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

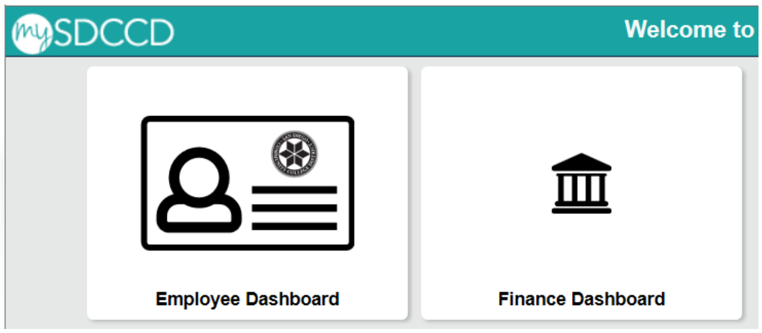
PAYMENT PROCESS TO SUPPLIER: THE REQUESTOR WILL PROVIDE THE INVOICE TO ACCOUNTS PAYABLE APINVOICE@SDCCD.EDU FOR PAYMENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

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

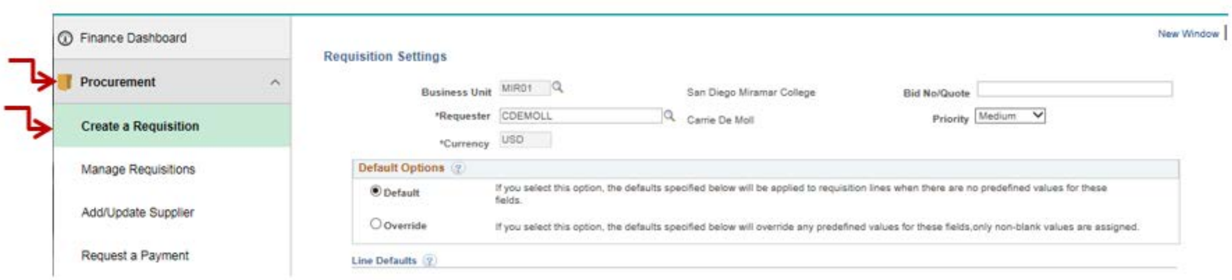
ADVANCE PAYMENT REQUISITIONS

Log into your SDCCD account and open PeopleSoft.

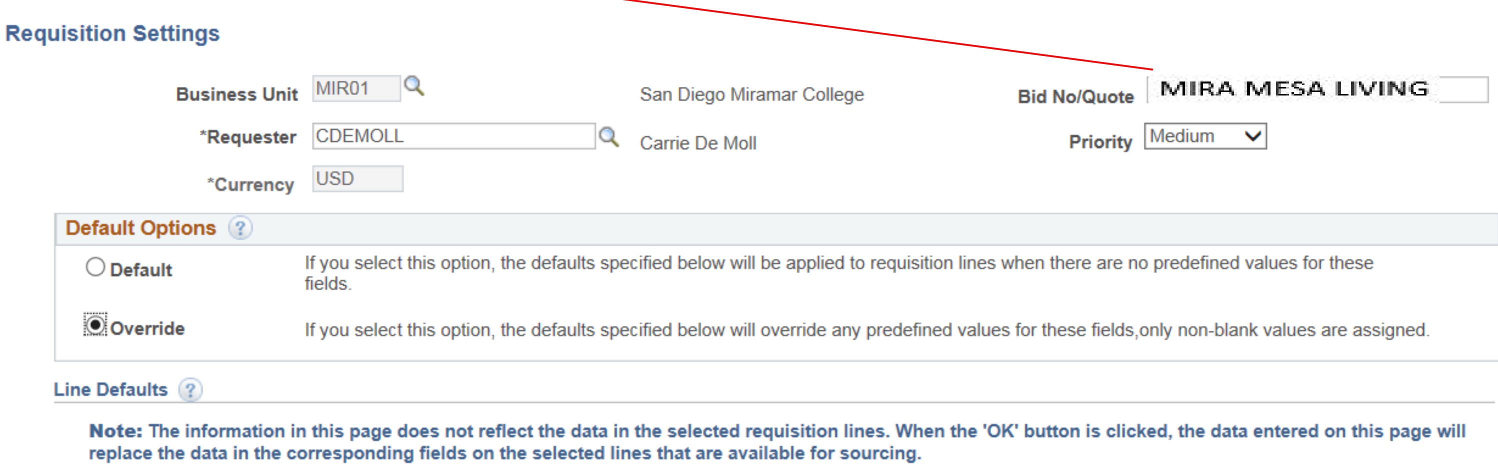
Navigate to Create a Requisition from the home page by selecting: Finance Dashboard/Procurement/Create a Requisition.



