

▶ LET'S RECAP	1
▶ TRAVEL	2
▶ WORKING SESSIONS	2



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT PURCHASING NEWSLETTER

This newsletter contains valuable information dealing with issues and changes throughout our district as it impacts the procurement process.

Let's Recap

Over the last few months many things have changed for the Purchasing department. We've introduced PeopleSoft Requisitions, Office Depot Desktop Delivery, and a few of you have also been testing our new travel site. Here's a quick overview of what's changed, what resources are available, and where to find those resources on our website.

PeopleSoft Requisitions

The biggest change affecting the district is our new procedures for submitting Requisitions. We've finally gone electronic! All the training and informational resources listed below can be found on the PeopleSoft Requisition section of the Purchasing website, <http://www.avc.edu/administration/busserv/PurchasingPSReqs.html>.



- Guides—PeopleSoft Requisitions (Creating & Maintaining Requisitions), PeopleSoft Workflow (Approving Requisitions), PeopleSoft Budget Inquiry (Monitoring Budget)
- Quick Reference Guides—Approving Requisitions
- Videos—Creating Requisitions, Creating Requisitions with Multiple Account Strings, and Budget Inquiry (monitoring Budget)
- Frequently Asked Questions

Office Depot Desktop Delivery

Office supplies are now ordered online via the Office Depot Business site. Users are able to submit one Requisition for an Open Purchase Order at the beginning of the year and then place orders on the Office Depot Business site as needed. The information resources listed below can be found on the Office Supplies section of the Purchasing website, <http://www.avc.edu/administration/busserv/PurchasingOfficeSupplies.html>.



- Ordering Process
- Video on how to order through the Office Depot Business Site

The process of obtaining Office Supplies through Office Depot is replacing the process of obtaining them through the Warehouse. Only the following supplies will still be stocked in the Warehouse and requested via a Warehouse Requisition:

- Batteries
- Copy Paper
- File Storage Boxes
- First Aid Supplies
- Preprinted Paper (letterhead, envelopes, etc.)

Some supplies are still available in the Warehouse. Please check with the warehouse staff for availability.

Ink/Toner is to be requested on a separate Requisition.



Upcoming Travel Changes

How would you like to never have to submit another Requisition for Employee Travel? Or not have to get the same signatures on different forms? Well hold on to your seats, because that's exactly what we're doing.

Here's what the current Employee Travel process looks like for a traveler going to a conference:

- Complete a Trip Request and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature.
- Complete a Purchase Requisition for the Conference Fee and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature if over \$1,000.
- Complete a Purchase Requisition for the Hotel and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature if over \$1,000.
- Complete a Purchase Requisition for the Airfare and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature if over \$1,000.
- Complete a Purchase Requisition for the Car Rental and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature if over \$1,000.
- Complete a Occupancy Tax Waiver form for Hotel's in CA
- Complete a Travel Reimbursement Form and obtain Dean/

Director, Program Coordinator (for categoricals only), and VP's signature on Trip Request

Here's what the new Employee Travel process will be, effective October 1, 2013:

- Complete a Trip Request and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature.
- Complete a Booking Information Form
- Complete a Occupancy Tax Waiver form for Hotel's in CA
- Complete a Travel Reimbursement Form

The Booking Information form is replacing all the Purchase Requisitions that used to be required. The Dean/Director and Program Coordinator (for categoricals only) signature is only required on the Travel Reimbursement form, if the total of all travel expenses is 10% or greater than the total amount listed on the Trip Request Form. How awesome is that?!

For more information on the new process, or to obtain any of the required forms, visit our Travel website, <http://www.avc.edu/administration/busserv/travel.html> . **Please note, all required travel forms are still done manually at this time.**

Working Sessions

Need additional help entering or approving PeopleSoft Requisitions? Gotten stuck and keep getting the same error? Business Services is here to help. We've scheduled PeopleSoft working sessions that allow users to enter or approve Requisitions in a lab setting.

Our upcoming working sessions are scheduled for the following dates and times:

September

- Tuesday, 9/10/2013, 10:00-11:00 a.m. in BE324
- Wednesday, 9/25/2013, 2:00-3:00 p.m. in BE324

October

- Tuesday, 10/09/2013, 2:00-3:00 p.m. in BE324
- Wednesday, 10/22/2013, 10:00-11:00 a.m. in BE324

All you need bring to the working sessions are your PeopleSoft credentials, users guides, and Requisition information.

Be sure to check your email as we will be sending out information to confirm dates and times!



Purchasing Office
Antelope Valley College

3041 West Avenue K Lancaster, CA 93536
Phone 661-722-6310 Fax 661-722-6320

<http://www.avc.edu/administration/busserv/Purchasing.htm>

Buyer
Angela Musial
amusial1@avc.edu

Clerical III
Denise Anderson
dmanderson@avc.edu

Hourly Assistant
Kim Correa
kcorrea2@avc.edu