FOOTHILL-DE ANZA
Community College District

BANNER SSB
PURCHASE REQUISITION MANUAL

PURCHASING SERVICES

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 SSB. 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 SSB helps maintain transparency, enforce 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.

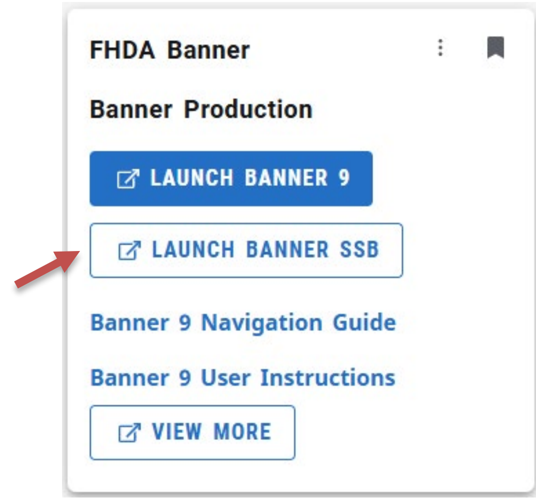
Required steps and supporting documentation include:

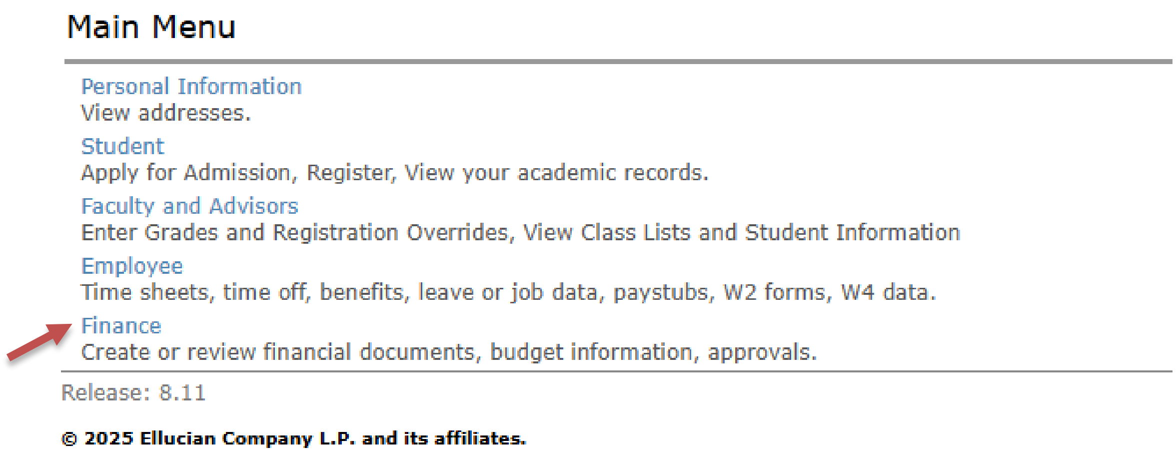
- An active Vendor Banner ID in the system.
- Campus delivery information (Campus contact/location/desired delivery date).
- FOAP (Fund, Organization, Account, and Program) coding aligned with budget availability.
- For **GOODS**: a quote or proposal, unexpired or dated within the last 30 days.
- For **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.