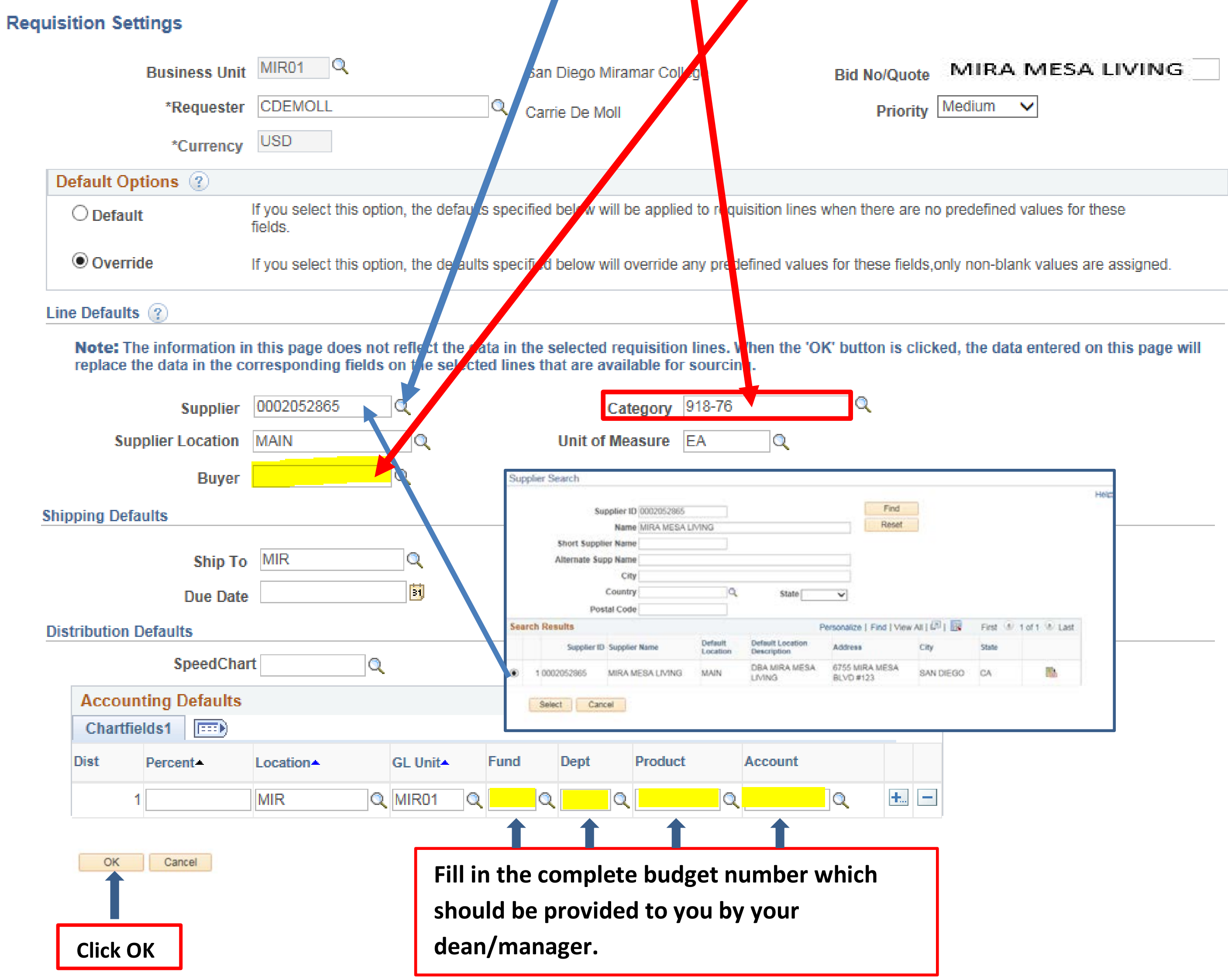
This is the *Requisition Settings* page. When creating a requisition, enter info on this page and it will auto populate into each line item of the requisition.



