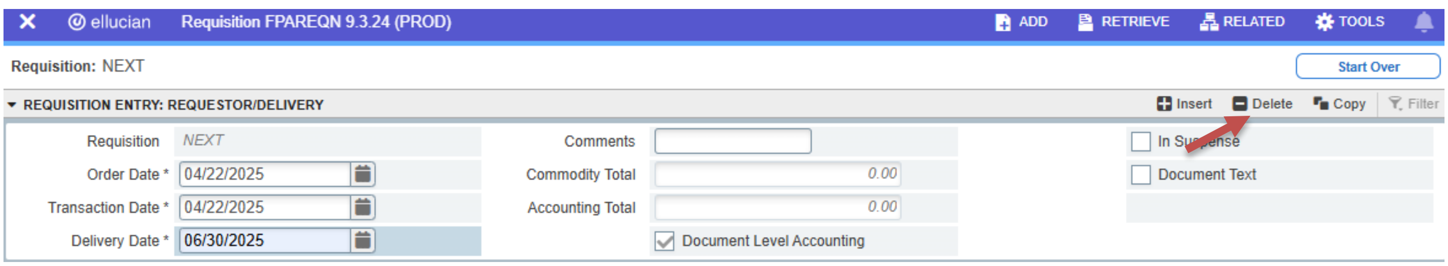
- Select **"Complete"** when all required information has been entered. The Requisition will then proceed to the approval process.
- Select **"In Process"** to save your work and return later to complete the Requisition.

7 - CANCELLING A REQUISITION

A Requisition can only be deleted if it is in **Incomplete** status.

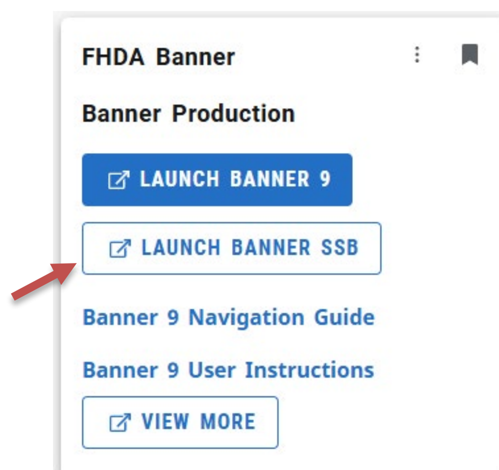
- To delete an Incomplete Requisition, go to the **Requestor/Delivery Information** block and click Delete.

If the Requisition is in the approval process, you must contact your Approvers and request that they disapprove it. Once disapproved, the Requisition will return to Incomplete status, allowing you to delete it. If the Requisition is fully approved, it cannot be deleted by the Requestor. Please contact the Purchasing Department to request deletion.

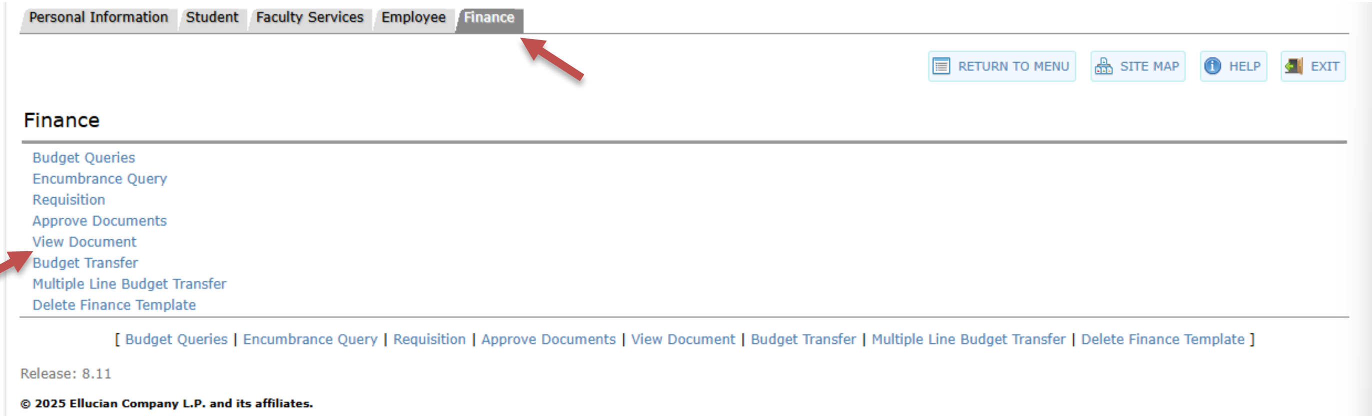


8 - CHECKING REQUISITION STATUS (SSB)

