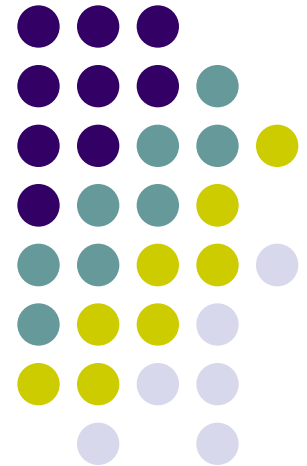


# Requisition 101

## from Request to Purchase



Foothill-De Anza Community College District  
August 2025





# What We Will Cover

- Purpose of Requisitions
- When to Create a Requisition
- Supporting Documentation
- Common Mistakes
- Status and Follow-Up
- Resources
- Requisition Demo and Questions



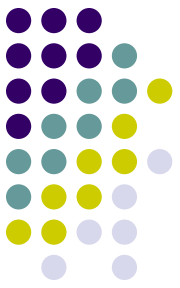
# Purpose of Requisitions

- ✓ Initiates the formal purchasing process for goods and services and routes for approvals.
- ✓ Documents the **what, who, and where** of the purchase so it is clear and auditable.
- ✓ Allows Purchasing review for compliance with Public Contract Code and District policy.(AP 3140/3143).
- ✓ Earmarks funds to ensure budget control and prevent overspending.



# When to Create a Requisition

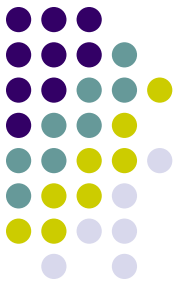
- ✓ Required for most purchases of goods and services.
- ✓ Includes supplies, equipment, services, software, repairs, maintenance, capital projects.
- ✓ Needed for Change Orders that modify existing Purchase Orders for cost, scope, and terms.
- ✓ Must be initiated **before** the purchase is made.



# When to Create a Requisition

## ALTERNATIVE PAYMENT METHODS

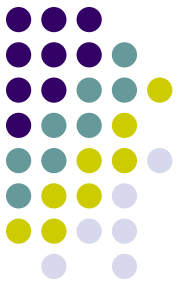
- ✓ **Direct Pay Request** - routine, non-contract expenses such as dues, subscriptions, reimbursements, registrations. No services.
- ✓ **ProCard** – purchasing low-cost, routine items such as office supplies, peripherals under \$150 (e.g., headphones, cables, webcams), online services, printing products with prior approval. No services or FF&E



# Supporting Documentation

## REQUIRED INFORMATION

- ✓ **FOAP** – Fund, Organization, Account, Program
- ✓ **Vendor Information** – vendor contact name/email/phone, Banner Vendor ID, W9 for new vendors.
- ✓ **Document Text** – special instructions to Purchasing or additional information.



# Supporting Documentation

## REQUIRED INFORMATION

- ✓ **Commodity Description** – use clear, detailed description of items or services.  
WHAT, WHERE, WHO?

### **Bad Descriptions:**

- Services, Equipment, Software, Stuff, or See Attached.

### **Good Descriptions:**

- 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.



# Supporting Documentation

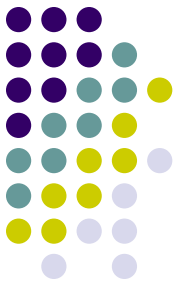
## **GOODS**

- Dated quote - within 30 days.
- Quote should reference vendor name, quote number, and made for FHDA.
- Quote must include itemized product description, cost, quantity, taxes, other costs.

## **SERVICES**

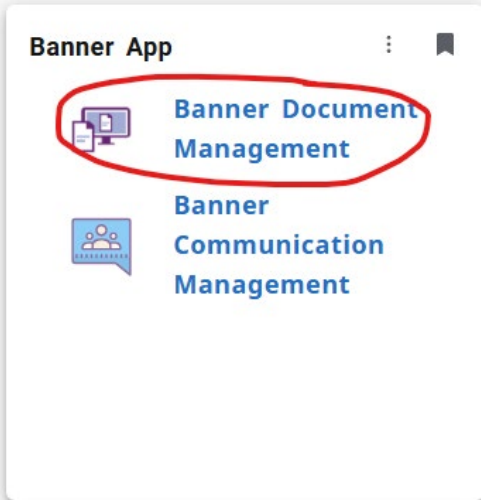
- Fully executed agreement.
- Vendor proposal including scope of work and cost.
- COI – Certificate of Insurance.