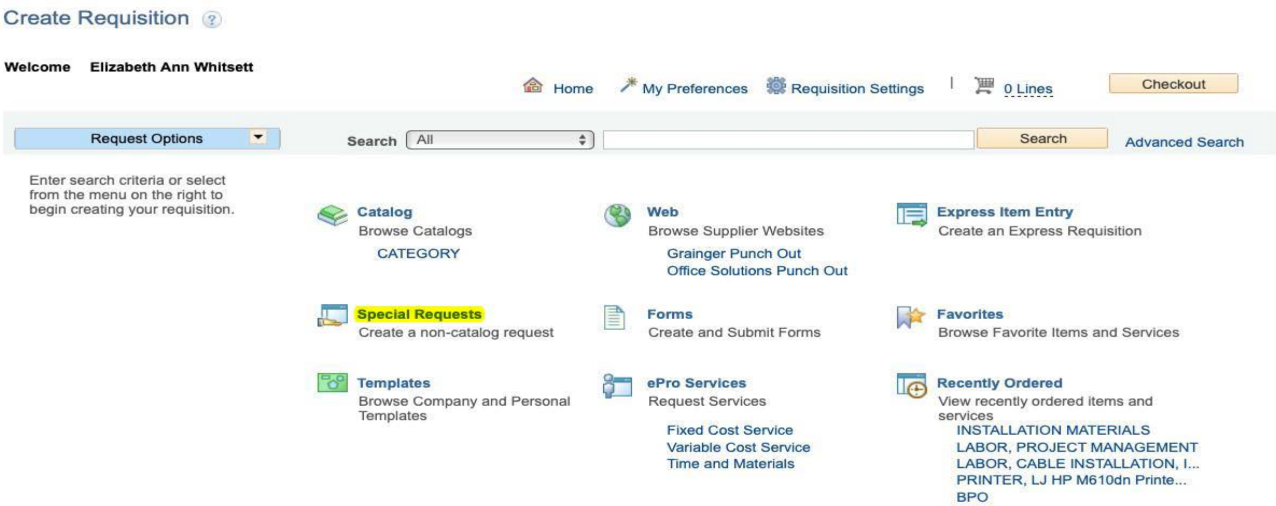
The "Bid No/Quote" field – a notation field for your personal reference. (i.e., Supplier Name, Quote Number, etc.)