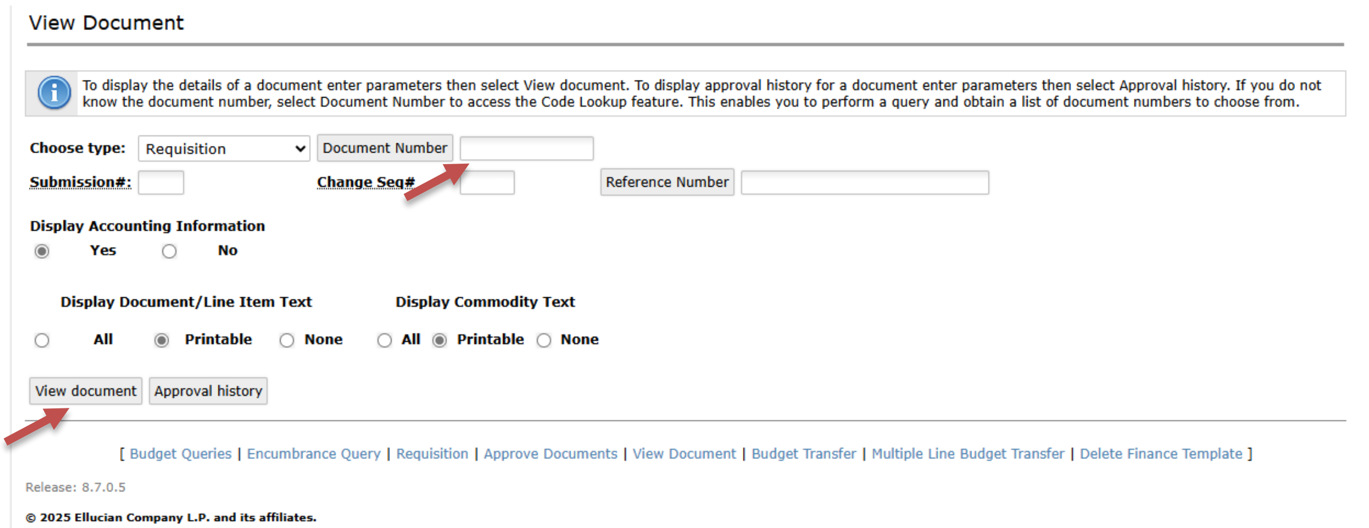
1. Login to MyPortal at: [Home - MyPortal (FHDA)]
2. Search for the **FHDA Banner** card.
3. Select **Launch Banner SSB**.



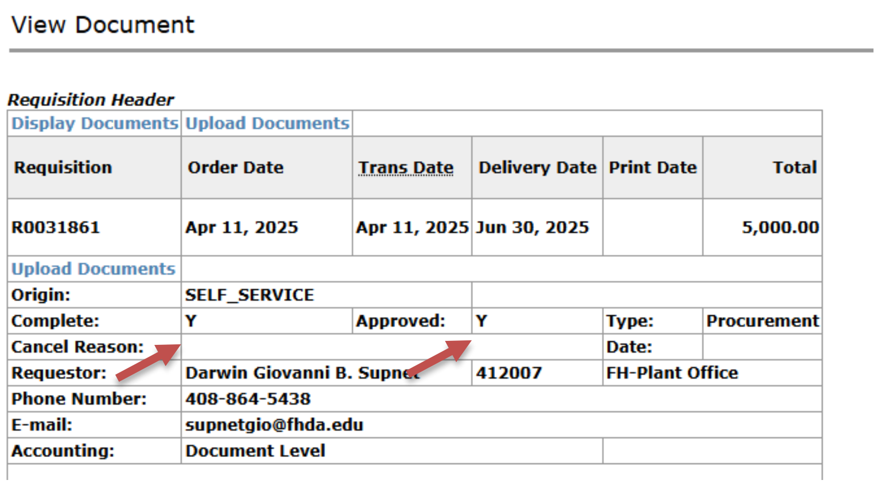
4. Select the **Finance** tab and **View Document**.



5. **Document Number**: Ensure type is set at "**Requisition**", enter your Requisition number, then click "**View Document**".



