

ADVANCE PAYMENT REQUISITION

PURPOSE: TO PAY A SUPPLIER IN LESS THAN 30 DAYS (i.e. Membership Fees, Subscriptions, Myron Green Catering).

IF SUBSCRIPTION OR MEMBERSHIP FEE IS UNDER \$5000, USE THE REQUEST A PAYMENT PATH FOR PAYMENT. (Refer to Payment Request Instructional Guide)

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. INVOICE/PAYMENT INFORMATION
3. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: OFFICIAL INVOICE FROM THE SUPPLIER

CHECK “AMOUNT ONLY” BOX: NO

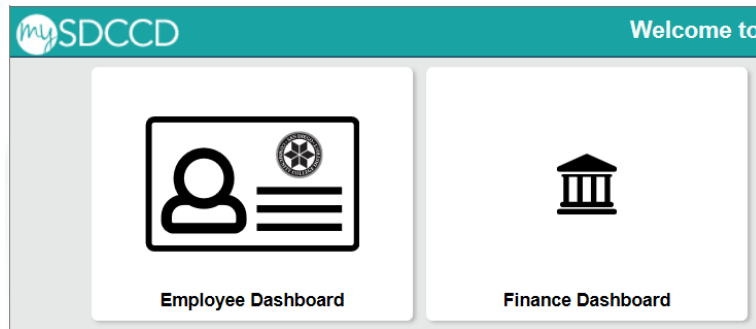
PAYMENT PROCESS TO SUPPLIER: THE REQUESTOR WILL PROVIDE THE INVOICE TO ACCOUNTS PAYABLE APINVOICE@SDCCD.EDU FOR PAYMENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

SPECIAL HANDLING FORM: COMPLETE IF YOU WANT THE CHECK ROUTED TO YOU OR YOUR OFFICE.

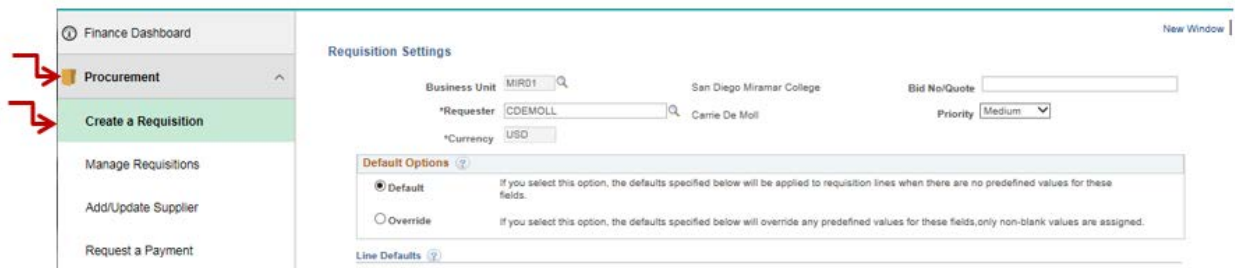
ADVANCE PAYMENT REQUISITIONS

Log into your SDCCD account and open PeopleSoft.

Navigate to Create a Requisition from the home page by selecting: Finance Dashboard/Procurement/Create a Requisition.



This is the *Requisition Settings* page. When creating a requisition, enter info on this page and it will auto populate into each line item of the requisition.



The “Bid No/Quote” field – a notation field for your personal reference. (i.e., Supplier Name, Quote Number, etc.)

Requisition Settings

Business Unit San Diego Miramar College Bid No/Quote

*Requester Carrie De Moll Priority

*Currency

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.

Next, look up the Supplier by clicking on the magnifying icon. Leave the *Buyer* field blank; it will automatically default to the Buyer assigned to Miramar. Enter the appropriate category.

Requisition Settings

Business Unit

San Diego Miramar College

Bid No/Quote

*Requester

Carrie De Moll

Priority

*Currency

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 Measure

Buyer

Shipping Defaults

Ship To

Due Date

Distribution Defaults

SpeedChart

Accounting Defaults

Chartfields1

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

Click OK

Fill in the complete budget number which should be provided to you by your dean/manager.

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Search Results

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
1 0002052865	MIRA MESA LIVING	MAIN	DBA MIRA MESA LIVING	6755 MIRA MESA BLVD #123	SAN DIEGO	CA

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.

CatalogBrowse CatalogsCATEGORY

WebBrowse Supplier WebsitesGrainger Punch OutOffice Solutions Punch Out

Express Item EntryCreate an Express Requisition

Special RequestsCreate a non-catalog request

FormsCreate and Submit Forms

FavoritesBrowse Favorite Items and Services

TemplatesBrowse Company and Personal Templates

ePro ServicesRequest ServicesFixed Cost ServiceVariable Cost ServiceTime and Materials

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

Enter the desired information into the ***Price** field. Enter “1” into the ***Quantity** field.