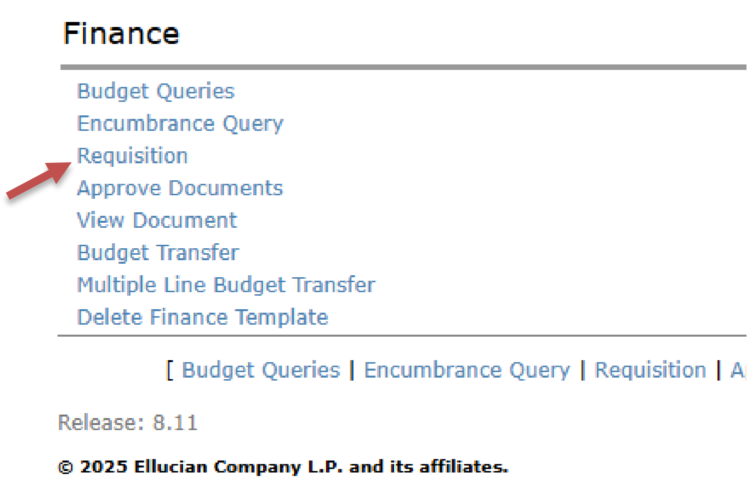
Refer to the Purchasing Documents Matrix for Goods and Services for guidance on required documents. Supporting documents must be uploaded and attached to the Requisition in Banner. Requisitions submitted without appropriate documentation may be delayed or returned.

3 - LOGGING INTO BANNER SSB

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 SSB" to begin.
4. At the Main Menu, select "Finance".
5. On the Finance page, select "Requisition".