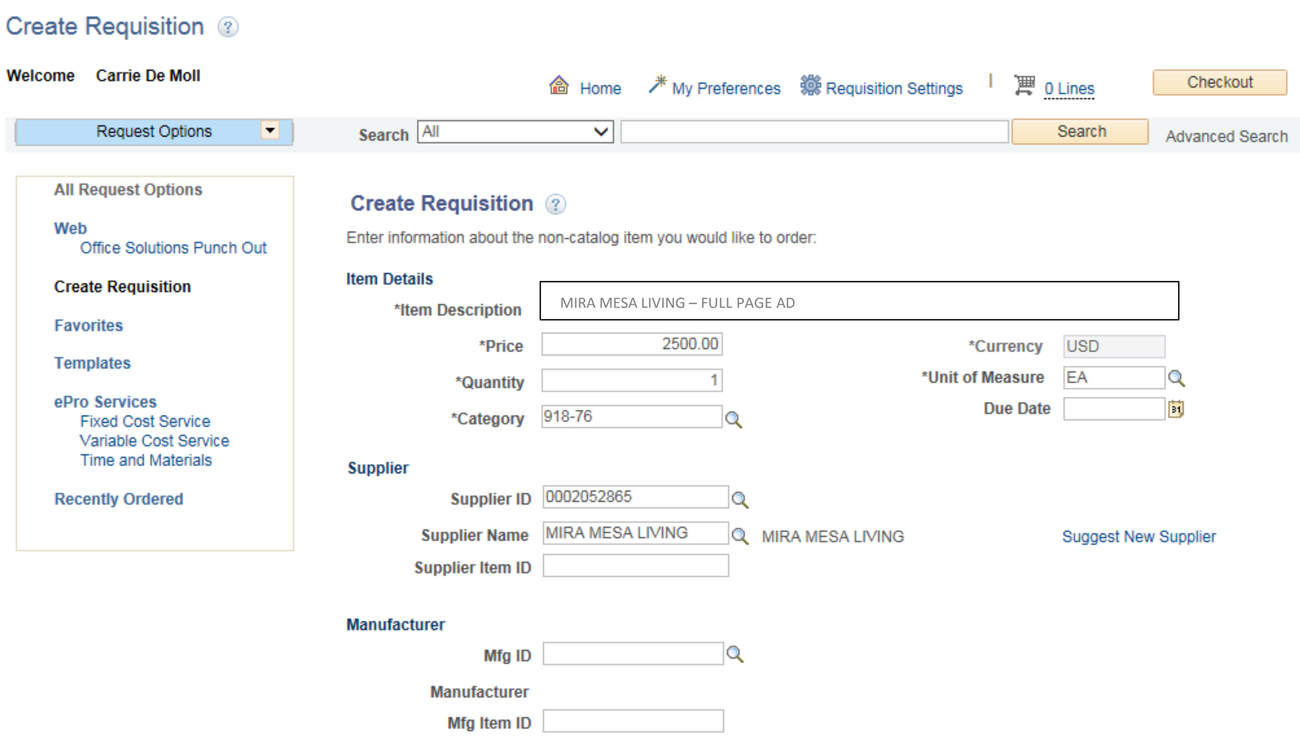
Next, look up the Supplier by clicking on the magnifying icon. Leave the *Buyer* field blank; it will automatically default to the Buyer assigned to Miramar. Enter the appropriate category.



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

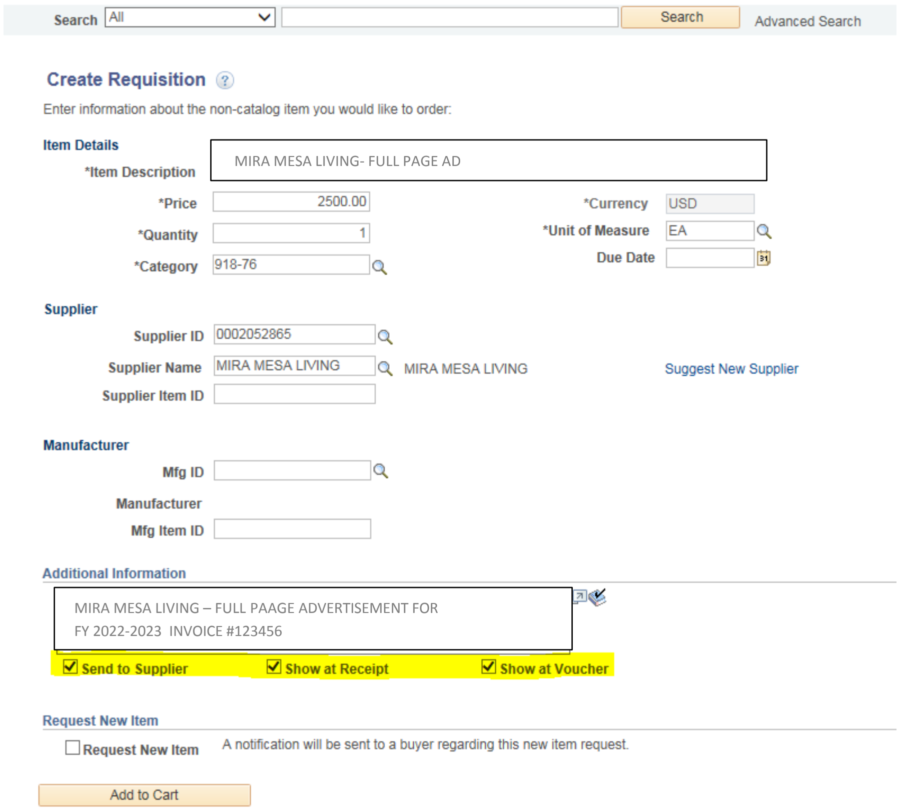


Enter the desired information into the *Price field. Enter "1" into the *Quantity field.