6. **View Document**: Locate the "**Complete**" and "**Approved**" fields. A "**Y**" indicates your Requisition is complete and approved. A "**N**" in the Approved field indicates it is not approved. Check the Approval history in the previous screen to check which approvers you need to follow-up with.



7. Once the Requisition is complete and approved, it will be assigned to a Buyer typically within 1-2 business days. The name of the Buyer assigned to your Requisition will appear in the first line of the Document Text section.

Phone Number:	
Fax Number:	
Document Text:	**Assigned to Angela Jacobs, 4/16/2025**
	Requisition is for Plant Services,
	Ix: 441215-CS-DA-Pools.
	Request for an open P.O. for FY 24-25 to Skyblue
	Pool Supply N Service, Inc. in the amount of
	$5,000.00 for miscellaneous parts, maintenance,
	and repair services on the existing districtwide
	pools and fountains on an as-needed basis.
	The contractor shall provide an estimate for all
	services required and must obtain prior approval
	from authorized District personnel before
	starting any work. Upon approval of the work, the
	contractor shall check in with the Facilities
	department upon arrival on site and check out
	once the work is completed. Payment will be made
	only for the actual products and services ordered

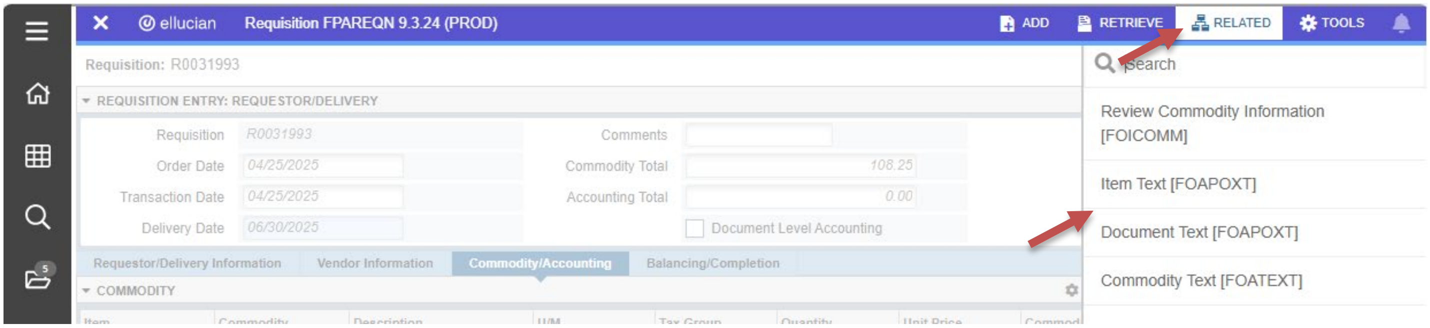
8. To check if a Purchase Order has been issued, scroll to the bottom of the page. In the Related Documents field, you will see Purchase Order indicated in the Document Type column and the PO# in the Document Code column. **If you do not see "Related Documents", your Purchase Order has not been issued.**

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Apr 17, 2025	Purchase Order	HH250766	Approved

Appendix A – Document and Item Text (FOAPOXT)

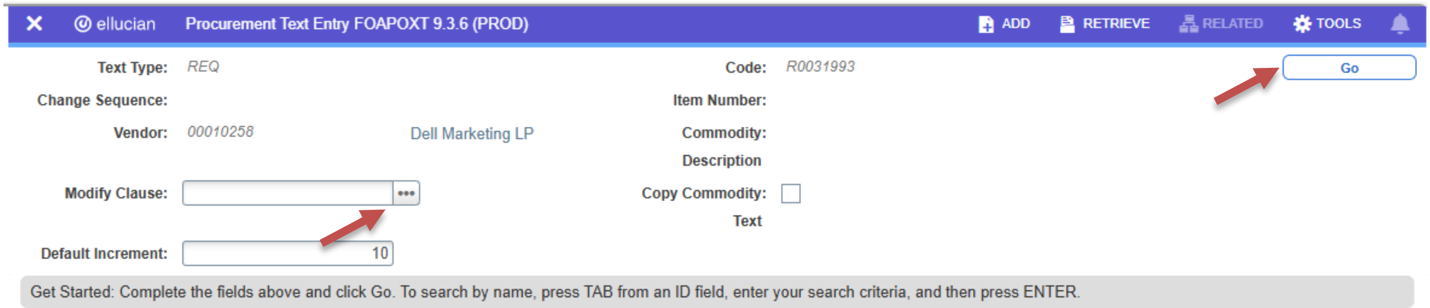
Document Text and Item Text are available fields that allow you to provide important supporting information for your Requisition. Use these fields to clearly communicate details needed for processing at both the overall Requisition level and the individual line-item level. While in any of the Requisition tabs, under "**Related**" (top right of page), select either **Document Text** or **Item Text** from the drop-down menu to enter additional information.