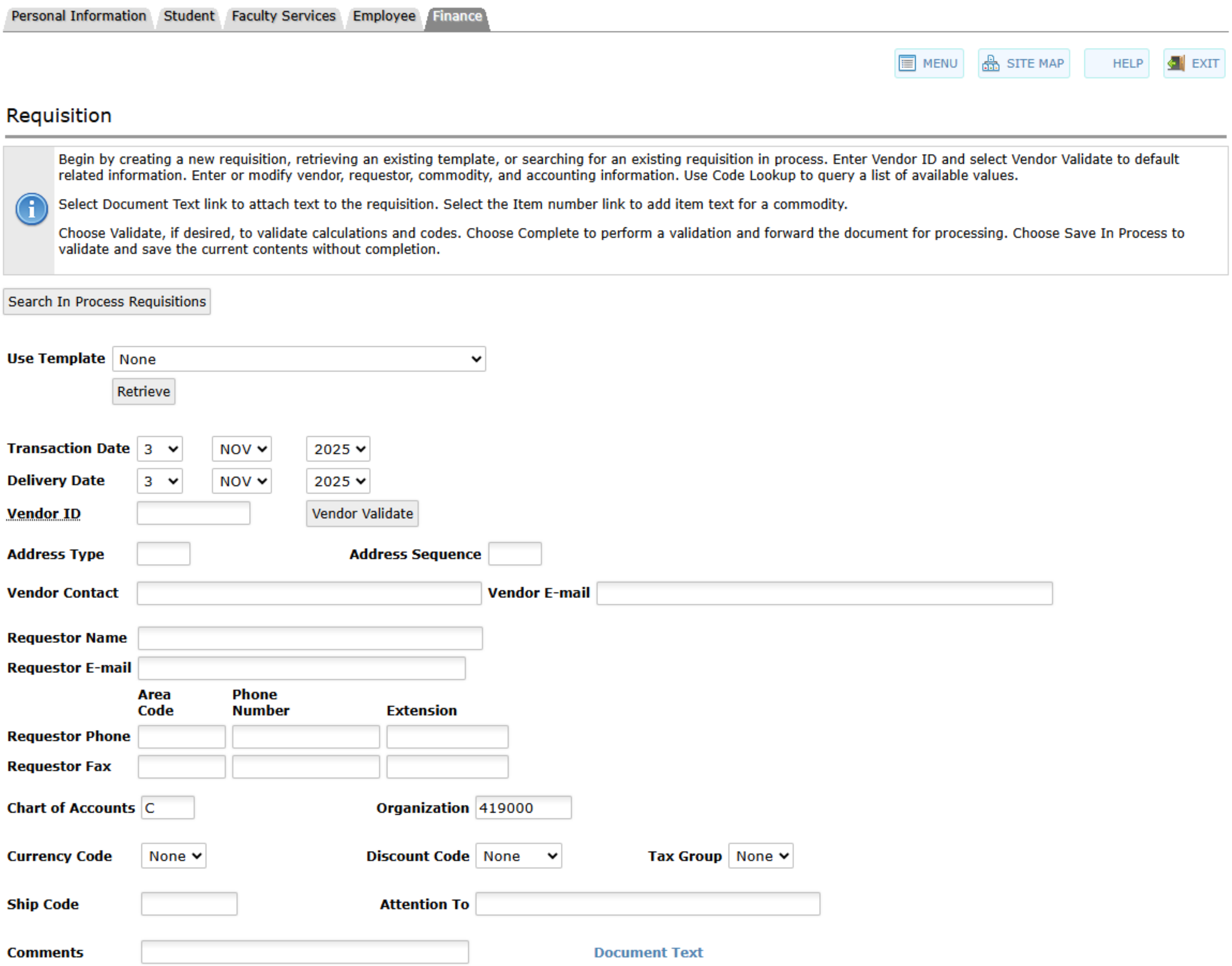




4 - CREATING A REQUISITION

This section provides step-by-step instructions for entering a new Requisition using Banner SSB. 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.

Once logged into Banner SSB to create a Requisition, the text entry screen below will appear.



1. Use Template: Retrieve existing templates or select "None".
2. Transaction Date: Defaults to today's date.
3. Delivery Date: Enter a preferred delivery date for purchase of Goods. For Services, enter the end date of the agreement.
4. Vendor ID: Enter the vendor's Banner ID and select "Vendor Validate". The vendor information will automatically populate. If the message "Vendor ID not valid" appears, the vendor may not be in the system. Request a W9 tax form from the vendor and email it to accountspayable.fhda.edu for the vendor Banner ID to be created. If a vendor ID

cannot be located, enter the full legal name of the vendor in Document text. Refer to #19.
5. Address Type: Defaults to “PO”.
6. Address Sequence: Defaults to “1”.
7. Vendor Contact: Enter vendor contact name. Overwrite this field if needed with current vendor contact name.
8. Vendor Email: Enter vendor contact email. Overwrite this field if needed with current vendor email.
9. Requestor Name: Defaults with Requestor name.
10. Requestor Email: Enter Requestor email.
11. Requestor Phone and Fax: Enter Requestor phone.
12. Chart of Accounts: Defaults to “C”. Do not change.
13. Organization: Defaults to Requestor’s Organization Code. Overwrite if needed.
14. Currency Code: Select “USD”.
15. Discount Code: Select “None”.
16. Tax Group: For services, select NT for no tax. For goods, select “TX” for taxable.
17. Ship Code: For Services, enter campus location.

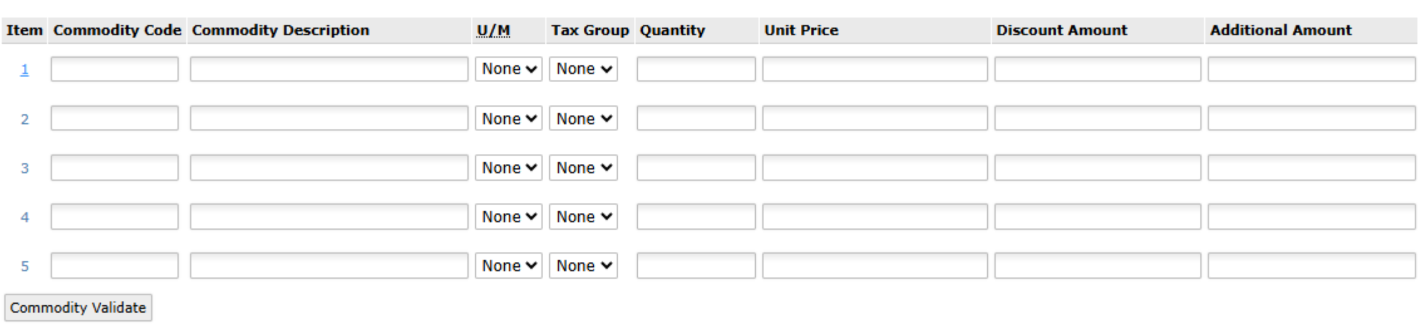
- De Anza = 2A
- Foothill = 1A
- Sunnyvale Center = 1E
- Central Services = 4B

For Goods, enter “4A” for delivery to District Warehouse.

