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 FORM (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 <u>myportal.sdccd.edu</u> using your 10 digit Employee ID number as your Username & Password.

Click on Finance Dashboard

| ८ ≝ | 盦 |
|--------------------|-------------------|
| Employee Dashboard | Finance Dashboard |

Next, click on Procurement, then Create a Requisition.

| | Finance Dashboard | ♠ Q ♥ ☰ Ø |
|---|---|---|
| Finance Dashboard | | ^ |
| Procurement Create a Requisition Manage Requisitions Add/Update Supplier Receive an Item Request a Payment Travel & Expense | Image: Second | Employee Quicklinks - Imployee Quicklinks - |
| Manager Self Service V | • | Training (How to) – |
| Reports ✓ | | Benefits General HR Info |
| Tinance Dashboard | | Payroll & Compensation Personal Information Timesheet |

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

| quisition Settings | | | | | | |
|-----------------------|------------------------------------|------------------------|--------------------|----------------------|-----------------------|--|
| Business Unit | MIR01 | 5 | San Diego Miran | ar College | Bid No/Q | uote |
| *Requester | CDEMOLL | ٩ (| Carrie De Moll | | Pric | ority Medium V |
| *Currency | USD | | | | | |
| Default Options 👔 | | | | | | |
| | If you select this opti fields. | on, the defaults speci | fied below will be | applied to requisiti | on lines when there a | are no predefined values for these |
| O Override | If you select this opti | on, the defaults speci | fied below will ov | erride any predefine | ed values for these f | elds,only non-blank values are assigned. |
| Line Defaults 👔 | | | | | | |
| Supplier | |]0 | Cate | gory | Q | |
| Supplier Location | | Q | Unit of Mea | sure EA |]Q | |
| Buyer | |]Q | | | | |
| Shipping Defaults | | | | | | |
| Ship To | MIR | Q | | | | |
| Due Date | | 21 | Atte | ention | | |
| Distribution Defaults | | | | | | |
| SpeedChar | t | | | | | |
| Accounting Defaults | | Perso | onalize Find I | 🛛 I 📑 🛛 First | ④ 1 of 1 ④ Last | |
| Chartfields1 | | | | | | |
| Dist Percent. | Location • | GL Unit Fund | Dept | Product Acc | ount | |
| 1 | MIR Q | MIR01 | | Q | Q - | 3 |
| | | | | | | |

OK Cancel

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

| Business Uni | t MIR01 Q | | San Diego Miramar College | Bid No/Quote | CONSULTANT AGRMT - J COLLI |
|-------------------|-------------------------------|-----------------------|---------------------------------------|----------------------------------|-------------------------------------|
| *Requester | r CDEMOLL | C | Carrie De Moll | Priority | Medium 🗸 |
| *Currency | USD | | | | |
| Default Options 🕐 | | | | | |
| ○ Default | If you select this op fields. | otion, the defaults s | pecified below will be applied to red | quisition lines when there are r | no predefined values for these |
| Override | If you select this op | otion, the defaults s | pecified below will override any pre | defined values for these fields | only non-blank values are assigned. |
| ine Defaults 🛞 | | | | | |
| | corresponding field | | | | |
| Supplier Supplier | |]a — | CategoryUnit of Measure EA | Q | |
| Supplier | |]a (a]a | Category | | Help |

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

| Su | pplier ID | | | Find | | | |
|-------------------|------------------|---------|-------|---------------------------|-----------------------|------------------|---------------|
| | Name JAMES C. CC | LLINS | | Reset | | | |
| Short Suppli | er Name | | | | | | |
| Alternate Sup | op Name | | | | | | |
| | | | | | | | |
| | City | | | | | | |
| | City Country | Q | State | ~ | | | |
| | - | Q | State | ~ | | | |
| | Country | Q | | Versonalize Find View | v All 💷 🔜 | First 🕚 | 1 of 1 🕑 Last |
| Pos ch Results | Country | Default | | | v All 遼 💽 City | First ④ State | 1 of 1 🛞 Last |

Enter Category Code (918-38)