# Upload Supporting Documents

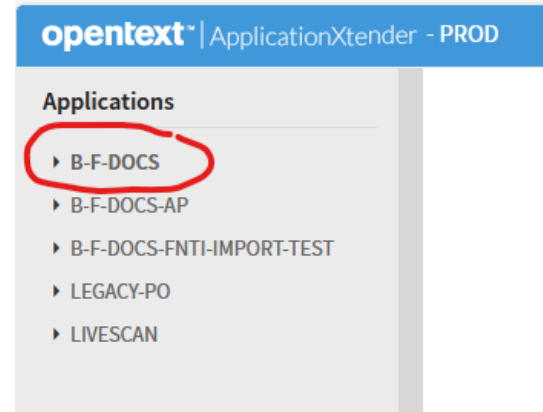


Go to MyPortal. Requisition number required before uploading.

1.

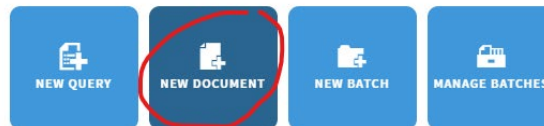


2.

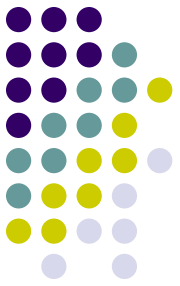


3.

B-F-DOCS - BANNER FINANCE PURCHASING / AP



# Upload Supporting Documents



4.

The screenshot shows the 'opentext | ApplicationXtender - PROD' interface. The main area is titled 'B-F-DOCS > New Document' and 'Page'. The toolbar includes 'Page' (0 / 0), 'Rotate', and 'Zoom' (110%). A red circle highlights the upload icon in the toolbar. The right-hand panel contains the following fields:

- DOCUMENT ID \* (text input, circled in red)
- BANNER DOC TYPE (dropdown menu)
- DOCUMENT TYPE \* (dropdown menu, circled in red)
- TRANSACTION DATE \* (text input with calendar icon)
- VENDOR ID (text input)
- VENDOR NAME (text input)
- FIRST NAME (text input)
- PIDM (text input)
- ROUTING STATUS (dropdown menu)
- ACTIVITY DATE (text input with 'Timestamp' label)
- VPDI\_CODE (text input)
- DISPOSITION DATE (text input with calendar icon)
- DOCUMENT NAME (text input)
- CREATE NAME (text input)

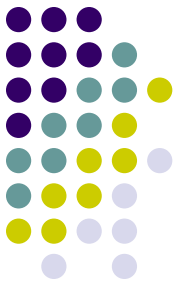
At the bottom right of the panel are 'CANCEL' and 'SAVE' buttons.



# Common Mistakes

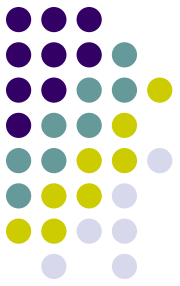
- ✓ Missing supporting documentation, i.e., quote, contract, insurance.
- ✓ Quote not dated, does not reference District, vendor, or quote number.
- ✓ Missing vendor contact information.
- ✓ Unclear or vague purchase description.
- ✓ Contract not signed or signed by wrong District representative.

**Incomplete or missing documents will delay processing.**



# Status and Follow-up

- Look-up Requisition in Banner SSB.
- Contact Buyer assigned to your Requisition.
- Purchase Orders are emailed to vendor with copy to Requestor.
- **NOTE:** Purchasing does not pay invoices. Contact Accounts Payable.



# Resources

- Purchasing Website: <https://purchasing.fhda.edu/>
- [Banner 9 Requisition Manual](#)
- [Purchasing Payment and Approval Matrix](#)
- [Purchasing Documents Matrix for Goods and Services](#)
- [Contracts and Forms](#)
- [Request for COI Letter](#)
- When in doubt, reach out! [Contact](#) Purchasing for assistance.