18. Attention To: For Services, enter Requestor name and campus
For Goods, enter Campus/Recipient name/Building & Room #.
19. Document Text: Click “Document Text” to enter purchase details or instructions for Purchasing. Choose Print or No Print when entering text. Either option is acceptable. Examples below:

For Services	For Goods
Example 1: Speaking engagement for De Anza Administrative Services. Limited Engagement Agreement dated 11/5/2025 [*enter vendor name if unable to locate in Banner*] **Example 2**: On call repairs for microscopes for Foothill Chemistry Department. Agreement for Services dated 11/10/2025 Proposal dated 11/5/2025 [*enter vendor name if unable to locate in Banner*]	**Example 1**: Open Purchase Order for FY2025-2026 Medical supplies and materials for Foothill College Vet Tech Department. [*enter vendor name if unable to locate in Banner*] **Example 2**: Requisition for 3D printer for Foothill Graphics Department. Quote dated 11/2/2025. [*enter vendor name if unable to locate in Banner*]

Below are the text entry fields to input the Commodity description of your purchase.



Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1			None	None				
2			None	None				
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

20. Commodity Code: Leave blank.
21. Commodity Description: Use clear, detailed description of goods or services. WHAT, WHERE, WHO?
Examples:
SERVICES:

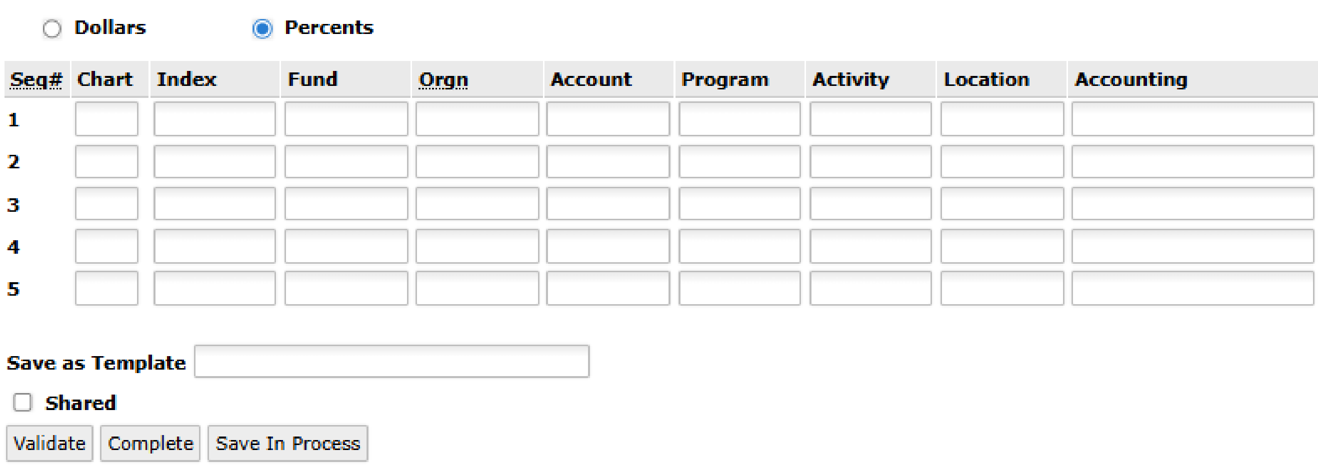
- Open PO for HVAC maintenance services for De Anza College Facilities
- Copier maintenance services for De Anza Library
- On-call lab equipment repairs and maintenance for De Anza Chemistry Dept.
- Custodial Supplies for De Anza Janitorial Dept.
- Marketing services for De Anza Communications Dept.
- Speaking engagement for Foothill Humanities Dept.