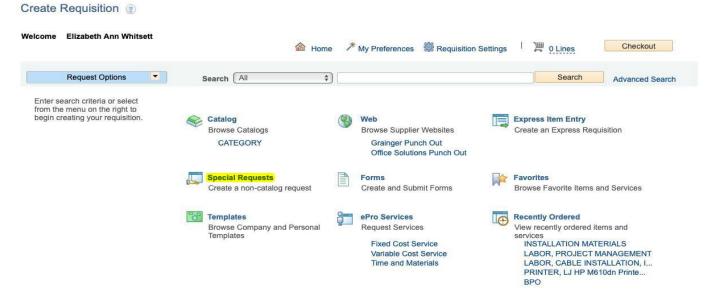
Buyer field should be blank

Attention field should be the Requester

Enter budget number (Fund, Dept, Product, Account). You should obtain this from your Dean or Manager. Click OK.

| Business Unit | MIR01 | | | San Diego | Miramar Col | lege | Bi | d No/Quot | te CONSULTANT AGRMT - J COL |
|---|-------------------------------|-----------------|-----------|--------------|----------------|-----------------|---------------|--------------|--------------------------------------|
| *Requester | CDEMOLL | | Q | Carrie De M | loll | | | Priority | Medium V |
| *Currency | USD | | | | | | | | |
| Default Options ② | | | | | | | | | |
| | If you select this fields. | option, the def | aults spe | cified below | will be applie | ed to requisiti | ion lines whe | n there are | e no predefined values for these |
| Override | If you select this | option, the def | aults spe | cified below | will override | any predefin | ed values for | these field | ds,only non-blank values are assigne |
| Line Defaults (?) | | | | | | | | | |
| Note: The information in replace the data in the co | | | | | | | n the 'OK' b | utton is cli | icked, the data entered on this pag |
| Supplier | 0000590433 | Q | | | Category | 918-38 | | - N | 918-38 is the Category Code |
| Supplier Location | MAIN | Q | | Unit o | f Measure | EA | Q | а | all Consultant Agreements |
| | | | | | | | | | |
| 20,01 | KROSAS | | | Buyer | field s | hould | be blar | nk | |
| Buyer Shipping Defaults | KROSAS | | | Buyer | field s | hould | be blar | nk | |
| 20,01 | | | | Buyer | | | | nk | |
| Shipping Defaults | MIR | | | Buyer | | | | nk | |
| Shipping Defaults Ship To | MIR | - | | Buyer | | | | nk | |
| Shipping Defaults Ship To Due Date | MIR | - | | Buyer | | | | nk | |
| Shipping Defaults Ship To Due Date Distribution Defaults | MIR | | | | | CARRIE D | | | st |
| Shipping Defaults Ship To Due Date Distribution Defaults SpeedChar | MIR | | | | Attention | CARRIE D | E MOLL | | st |
| Shipping Defaults Ship To Due Date Distribution Defaults SpeedChar Accounting Defaults Chartfields1 | MIR | | Fund | Personalize | Attention | CARRIE D | E MOLL | | st |

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



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".

| | arrie De Moll | | | lome 🟠 | * My Preferences | Requisition | Settings I | 🛱 0 Lines | Checkout |
|----------|--|---------|--|-----------------------------|--------------------------|------------------------|-------------------------|------------|----------------|
| Re | equest Options | • | Search All | ~ | | | - | Search | Advanced Sea |
| | | | Search | | | | | | _ Auvanceu Jea |
| II Requ | lest Options | | Create Requisition | 0 | | | | | |
| Veb | | | Enter information about the | | tem you would like to | order: | | | |
| Office | e Solutions Punch | Out | | non-catalog i | tern you would like to | | | | |
| Create R | Requisition | | Item Details *Item Description | CONSULTA | NT AGREEMENT - JA | | | | |
| Favorite | 5 | | - | CONCOLIN | 5000.00 | aneo o. ooeento | | LICD | |
| Templat | es | | *Price | | 1 | | *Curre *Unit of Meas | - | |
| ePro Sei | | | *Quantity | | | | Due | | R |
| Varia | d Cost Service able Cost Service and Materials | | *Category | 918-38 | Q | | Duc | | |
| | | | Supplier | 0000000000000 | - | | | | |
| Recently | y Ordered | | Supplier ID | 0000590433 | ~ | | | | |
| | | | Supplier Name Supplier Item ID | JAMES C. C | COLLINS Q JA | MES C. COLLINS | | Suggest Ne | ew Supplier |
| | | | Mfg ID Manufacturer Mfg Item ID Additional Information | | Q | | | | |
| | | | CONSULTANT SERVICES EFFECTIVE XX/XX/XXXX CONTACT PERSON: NAM | TO XX/XX/XXX MF/PHONF AN | X D/OR FMAII | | ⊡ ≪ | | |
| | | | Send to Supplier | | Show at Receipt | L Show | v at Voucher | | |
| | / | | Request New Item | | 20.1 | | | | |
| | | | Request New Item | A notificatio | on will be sent to a buy | er regarding this n | ew item request | | |
| | | | Add to Cart | | | | | | |
| | | | VICES TO PROVIE | | RIPTION OF S | <mark>ervice</mark> fo | r <mark>Campu</mark> | S/DEPT/PR | OGRAM |
| | | | XXXX TO XX/XX/XX | | | | | | |
| (| CONTACT | PERSON: | NAME/PHONE/A | ND/OR | EMAIL | | | | |
| | SEND INVO | ICES AN | D MONTHLY STAT | EMENT | TO ACCOUN | S PAYABLE | AT APIN | /OICE@SD | CCD.EDU |
| | | | | | | | | | |