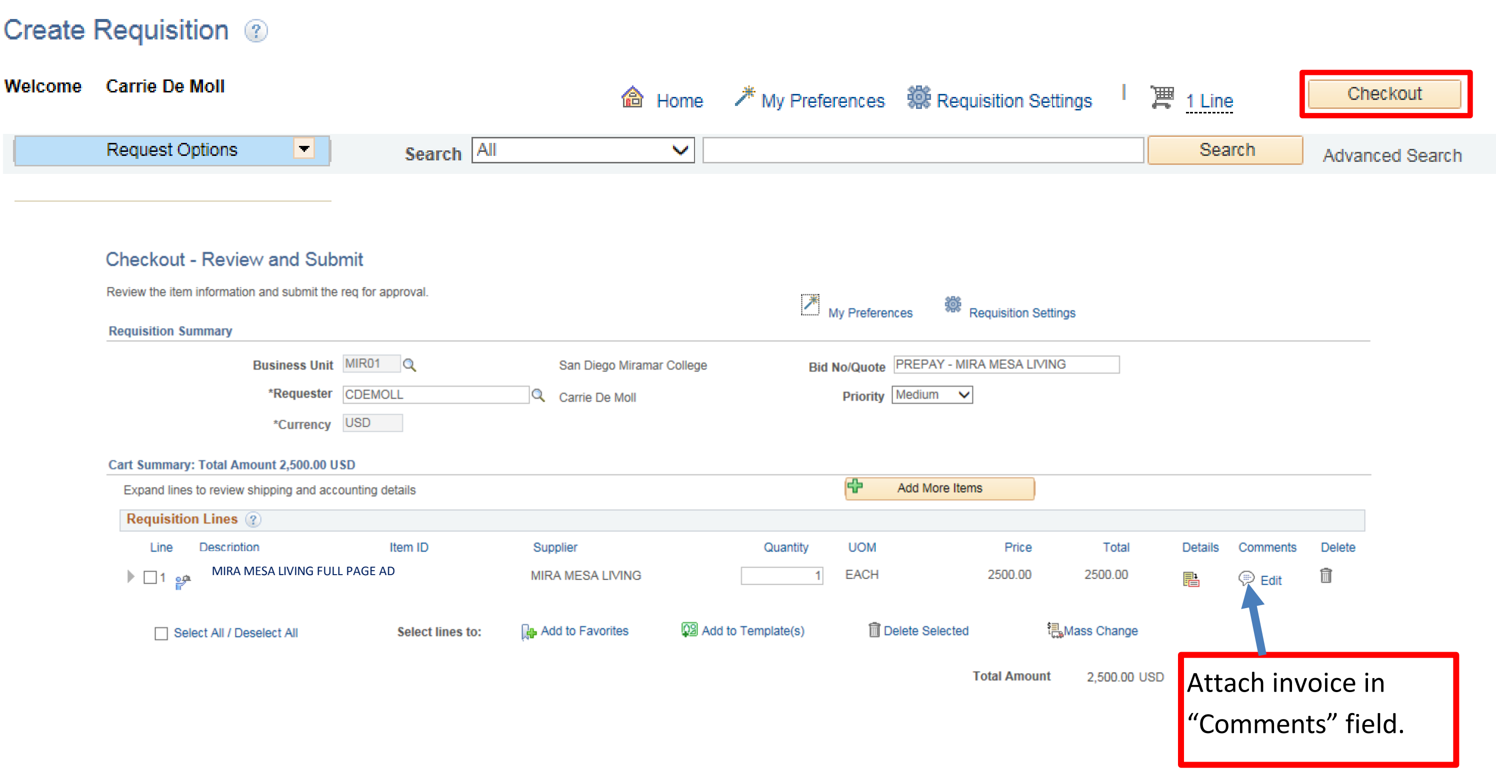


In the Additional Information field, enter a full description of the invoice that is being paid. If check is not to be mailed directly to supplier, complete Special Handling form and submit to Accounts Payable.