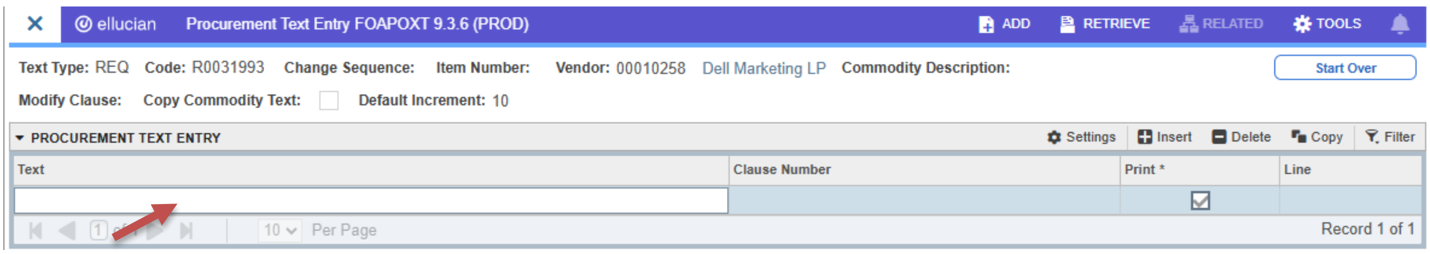


- **DOCUMENT TEXT**: Allows you to enter text that applies to the entire Requisition. Use the Document Text field to provide relevant information that will assist the Purchasing Department in properly setting up the Purchase Order. Enter all necessary details that Purchasing may need for accurate and efficient processing. Examples of information to include are:

  - ✓ Vendor contact name, phone number, and email address
  - ✓ Quote number(s) and expiration date(s)
  - ✓ Reference to existing contracts or cooperative agreements (e.g., CMAS, Omnia Partners)
  - ✓ Special delivery instructions or deadlines
  - ✓ Billing instructions if different from the standard terms
  - ✓ Any specific processing notes or approvals that Purchasing should be aware of
  - ✓ Providing complete and accurate Document Text ensures that the Purchase Order can be issued correctly without delays. Please ensure all information is clear and concise.

- **ITEM TEXT**: Allows you to enter text that applies to a specific commodity line such as description information, make, model, if they differ for each line, etc. <u>This text should match the line items on your quote.</u>





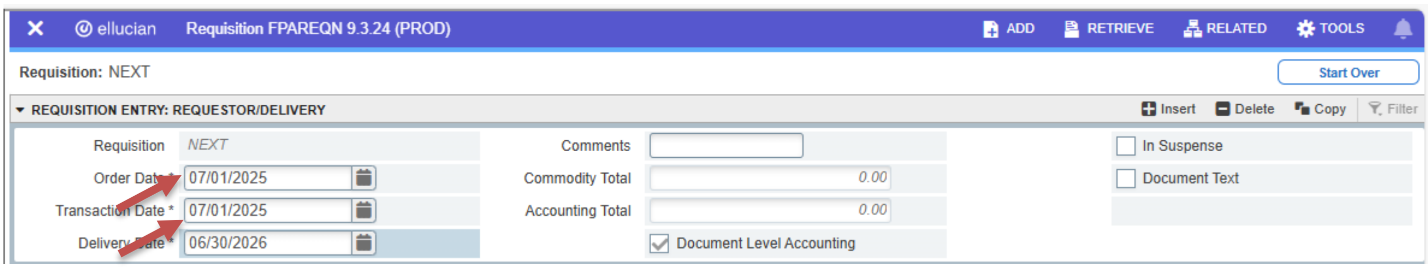
After selecting Document Text or Item Text, you can select pre-set templates or enter text manually. To use a pre-set template, click the "…" button in the **Modify Clause** field, otherwise click **Go** to proceed to **PROCUREMENT TEXT ENTRY**. Enter your text on each line, note that each line is limited to 50 characters. To add additional lines, click **Insert** or press the **down arrow** on your keyboard.

