

## **CCSF VTEA 2006-07 Requisition Tips & Hints**

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**Contact Zeny Perez (x4448) or Kelley Karandjeff (x4418)**  
with questions about the following requisition process for  
VTEA-funded supplies, services, equipment, professional development and/or travel.

For information on non-VTEA purchasing, visit  
<http://www.ccsf.edu/Services/Purchasing/index.html>.

### ***Requisition(s) for Supplies, Services & Equipment***

#### **For items included in your program's VTEA 2006-07 Award:**

- Initiate a *Requisition* using the FOAPA number provided by the Office of Voc Ed.
- List items approved in your 2006-07 award letter. Notify the Office of Voc Ed with an explanation of items listed on the *Requisition* not originally included in your award letter.
- Consider purchasing from vendors already approved by the College (visit <http://www.ccsf.edu/Services/Purchasing/Vendors/vendors.html>). This will minimize turn-around time for purchasing requests.
- Submit the original *Requisition* signed by the program/department chair via interoffice mail to Zeny Perez, Office of Voc Ed, Evans Campus.
- Zeny will review and obtain mandatory signatures from either Program Coordinator Kelley Karandjeff or Associate Vice Chancellor Phyllis McGuire.
- Once approved by the Office of Voc Ed, Zeny will forward your *Requisition* to the Purchasing Department.
- Purchasing will process the *Requisition*.
  - **Any purchase or contract over \$65,100 must be competitively bid via publication in the public record for 2 weeks. Allow a minimum of one month for the process if your purchase is near that amount,** (Section 20651, Public Contract Code).
  - Any purchase between \$2,000 and \$65,100 will be informally bid. The lowest responsible bidder will receive the order. Allow at least one week for the process. Attach any quotes or catalog pages to your *Requisition* to make your needs clear.
- Funds saved through the purchasing process cannot be spent without approval from the Office of Voc Ed. Please contact Kelley to request use of funds.
- Once order is received, sign the Receiving copy of the Purchase order. Attach packing slip or proof of delivery to the Receiving copy of the Purchase order. Send to Purchasing for vendor payment; send a copy to Zeny for Office of Voc Ed records.
- If there is a problem with your order, notify the buyer listed on the purchase order for assistance. Note: it is not necessary to route the receiving copy of the order back thru the Office of Voc Ed as the *Requisition* was already approved.

### ***Requisition and Travel Order Form(s)***

#### **For professional development included in your program's 2006-07 VTEA Award:**

- Complete a *Requisition and Travel Order Form* and forward it to your Department Chair. Complete forms at least 30 days in advance of the activity to receive appropriate approvals. Attach any documents pertaining to travel request (e.g., agendas, registration forms).
- Keep in mind:
  - Estimate expenses carefully; reimbursement cannot exceed the pre-approved amount. Refer to the regulations which explain amounts and limits to travel expenses. Per diem guidelines can be found at [www.gsa.gov](http://www.gsa.gov)
  - Out-of-state travel must be approved by the State Chancellor's Office (with the exception of travel to Arizona, Nevada and Oregon)
- Obtain Department Chair signature and forward original form to Zeny Perez, Office of Voc Ed, Evans Campus.
- Zeny will review and obtain mandatory signatures from either Kelley Karandjeff or Associate Vice Chancellor Phyllis McGuire.
- Once approved by the Office of Voc Ed, Zeny will forward your *Travel Order* to the District Business Office-Accounting.
- The District Business Office-Accounting will send you a copy of the approved *Travel Order* and an *Expense Report* with instructions.
- Complete your training/professional development and fill out the *Expense Report*, collecting all required original receipts and documentation (e.g. agendas, conference materials, proof of participation, etc.).
  - Tips/gratuities cannot be reimbursed.
  - For auto expenses (mileage, parking, tolls, etc.), record vehicle information (make, model, beginning and ending mileage).
- Keep personal copies of all forms/documents related to this travel.
- Submit the completed *Expense Report* to Zeny in the Office of Voc Ed, attaching ALL original supporting documents within 10 working days of attendance at training/conference. *Requests for reimbursement greater than the amount authorized by the Office of Voc Ed will not be honored.*
- The District Business Office-Accounting will distribute your reimbursement.

### ***Requisition and Travel Order Form(s)***

#### **For professional development *NOT INCLUDED* in your 2006-07 VTEA Award:**

*The Office of Voc Ed maintains a small fund for professional development opportunities that arise for individual vocational faculty throughout the year. Please visit [www.ccsf.edu/Services/Vocational\\_Education/ove/prodevelopment\\_activities.html](http://www.ccsf.edu/Services/Vocational_Education/ove/prodevelopment_activities.html) to complete an application for these funds. Once funds are awarded, use the above process to access funds.*