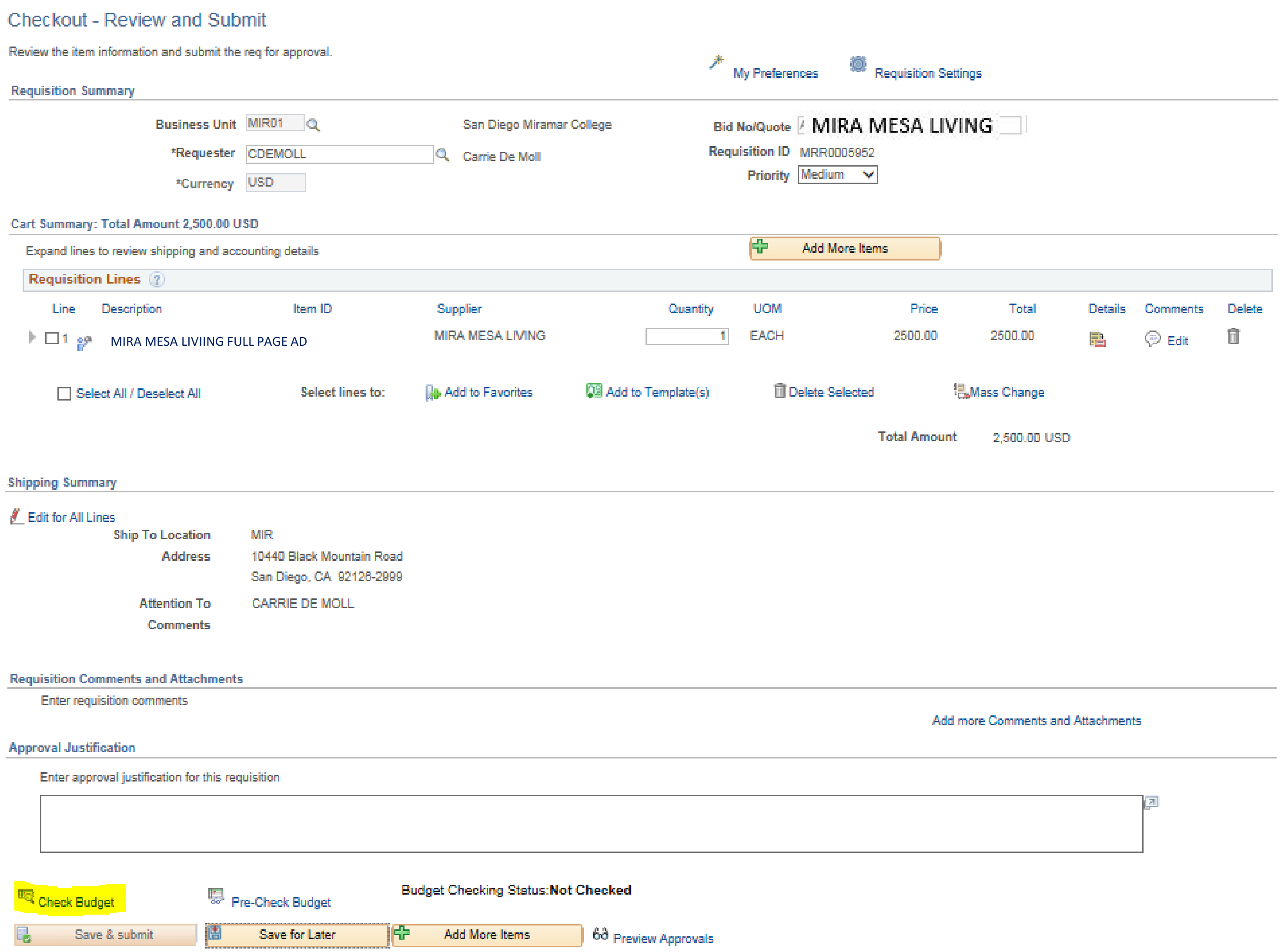
Check the "Send to Supplier," "Show at Receipt," and "Show at Voucher" boxes. Click Add to Cart.