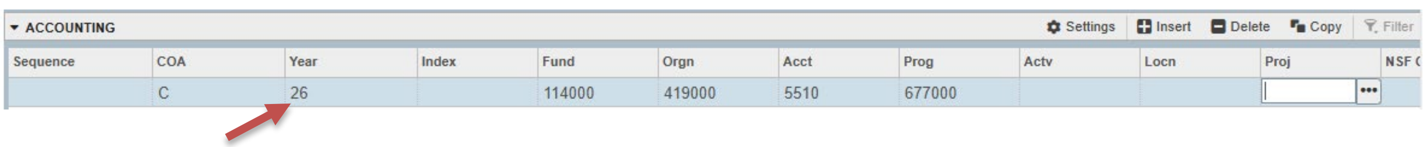
Click **Save** at the bottom right of the screen when you have finished entering your text. Click "**X**" to and return to your Requisition.

Appendix B – Creating a Requisition for a Future Fiscal Year

Requisitions created in advance for the next fiscal year should be intended to establish open Purchase Orders to support ongoing needs, such as regular supply orders or services. They should not be used to order specific, one-time items or deliveries. Requisitions for specific items should be created separately and timed appropriately within the applicable fiscal year.

When creating a Requisition for the next fiscal year to prepare for anticipated needs or to establish Purchase Orders with vendors to prevent interruption in goods or services, follow the steps outlined below:





- **ORDER DATE**: The Order Date must be set to the start date of the next fiscal year (i.e., 7/1/XXXX). Once the new fiscal year begins, the Order Date will automatically default to the current date and will not need to be adjusted.

- **TRANSACTION DATE**: The Transaction Date must also be set to the start date of the next fiscal year (i.e., 7/1/XXXX). Once the new fiscal year begins, the Transaction Date will automatically default to the current date and will not need to be adjusted.

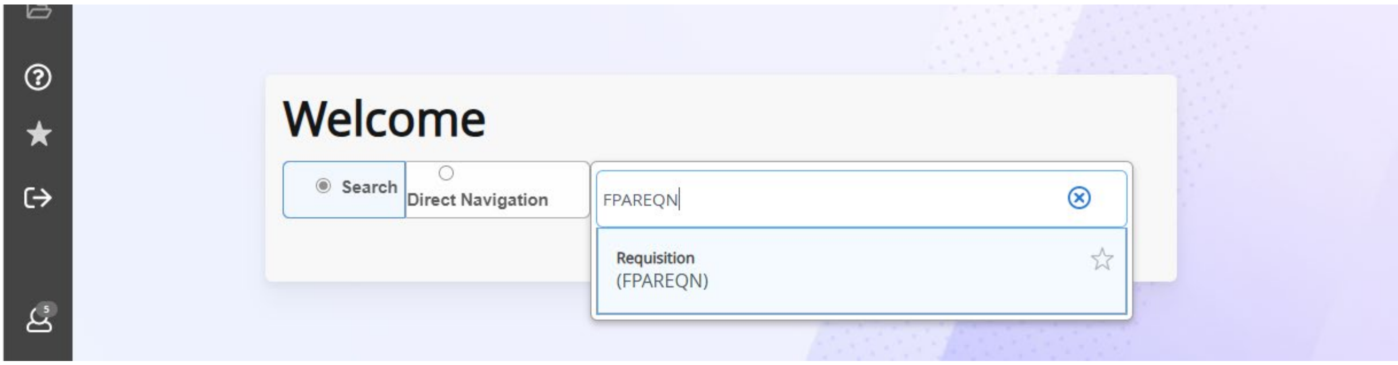
- **DELIVERY DATE**: Set the Delivery Date to the end of the next fiscal year (i.e., 6/30/XXXX).

- **YEAR:** The Fiscal Year in the FOAP will automatically default based on the Order Date and Transaction Date. Be sure that this **Year** matches the Fiscal Year in which your Requisition is being entered for.