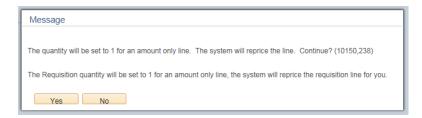
On the next page, click "Checkout".

| Create Requisition (2) | | | | | | |
|------------------------|------------|--------|------------------|----------------------|-----------------|-------------------|
| Welcome Carrie De Moll | | 🙆 Home | * My Preferences | Requisition Settings | 「) 一 一 D Lines | Checkout |
| Request Options | Search All | ~ | | | Searc | h Advanced Search |

On the Checkout page, attach the Request for Contract, Scope of Work and Payment Provisions, and signed Evaluation of Employer-Employee Relationship form under Comments

| Reverse he has intomation and substit he region and region and substit he region and substit he region and sub |
|--|
| Regulation summary Business Unit MIMO Gana Dayo Mirrara College Bit Molocule Contract 5,000,00 UIDD Equation tass to refer eligong and accounting details Regulation Lines Proteive eligong and accounting details Regulation Lines Contract 5,000,00 UIDD Equation to a Suppler Accel Minor Suppler Contract 5,000,00 UIDD Exponding Suppler Accel Minor Suppler Accel Minor Suppler Accel Minor Suppler Contract 5,000,00 UIDD Exponding Suppler Supple Suppler Accel Minor Minor All Mountain Road Supple Action Suppler Accel Minor Minor All Mountain Road Suppler Accel Minor Minor Minor All Mountain Road Suppler Accel Minor Mi |
| |
| Lorence |
| Cart summary: Total Anount 5,000.0 USD Expand lines to refere whipping and accounting details Requisition Lines @ Line Decorption tem ID Suppler Quantity UOM Price Total Price Total Society of the second secon |
| Expand lines to review shipping and accounting details Requisition Lines (2) Line Description Item ID Suppler Counting UOM Price Total Connert Description Item ID Suppler Counting details Select All / Destect All Select Lines ID: (i) Add to Favorites Add to Temptate(a) Select All / Destect All Select Lines ID: (i) Add to Favorites Add to Temptate(a) Stipping Summary Comments MIR Address 10440 Blank Mountain Road San Desp. CA 92126 2599 Attention To CARRIE DE MOLL Comments Enter requisition comments and Attachments Enter requisition comments Enter requisition comments Enter requisition comments Enter requisition comments Enter requisition for this requisition Enter sequesition Enter requisition for this requisition Enter sequesition Enter seque |
| Requisition Lines () Line Description Item ID Suppler Quantity UOM Price Total Detect of the suppler Add to Favorites Image: Add to Favorites |
| Line Description Item ID Suppler Quarity UM Proc Total Defendence Image: International Structure JAMES C. COLLINS Image: International Structure Edit International Structure Image: International Structure Click Icon Stepping Summary Image: International Structure Stepping Summary East for Al Lines Statemion To CARRIE DE MOLL Comments Image: International Structure Image: International Structure Image: International Structure Enter requisition comments Image: International Structure Enter requisition comments Image: International Structure Enter requisition for this requisition Image: International Structure Enter requisition for this requisition Enter requisition for this requisition Enter requisition for this requisition Image: International Structure Enter requisition for this requisition Image: International Inte |
| Image: Consult TANT ACREEMENT - JAMES C Select AI / Deselect AI Select AI / Deselec |
| |
| |
| Shipping summary Control Al Lines Ship To Location Address 10440 Black Mountain Road San Diego, CA S2128-2999 Attention To Comments Reguistion Comments State to Kappiler Show at Receipt S |
| Shipping summary |
