

CONSULTANT AGREEMENT PURCHASE REQUISITION

PURPOSE: TO RECORD AND ENCUMBER FUNDS FOR A CONSULTANT AGREEMENT CONTRACT

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. REQUEST FOR CONTRACT (RFC)
3. DETAILED SCOPE OF WORK AND PAYMENT PROVISIONS
4. COMPLETED AND SIGNED EVALUATION OF EMPLOYER-EMPLOYEE RELATIONSHIP FORM
5. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: REQUEST FOR CONTRACT FORM, SCOPE OF WORK AND PAYMENT PROVISIONS AND COMPLETED AND SIGNED EVALUATION OF EMPLOYER-EMPLOYEE RELATIONSHIP FORM.

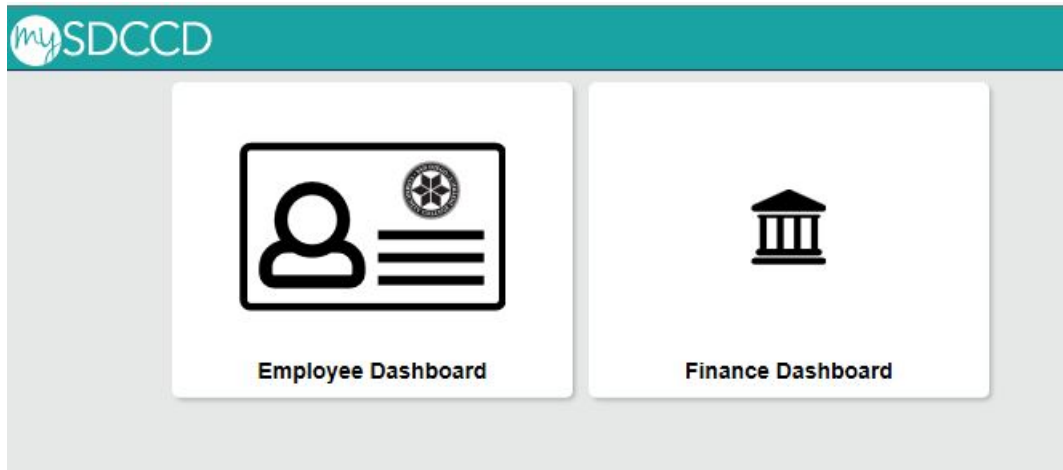
CHECK “AMOUNT ONLY” BOX: YES

PAYMENT PROCESS TO SUPPLIER: SUPPLIER PROVIDES REQUESTER OR CAMPUS WITH INVOICE. THE REQUESTER WILL PROVIDE THE INVOICE TO ACCOUNTS PAYABLE - apinvoice@sdccd.edu. BUSINESS OFFICE VALIDATES APPROVAL TO PAY WITH END USER’S CONSENT. REQUESTERS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

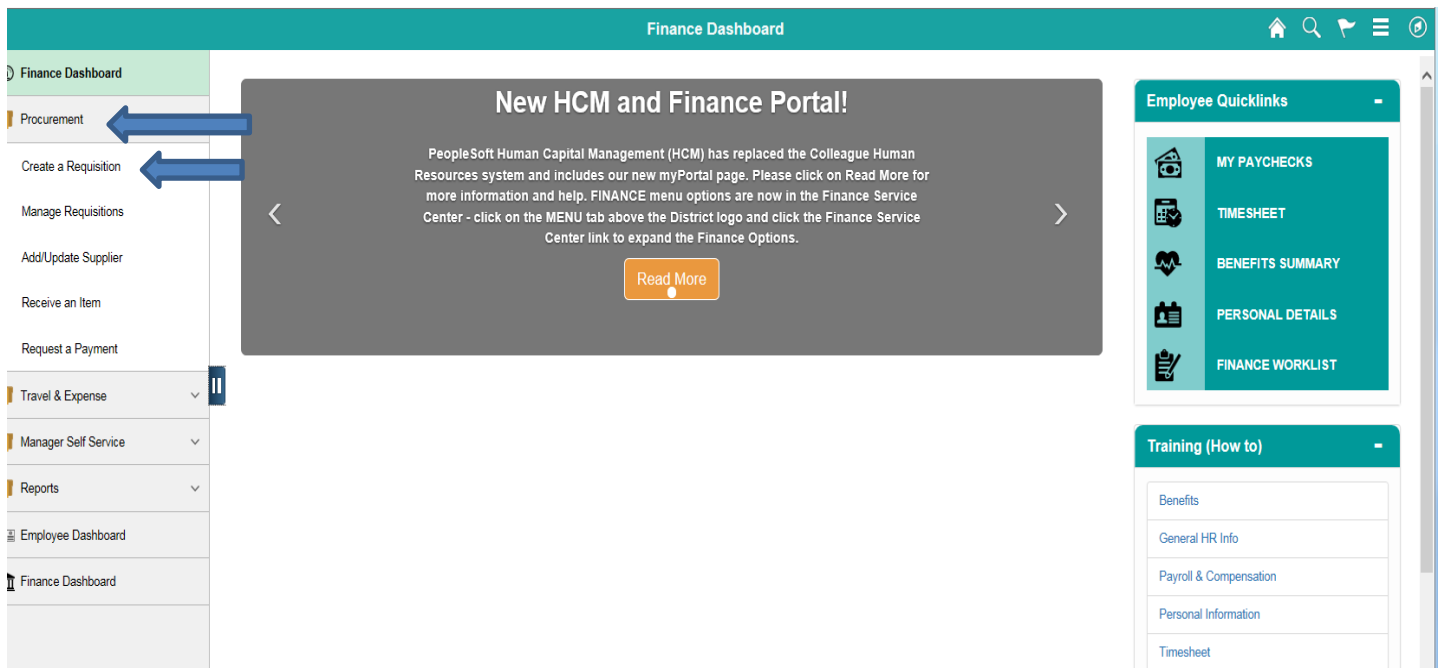
Note: The process for Consultant Agreements is currently under review and changes will be forthcoming. When the new process is established, instructions will be updated and disseminated to the campus.

Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your Username & Password.

Click on Finance Dashboard



Next, click on Procurement, then Create a Requisition.



To create a requisition, enter information on this page and it will auto populate into each line item of the requisition.

Requisition Settings

Business UnitMIR01San Diego Miramar College

Bid No/Quote

*RequesterCDEMOLLCarrie De Moll

PriorityMedium

*CurrencyUSD

Default Options

☒ Default

If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☐ Override

If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier

Category

Supplier Location

Unit of MeasureEA

Buyer

Shipping Defaults

Ship ToMIR

Due Date

Attention

Distribution Defaults

SpeedChart

Accounting Defaults

PersonalizeFind1 of 1Last

Chartfields1

Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account
1		MIR	MIR01				

OK

Cancel

The “Bid No/Quote” field should follow the naming convention “CONSULTANT AGRMT – VENDOR NAME”. Click “Override”.

Requisition Settings

Business UnitMIR01San Diego Miramar College

Bid No/QuoteCONSULTANT AGRMT - J COLLINS

*RequesterCDEMOLLCarrie De Moll

PriorityMedium

*CurrencyUSD

Default Options

☐ Default

If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☒ Override

If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier

Category

Supplier Location

Unit of MeasureEA

Buyer

Supplier ID

NameJAMES C. COLLINS

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Find

Reset

Help

Enter search criteria to find a supplier.

Select

Cancel

Click the Magnifying Glass for Supplier Enter Supplier’s Name.
Click Find.

Supplier’s ID # and related information will pop up. Click on the circle to select vendor and click “Select”.

Supplier Search

Help

Supplier ID

Find

NameJAMES C. COLLINS

Reset

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Search Results

Personalize | Find | View All |

First 1 of 1 Last

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input checked="" type="radio"/>	1 0000590433	JAMES C. COLLINS	MAIN	16203 SPANGLER PEAK RD	16203 SPANGLER PEAK RD	RAMONA	CA	

Select

Cancel

Enter Category Code (918-38)
Buyer field should be blank
Attention field should be the Requester
Enter budget number (Fund, Dept, Product, Account). You should obtain this from your Dean or Manager.
Click OK.

Requisition Settings

Business UnitMIR01

San Diego Miramar College

Bid No/QuoteCONSULTANT AGRMT - J COLLINS

*RequesterCDEMOLL

Carrie De Moll

*CurrencyUSD

PriorityMedium

Default Options

☐ Default

If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☒ Override

If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier0000590433

Category918-38

Supplier LocationMAIN

Unit of MeasureEA

BuyerKROSAS

918-38 is the Category Code for all Consultant Agreements

Buyer field should be blank

Shipping Defaults

Ship ToMIR

Due Date

AttentionCARRIE DE MOLL

Distribution Defaults

SpeedChart

Accounting Defaults

Personalize | Find |

First 1 of 1 Last

Chartfields1

Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account	
1		MIR	MIR01					<div><div>+</div><div>-</div></div>

OK

Cancel

To begin creating the requisition, click the **"Special Requests"** link.

Create Requisition ?