GOODS:

- Copy the item description from the quote. You may shorten the description if needed. For additional items, enter each one on a new line, up to a maximum of five lines.
- Open PO for lab supplies for Foothill Chemistry.

22. U/M: For Goods, select “EA”. For Services, select “SVC”.
23. Tax Group: For Goods, select "TX” to apply tax. For Services, select "NT” for no tax.
24. Quantity: For Goods, enter quantity desired based on quote. For Services, enter 1.
25. Unit Price: For Goods, enter the unit price. For Services, enter the amount based on the agreement. For multi-year agreements, enter only the amount for the current applicable fiscal year.
26. Discount Amount: Leave blank
27. Additional Amount: Leave blank

Below are the text entry fields for FOAP information. Consult with your department supervisor to confirm the correct FOAP information. For additional guidance, contact the College Finance and Administrative Services Department.



28. Select “Dollars” or “Percents” to determine how the funding will be allocated. This option lets you distribute the total either by specific dollar amounts or by percentage.
29. In the column “Chart”, enter “C”.
30. In the columns for Fund, Orgn, Account, and Program codes (FOAP), enter the corresponding codes for each line.
31. For a single FOAP, enter 100 in the Accounting column if using percentages, or enter the total dollar amount if using dollars.
32. For multiple FOAPs, enter each FOAP on a separate line. In the Accounting column, enter either the dollar amount or percentage that each FOAP will fund. If using percentages, the total must equal 100. If using dollars, the total must equal the total amount of the requisition.

33. Click “Validate” to confirm FOAP information and check for errors.
34. To save progress and return at a later time, click “Save in Process”. To complete your Requisition, click “Complete”.
35. After you save the Requisition in process or mark it complete, a Requisition number will appear. **Make note of this number for future reference.**

5 - CHANGE ORDERS

Change Orders are used to modify an existing purchase order after it has been issued. They allow the requester to adjust key details such as the total dollar amount, the funding source (FOAP), or the term of the agreement. Change Orders ensure that all revisions to the original purchase order are properly documented, approved, and updated in the financial system. Follow the instructions below for steps on how to create a Change Order.

1. Create a new Requisition and follow steps 1-19 from section 4.
2. In the Document Text, provide the following information:
    - Begin your entry by typing “CHANGE ORDER” on the first line of the text box. This notifies the Buyer that the requisition is for a change order.
    - PO Number: Enter the PO number for the change order.
    - Original Amount: Enter the original amount of the PO.
    - Amount of Change: Enter the amount of change. (increase or decrease)
    - New Amount: Enter the revised total amount.
    - Reason for Change: Provide a brief description of the reason for the change order.
    - Reference: If applicable, list any supporting documentation such as contract amendments or revised quotes.
    - FOAP Change: If applicable, indicate the Change Order is for a FOAP change only, enter the new FOAP with corresponding amount in the FOAP information section. Follow steps 28-33 in section 4.
    - EXAMPLE 1:

        CHANGE ORDER
        PO Number: EE269125
        Original Amount: $5,000
        Amount of Change: $1,000
        New Amount: $6,000
        Reason for Change: Increase Open PO for additional supplies and materials
    - EXAMPLE 2:

        CHANGE ORDER
        PO Number: EE269130
        Original Amount: $10,000
        Amount of Change: $2,000
        New Amount: $12,000
        Reason for Change: Increase PO for additional services and extend end date to 6/30/26
        Reference: Contract Amendment Form dated 10/25/25.