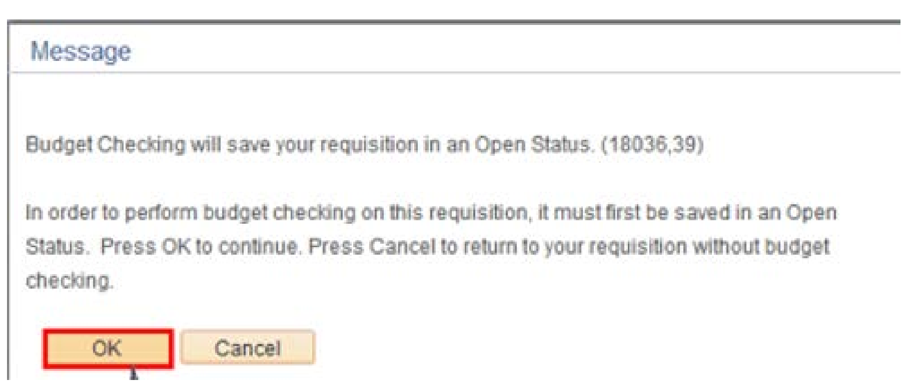
Click the Checkout button. This will direct you to the *Checkout – Review and Submit* screen



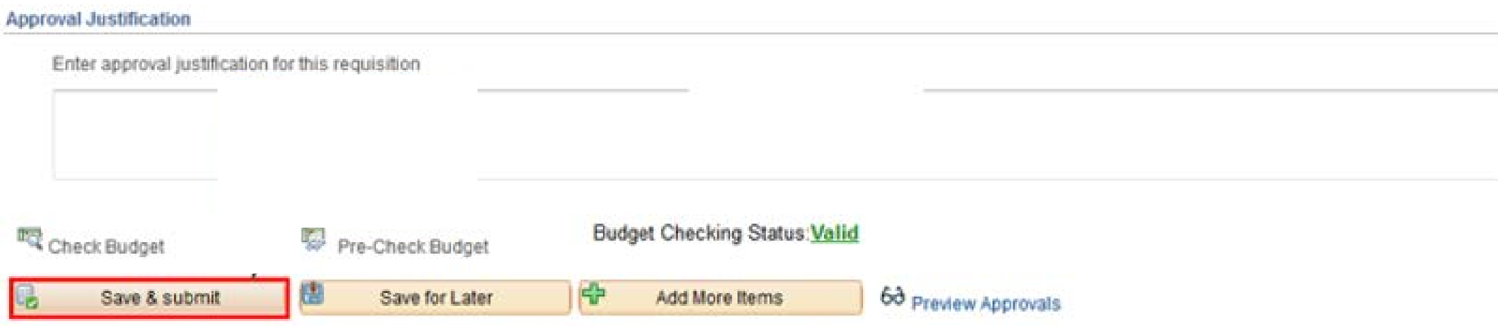
Click "Save for Later" which will create a Requisition ID number. Carefully review your requisition and if everything appears correct, click "Check Budget".



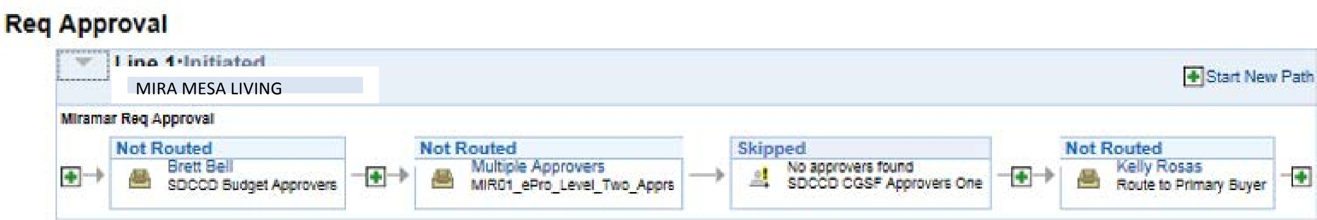
When the following message appears, click "OK".



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.



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



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.