| Shipping summary Edit for All Lines Ship To Location Address 10440 Black Mountain Road San Diego, CA 92126-2999 Attention To Comments Metaelation Comments and Attachments Enter requisition comments Send to Supplier Show at Receipt Enter approval Justification for this requisition Enter approval Justification for this requisition |
| Ship To Losation MIR Address 10440 Black Mountain Road San Diego, CA 92128-2999 Attention To Comments Attention To Comments Regulation Comments and Attachments Enter regulation comments Sand to Supplier Show at Receipt Show at Receipt Show at Receipt Enter approval justification for this regulation Image: Comments of Contract Assessed Show at Receipt Show at |
| Address 10440 Black Mountain Road San Diego, CA 92126-2999 Attention To Comments CARRIE DE MOLL Comments Comments Requisition Comments and Attachments Enter requisition comments Image: Comments Send to Supplier Show at Receipt Show at Receipt Enter approval justification for this requisition Image: Comments Show at Receipt Show at Receipt Show at Receipt Show at Receipt Show at Receipt Show at Receipt Show at Receipt |
| San Diego, CA 92126-2999 List if © COURD.TAIT ARRENT. JANES C Attention To CARRIE DE MOLL Comments Image: Comments of Carrier Comments Enter regulation comments 00000 US0 Enter regulation comments 00000 US0 Sand to Supplier Show at Receipt Show at Receipt Shown at Voucher Enter approval justification for this regulation Enter approval justification for this regulation Context to Supplier Enter approval justification for this regulation Context to Supplier Supplier To Supplier |
| Comments Requisition Comments and Attachments Enter requisition comments Image: Send to Supplier Send to Supplier Show at Receipt Enter approval Justification Enter approval Justification for this requisition Enter approval Justification for this requisition Send to Supplier Show at Receipt Show at Receipt Send to Supplier Send to Supplier < |
| Comments Requisition Comments and Attachments Enter requisition comments Enter requisition comments I send to Supplier Show at Receipt Show at Receipt Enter approval justification for this requisition |
| Requisition comments and Attachments Enter requisition comments Enter requisition comments Send to Supplier Show at Receipt Show at Receipt </td |
| Requisition Comments and Attachments Enter requisition comments Enter requisition comments Image: Send to Supplier Show at Receipt Show at Receipt Show at Receipt Show at Receipt Enter rapproval justification for this requisition Enter approval justification for this requisition Image: Send to Supplier Show at Receipt Show at Receipt <td< td=""></td<> |
| byw bit context |
| Image: send to Supplier Show at Receipt Approval Justification Enter approval Justification for this requisition Enter approval Justification for this requisition Image: send to Supplier |
| Send to Supplier Show at Receipt Approval Justification Enter approval Justification for this requisition Centrast Line Version |
| Approval Justification for this requisition Enter approval Justification for this requisition Uses Context time Q Context time Context time Q Context time Cont |
| Enter approval justification for this requisition Enter approval justification for this requisition Verson Contract une Q Verson Q V |
| Celespory Line Q. ** Supplier Information I Supplier ID D000050432 |
| ✓ Supplier Information () Supplier 10 000050432 QuArias C. COLLINS |
| Supplier R2 000050433 Quantas C. COLLINS |
| |
| Supplar Location MAIN Q-16203 SPANGLER PEAK RD |
| The Check Budget Pre-Check Budget Pre-Check Budget Suppler New Dopler |
| Save & submit 🛄 Save for Later 🆓 Add More Items 😚 Preview Approva |
| |
| Neudecture |
| Manufacture's Nam D Q. GIIN |
| T Sourceng Centrols 👔 |
| Consolidate with other Hequ |
| M Dverrde Suggevited Supplier |
| |

When the following message appears, click "Yes".