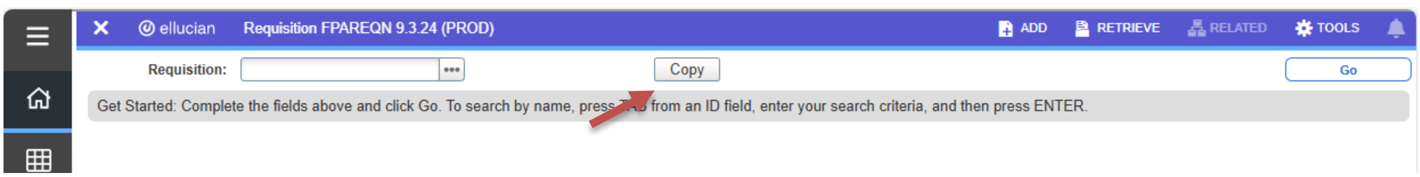
Appendix C – Copying a Requisition in FPAREQN

When creating a Requisition, you may find it convenient to copy a Requisition you created at an earlier date. For instance, if you have some standard supplies, you buy several times each year, you can copy an older Requisition, update the fields and complete the Requisition. Follow the steps below to copy a Requisition. Please note that only **completed** Requisitions can be copied.

1. Log into Banner 9. In the Welcome screen, type **FPAREQN or Requisition** and press Enter.

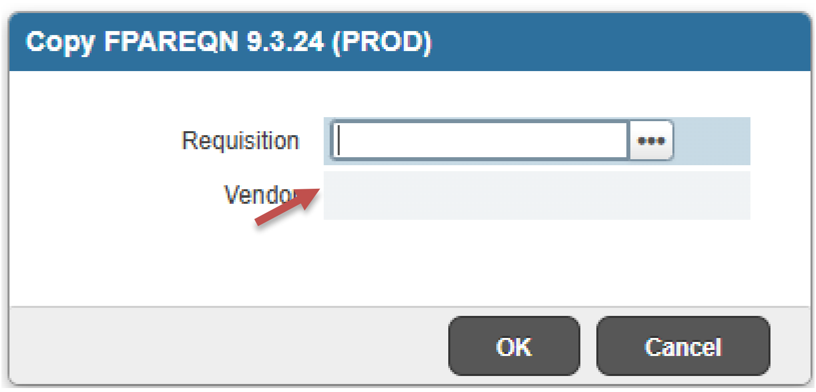


2. Leave the **Requisition** field blank. Click "**Copy**".



3. Enter the **Requisition** number you want to copy, press the Tab key to populate the **Vendor** field, then click OK.

4. A new Requisition is now created, pre-filled with information from the Requisition you copied. Update the fields as needed.



Appendix D – Supporting Documents Checklist

To ensure timely and accurate processing of purchase requisitions, it is critical that all required supporting documents are complete and properly submitted. Missing or incomplete documentation may result in delays or rejection of the requisition. Use this checklist as a guide to confirm that all necessary documents are included and correctly uploaded with your requisition submission.

If you have a new vendor, submit the vendor's W9 tax form form to accounts.payable@fhda.edu. A Vendor ID will be created as part of the process of adding the vendor to Banner.

1. **GOODS**

   ☐ Vendor Quote or Proposal (must be unexpired or within 30 days and include itemized pricing, quantities, shipping, and total cost).

2. **SERVICES**

   ☐ Vendor Quote or Proposal (must include scope of work, deliverables, and total cost)

   ☐ Statement of Work (SOW), if separate from proposal

   ☐ Fully executed Agreement

   ☐ Certificate of Insurance (COI) and required endorsement pages.

NOTE: In accordance with AP 3140, purchases of $10k or greater require at least quotes. Contact purchasing if you require assistance with obtaining multiple quotes. Purchases under a Cooperative Agreement (Piggyback) do not require multiple quotes. Purchases exceeding the Bid threshold may require a competitive bid process. Contact Purchasing for assistance.

Appendix E – Additional Resources

This appendix contains key links to reference materials to support users in selecting the appropriate contract type, ensuring compliance with District policies, and understanding procurement requirements. Each resource is intended to clarify procedures, support accurate decision-making, and streamline the purchasing and contracting process.

Purchasing Website: https://purchasing.fhda.edu/

- Purchasing Documents Matrix for Goods and Services- A guide to determine which contract type is required based on the type of goods or services being purchased and other required supporting documentation.

- Purchasing and Payment Approval Matrix - Outlines appropriate payment methods and signature authority required for contracts and purchases.

- Contracts and Forms - Access standard contract templates, required forms, and related resources used in the District's procurement process.

- Bid Threshold - Details the current annual bid limits for goods, services, and public works projects. Purchases exceeding these thresholds require Board approval and may trigger a formal competitive bidding process.

- Cooperative Contracts and Vendors - Lists recommended vendors and cooperative purchasing agreements that the District may use for compliant purchases over the bid limit.

- Request for COI letter – Outlines the District's insurance requirements with examples. Submit to vendor to request their COI if applicable.