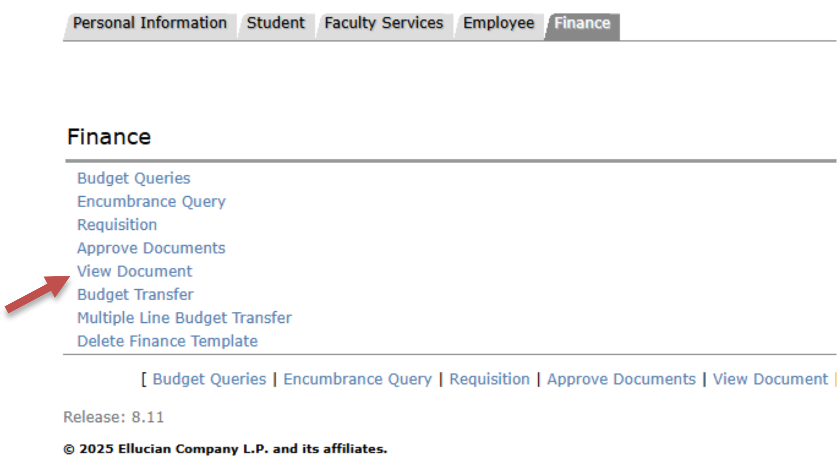
3. In the FOAP information section, follow steps 28-33 from section 4. Enter the original FOAP from the PO and the amount of change only. Do not enter the total revised amount.
4. To save progress and return at a later time, click “Save in Process”. To complete your Requisition, click “Complete”.
5. After you save the Requisition in process or mark it complete, a Requisition number will appear. **Make note of this number for future reference.**

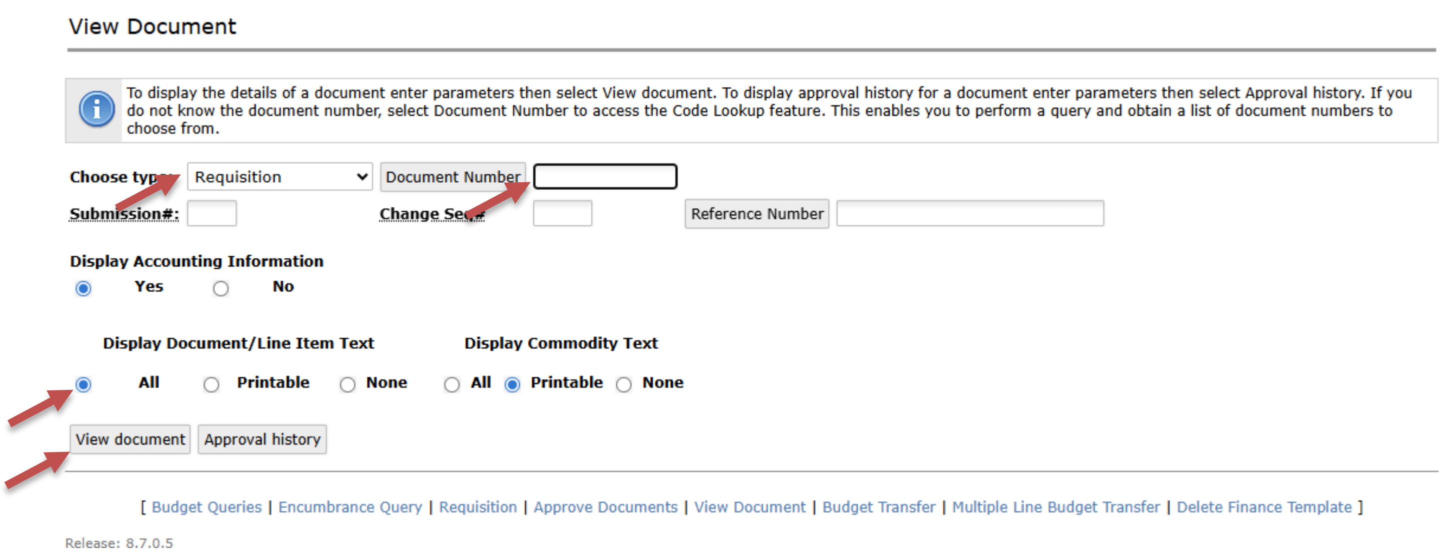
6 - ATTACHING DOCUMENTS TO YOUR REQUISITION

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.