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

| Business Unit Minimize San Diego Miranar College Bill NeQuole CONSULTANT AGRMFCOLLINS Requester COEMOLL Carria De Moll Requisition ID Minimize 'Curreny USD USD Priority Medium Minimize Ext Summary: Total Amount 5000.00 USD Ext Summary: Total Amount 5000.00 USD Consulty UCM Price Total Ext Summary: Total Amount 5000.00 USD Image: Consult of the mole Supplier Quantity UCM Price Total Inter Description Item ID Supplier Quantity UCM Price Total Details Commerts Inter Description Item ID Supplier Quantity Quantity UCM Price Total Details Commerts Details Detai | Edit Requisition - | Review ar | nd Submit | | | | | | | | | |
|--|-----------------------------|---------------------|------------------------|--|---------------------|----------------|-----------------|----------------|---------------------|-----------|----------|-----|
| Requisition Summary Business that MIRBS San Diego Miranar College Bid MoRusele CONSULTANT AGRENT - JOULINE Requestive MCDEMOLL Carrie De Mol Requisition D MR00000914 Priority Justices That Amount 5000.00 USD Priority Medium ~ Carrie De Mol Requisition D MR00000914 Priority Medium ~ Carrie De Mol Requisition D MR00000914 Priority Medium ~ Carrie De Mol Requisition D MR0000914 Priority Medium ~ Carrie De Mol Suppler Caunty UOM Price Total Details Connects | Review the item information | and submit the | req for approval. | | | * | | | | | | |
| Requester DEMOLL Carris De Moll Requisition D Massessed **urreny USD Ended Lines to review shipping and accounting deals Enderstime to review to | Requisition Summary | | | | | My Prefer | ences and | Requisition Se | ttings | | | |
| Control to intervent Carter of Work Priority Medium Expand lines to review shipping and accounting details Requisition Lines Ine Description Item ID Suppler Output Data Details Connents Data Connents Data Connents Data Connents Data Details Connents Data Connents Data Details Connents Data Connents Data Details Connents Details | | Business Unit | MIR01 | San Diego Miramar (| College | Bid No/Quot | | T AGRMT - J | COLLINS | | | |
| Land Amound 3.000 00 USD Expand inter to reveal shipping and accounting details Requisition Lines () Line Description Item ID Suppler Quantity UOM Price Total Details Connects De CONSULTANT ALLES C ULLINS BACK to Favorites Quantity UOM Price Total Details Connects De Constrained and Connects De Constrained All Select lines to: () Add to Favorites Quantity UOM Price Total Amount 5,000.00 USD hipping Summary Exit for All / Deselect All Select lines to: () Add to Favorites Quantity UOM Price Total Amount 5,000.00 USD hipping Summary Exit for All Address 10440 Black Mountain Road Ban Diago, CA 22125-2000 Attention To CARRIE DE MOLL Comments Requisition Comments and Attachments Experiments To Partice Address () Shown at Noucher Address () Shown at Noucher Address () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Receipt () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Shown at Noucher Address () Shown at Receipt () Show | | Requester | CDEMOLL | Carrie De Moll | | Requisition ID | MRR0005914 | | | | | |
| Expand lines to review shipping and accounting details | | *Currency | USD | | | Priority | Medium 🗸 |] | | | | |
| Expand lines to review shipping and accounting details | Cart Summary: Total Amo | unt 5.000.00 U | SD | | | | | | | | | |
| Line Description Item ID Supplier Quantity UOM Price Total Details Comments Comments Comments Comments Comments Comments Comments Details Comments | - | | | | | \$ | Add More Iter | ns | | | | |
| Addes C. COLLINS Consultant C. Colling <p< td=""><td>Requisition Lines (?</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></p<> | Requisition Lines (? | | | | | | | | | | | |
| | Line Description | 1 | Item ID | Supplier | Quantit | у ООМ | | Price | Total | Details | Comments | Del |