Welcome Elizabeth Ann Whitsett

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
CATEGORY

Web
Browse Supplier Websites
Grainger Punch Out
Office Solutions Punch Out

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Forms
Create and Submit Forms

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal Templates

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered
View recently ordered items and services
INSTALLATION MATERIALS
LABOR, PROJECT MANAGEMENT
LABOR, CABLE INSTALLATION, I...
PRINTER, LJ HP M610dn Printe...
BPO

Enter Item Description starting with **"CONSULTANT AGREEMENT – SUPPLIER'S NAME"**. Add the amount of the Consultant Agreement and enter the quantity as **"1"**. In the Additional Information box, enter the Consultant Agreement Language shown below. Click **"Add to Cart"**.

Create Requisition ?

Welcome Carrie De Moll

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

Web
Office Solutions Punch Out

Create Requisition

Favorites

Templates

ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered

Create Requisition ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description CONSULTANT AGREEMENT - JAMES C. COLLINS

*Price 5000.00

*Quantity 1

*Category 018-38

*Currency USD

*Unit of Measure EA

Due Date

Supplier

Supplier ID 0000590433

Supplier Name JAMES C. COLLINS

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

CONSULTANT SERVICES TO DESCRIBE SERVICES FOR CAMPUS/DEPT/PROGRAM
EFFECTIVE XX/XX/XXXX TO XX/XX/XXXX
CONTACT PERSON: NAME/PHONE AND/OR EMAIL

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Request New Item

☐ Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

PROFESSIONAL SERVICES TO PROVIDE DESCRIPTION OF SERVICE FOR CAMPUS/DEPT/PROGRAM
EFFECTIVE XX/XX/XXXX TO XX/XX/XXXX
CONTACT PERSON: NAME/PHONE/AND/OR EMAIL
SEND INVOICES AND MONTHLY STATEMENT TO ACCOUNTS PAYABLE AT APINVOICE@SDCCD.EDU

Highlighted areas require you to provide specific information for each agreement.

On the next page, click “Checkout”.

Create Requisition ?

Welcome Carrie De Moll

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

On the Checkout page, attach the district-signed Consultant Agreement under Comments

Checkout - Review and Submit

Review the Item Information and submit the req for approval.

Requisition Summary

Business Unit: MIR01 San Diego Miramar College Bid No/Quote: CONSULTANT AGRMT - J COLLINS

*Requester: CDEMOLL Carrie De Moll Priority: Medium

*Currency: USD

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	CONSULTANT AGREEMENT - JAMES C		JAMES C. COLLINS	1	EACH	5000.00	5000.00			

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 5,000.00 USD

Shipping Summary

Edit for All Lines

Ship To Location: MIR

Address: 10440 Black Mountain Road San Diego, CA 92126-2999

Attention To: CARRIE DE MOLL

Comments

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget Pre-Check Budget

Save & submit Save for Later Add More Items Preview Approval

Click Icon under Details to select Amount Only

Click OK

When the following message appears, click “Yes”.

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes

No

Review all your information carefully. Click “Save for Later”, which will create a Requisition ID number. If everything appears correctly, click “Check Budget”.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences

Requisition Settings

Requisition Summary

Business Unit

MIR01

San Diego Miramar College

Bid No/Quote

CONSULTANT AGRMT - J COLLINS

Requester

CDEMOLL

Carrie De Moll

Requisition ID

MRR0005914

*Currency

USD

Priority

Medium

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	CONSULTANT AGREEMENT - JAMES C		JAMES C. COLLINS	1	EACH	5000.00	5000.00			

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount5,000.00 USD

Shipping Summary

Edit for All Lines

Ship To Location

MIR

Address

10440 Black Mountain Road

San Diego, CA 92126-2999

Attention To

CARRIE DE MOLL

Comments

Requisition Comments and Attachments

Enter requisition comments

CONSULTANT SERVICES TO POLICE ACADEMY FOR MIR/PUBLIC SAFETY/OIS/MIRAMAR (EFFECTIVE DATES: 7/1/18 TO 6/30/19 CAMPUS CONTACT PERSON: (name, phone #, room #) SCOPE OF WORK/CONSULTANT AGREEMENT ATTACHED

Send to Supplier

Show at Receipt

Shown at Voucher

Add more Comments and Attachments

Approval Justification

Enter approval justification for this requisition

Check Budget

Pre-Check Budget

Budget Checking Status:Not Checked

Save & submit

Save for Later

Add More Items

Preview Approvals

When the “Budget Checking Status” changes from “Not Checked” to “Valid”, proceed by clicking the “Save and Submit” button. This will start the approval process.

Check Budget

Pre-Check Budget

Budget Checking Status:Valid

Save & submit

Save for Later

Add More Items

Preview Approvals

NOTE: If the check should be delivered to someone other than the supplier, refer to the *Process Guide for Special Handling Request Form*.

CONSULTANT AGREEMENT – Revised 3/27/25

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