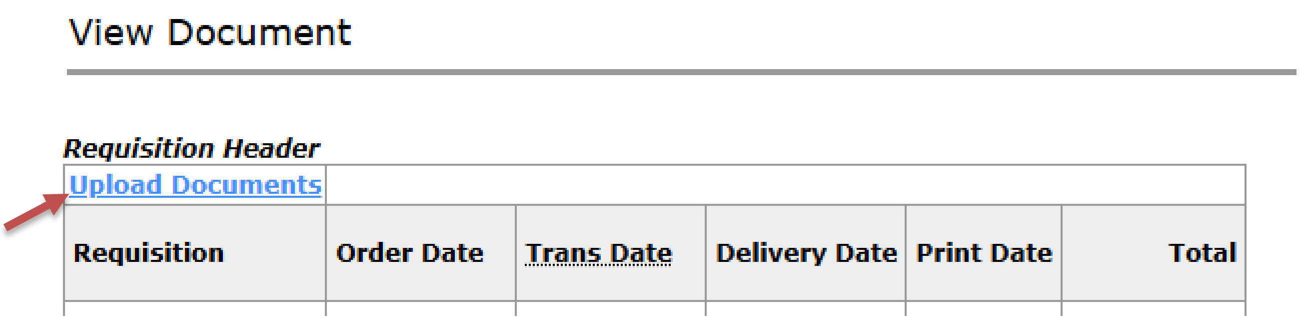
NOTE: You must have a Requisition number before you can attach documents to your Requisition.

1. Login to MyPortal at: [Home - MyPortal (FHDA)]() and navigate to Banner SSB. Refer to Section 3.
2. In the Finance tab, select "View Document".
3. On the next screen, select "Requisition" under "Choose type" and enter your Requisition number. Select "All", then click "View document".

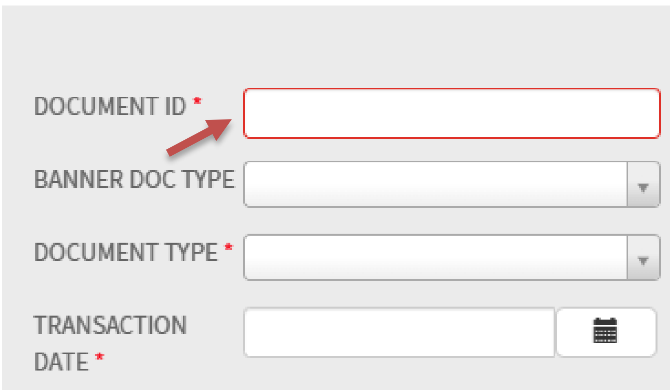




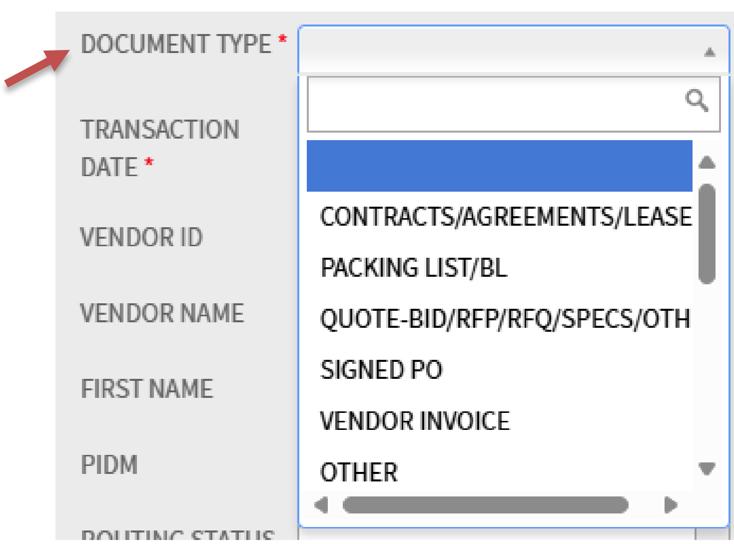
4. On the View Document page of your Requisition, select "Upload Documents".