| Link of the formation of the requisition Interview of the requisition of the requisition Image: Control of the requisition Image: Control of the requisition of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition Image: Control of the requisition | CONSULT | ANT NT - JAMES C | | JAMES C. COLLINS | | 1 EACH | | 5000.00 | 5000.00 | | 🖗 Edit | Î |
| Hipping Summary E dt for Al Lines Ship To Location Adress Edition Comments Edition Comments Edition Comments < | Select All / Dese | elect All | Select lines to: | Add to Favorites | Add to Template(s) | Û | Delete Selected | | Mass Change | | | |
| Edit for All Lines Ship To Location Address 10440 Black Mountain Road San Diego, CA 92125-2090 Attention To Comments | | | | | | | | Total Amoun | t 5.000.00 USD | | | |
| Attention To CARRIE DE MOLL Comments | Edit for All Lines | Location | MIR | | | | | | | | | |
| 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: T//118 TO ASJUE CAMPUS COMPACT PERSON: (name, phone #, room #) SCOPE OF WORK/CONSULTANT AGREEMENT ATTACHED Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at Receipt Image: Send to Supplier Image: Show at R | | | | ad | | | | | | | | |
| Comments Requisition comments Enter requisition comments CONSULTANT SERVICES TO POLICE ACADEMY FOR MIR/PUBLIC SAFETY/OIS/MIRAMAR (EFFECTIVE DATES: 7/11/18 TO 8/3019 (CAMPUS GONTACT PERSON: (name, phone #, room #)) SCOPE OF WORK/CONSULTANT AGREEMENT ATTACHED Image: statistication Image: statistication for this requisition Enter approval justification for this requisition Image: statistication Image: statistication </td <td></td> <td></td> <td>San Diego, CA 92126-29</td> <td>99</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | | | San Diego, CA 92126-29 | 99 | | | | | | | | |
| 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 I Send to Supplier I Show at Receipt I Show at Voucher Add more Comments and Attachments Add more Comments and Attachments Inter approval Justification for this requisition Inter approval justification for this requisition I Sudget Checking Status:Not Checked | | | CARRIE DE MOLL | | | | | | | | | |
| Enter requisition comments CONSULTANT SERVICES TO POLICE ACADEMY FOR MIR/PUBLIC SAFETY/DIS/MIRAMAR (EFFECTIVE DATES: 7/1/18 TO 8/30/19 CAMPUS CONTACT PERSON: (name, phone #, room #) SCOPE OF WORK/CONSULTANT AGREEMENT ATTACHED SCOPE of WORK/CONSULTANT AGREEMENT AGREEMEN | | Jinnents | | | | | | | | | | |
| CONSULTANT SERVICES TO POLICE ACADEMY FOR MIR/PUBLIC SAFETY/OIS/MIRAMAR (EFFECTIVE DATES: 7/1/18 TO BI30/19 CAMPUS CONTACT PERSON: (name, phone #, room #) SCOPE OF WORK/CONSULTANT AGREEMENT ATTACHED | Requisition Comments and | d Attachments | i . | | | | | | | | | |
| EFFECTIVE DATES: 7/1/18 TO GRID/19 CAMPUS CONTACT PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Scope of WORK/CONSULTANT AGREEMENT ATTACHED Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSON: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, phone #, room #) Image: Contract PERSon: (name, | | | | | | | | | | | | |
| Add more Comments and Attachments Add more Comments and Attachments | EFFECTIVE DATES: | 7/1/18 TO 6/30 | 110 CAMPUS CONTACT P | UBLIC SAFETY/OIS/MIRAMAR (ERSON: (name, phone #, room #) | | | | | | | | |
| Enter approval justification for this requisition Check Budget Pre-Check Budget Budget Checking Status:Not Checked | Send to Supplier | v | Show at Receipt | Shown at Voucher | | | | Add | i more Comments and | Attachmen | ts | |
| Eudget Checking Status:Not Checked | Approval Justification | | | | | | | | | | | |
| Check Budget Pre-Check Budget Budget Checking Status:Not Checked | Enter approval justifica | ation for this req | uisition | | | | | | | | | |
| Check Budget Pre-Check Budget | | | | | | | | | | | (ja) | |
| | Check Budget | Pr | re-Check Budget | Budget Checking Status:Not | Checked | | | | | | _ | |
| | Save & submit | | Save for Later | Add More Items | 6ට Preview Approval | - | | | | | | |

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 | 60 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*.