Create Requisition ?

Welcome Carrie De Moll

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request OptionsWebOffice Solutions Punch OutCreate RequisitionFavoritesTemplatesePro ServicesFixed Cost ServiceVariable Cost ServiceTime and MaterialsRecently Ordered

Create Requisition ?

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

Item Details

*Item DescriptionMIRA MESA LIVING – FULL PAGE AD

*Price2500.00

*Quantity1

*Category918-76

*CurrencyUSD

*Unit of MeasureEA

Due Date

Supplier

Supplier ID0002052865

Supplier NameMIRA MESA LIVINGMIRA MESA LIVING

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Suggest New Supplier

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In the **Additional Information** field, enter a full description of the invoice that is being paid. If check is not to be mailed directly to supplier, complete Special Handling form and submit to Accounts Payable.

Check the “Send to Supplier,” “Show at Receipt,” and “Show at Voucher” boxes. Click Add to Cart.

Search

All

Search

Advanced Search

Create Requisition

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

Item Details

*Item Description

MIRA MESA LIVING- FULL PAGE AD

*Price

2500.00

*Currency

USD

*Quantity

1

*Unit of Measure

EA

*Category

918-76

Due Date

Supplier

Supplier ID

0002052865

Supplier Name

MIRA MESA LIVING

MIRA MESA LIVING

Suggest New Supplier

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

MIRA MESA LIVING – FULL PAAGE ADVERTISEMENT FOR
FY 2022-2023 INVOICE #123456

☒ 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

Click the Checkout button. This will direct you to the *Checkout – Review and Submit* screen

Create Requisition

Welcome

Carrie De Moll

Home

My Preferences

Requisition Settings

1 Line

Checkout

Request Options

Search

All

Search

Advanced Search

Checkout - 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

PREPAY - MIRA MESA LIVING

*Requester

CDEMOLL

Carrie De Moll

Priority

Medium

*Currency

USD

Cart Summary: Total Amount 2,500.00 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	MIRA MESA LIVING FULL PAGE AD		MIRA MESA LIVING	1	EACH	2500.00	2500.00			

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount2,500.00 USD

Attach invoice in “Comments” field.

Click “Save for Later” which will create a Requisition ID number. Carefully review your requisition and if everything appears correct, click “Check Budget”.

Checkout - 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

MIRA MESA LIVING

*Requester

CDEMOLL

Carrie De Moll

Requisition ID

MRR0005952

*Currency

USD

Priority

Medium

Cart Summary: Total Amount 2,500.00 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	MIRA MESA LIVING FULL PAGE AD		MIRA MESA LIVING	1	EACH	2500.00	2500.00		Edit	

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount

2,500.00 USD

Shipping Summary

Edit for All Lines

Ship To Location

MIR

Address

10440 Black Mountain Road

San Diego, CA 92128-2999

Attention To

CARRIE DE MOLL

Comments

Requisition Comments and Attachments

Enter requisition comments

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 following message appears, click “OK”.

Message

Budget Checking will save your requisition in an Open Status. (18036,39)

In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budget checking.

OK

Cancel

When the Budget Checking Status” changes from “Not Checked” to “Valid”, proceed by clicking the “Save & Submit” button. This will launch the requisition into the approval workflow.

Approval Justification

Enter approval justification for this requisition

Check Budget

Pre-Check Budget

Budget Checking Status:Valid

Save & submit

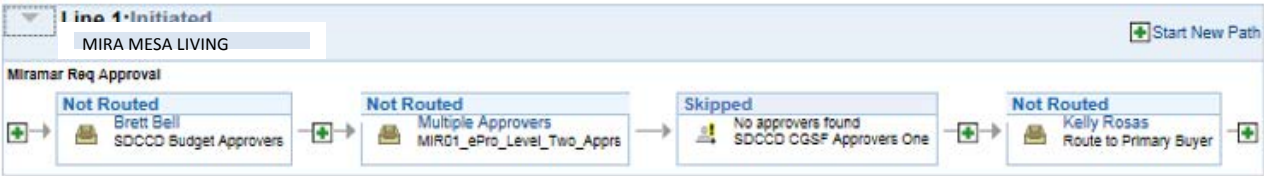
Save for Later

Add More Items

Preview Approvals

The Confirmation page will list the order of the designated approvers based on the budget entered.

Req Approval



FINAL NOTE: The Advanced Payment process is a manual process. Payment is not automatically generated when the purchase order is dispatched. The requester must send the invoice to Accounts Payable - apinvoice@sdccd.edu for payment processing. As such, please follow up with the Business Office x7815 to ensure that a check is issued in a timely manner.