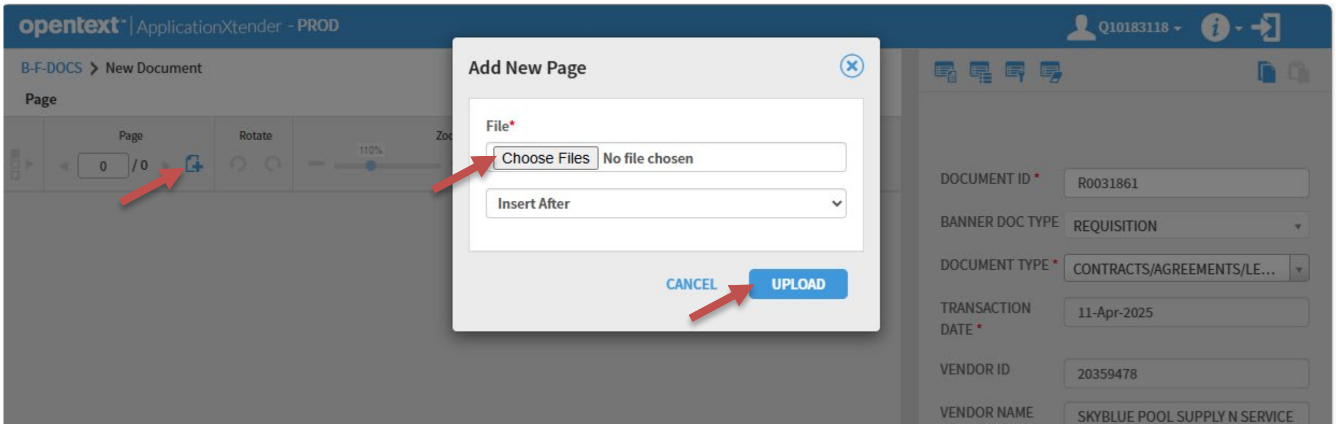
5. Document ID will automatically populate with your Requisition number.



6. Select the appropriate document type for your attachment.



7. Select the Plus icon to add a document. “Choose Files” to attach a file, then select “Upload”.
8. Click save to attach the document to your Requisition. To add another document, repeat steps 4 – 7.



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.

7 - CHECKING REQUISITION STATUS

1. Repeat steps 1 – 3 in Section 5 to view your Requisition.
2. On the View Document page, 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.

View Document

Requisition Header

Display Documents	Upload Documents				
Requisition	**Order Date**	**Trans Date**	**Delivery Date**	**Print Date**	**Total**
R0031861	**Apr 11, 2025**	**Apr 11, 2025**	**Jun 30, 2025**		**5,000.00**
Upload Documents					
Origin:	**SELF_SERVICE**				
Complete:	**Y**	**Approved:**	**Y**	**Type:**	**Procurement**
Cancel Reason:				**Date:**	
Requestor:	**Darwin Giovanni B. Supnet**		**412007**	**FH-Plant Office**	
Phone Number:	**408-864-5438**				
E-mail:	**supnetgio@fhda.edu**				
Accounting:	**Document Level**				

3. Once the Requisition is complete <u>and</u> 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. Contact your Buyer for status updates or questions.

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

4. 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 "No Related Documents Available" appears, your Purchase Order is not complete.

Related Documents

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

8 – ADDITIONAL RESOURCES

This section 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.