



Accounts Payable Budget Purchasing

Presented by Finance and Purchasing

Rev. 9/17/24

REQUISITION vs. PAYMENT REQUEST

REQUISITION: Used to purchase a good or service in the **FUTURE**

PAYMENT REQUEST: Used to reimburse individuals or make payments for memberships by voucher in the **PAST**

Either can be entered using SELF-SERVICE

About Self Service

Self-Service was built to be a user friendly, one-stop-shop to update and maintain the more data heavy, less intuitive Ellucian Colleague Databases. Both systems communicate with one another, and any changes are instantaneous

Important Requisition Thresholds (FY24 – FY25)

W9 (IRS Tax Form - Tax ID Number & Address)

Requisition Spend > \$ 0.01

NJ BRC (NJ Business Registration Certificate for Taxes)

\$6,240

RFQ (Request For Quote - Issued by the Purchasing Dept.)

\$8,320

Pay-to-Play (Signed and Notarized Political Contribution Form)

\$17,500

BOT and RFB / RFP (Board of Trustees and Request for Bid / Request for Proposal Issued by Purchasing Dept.)

\$41,600

NJ State Comptroller Post Award Notice is needed for more than \$2,500,00 but less than \$12,500,000

Purchase Order (PO) Types

1. **Standard PO:** A purchase of one or more items in an itemized form. An example of this would be placing an order for 1 box of MCCC logo pens and 1 box of MCCC Letterhead paper from a Local Printing shop.
2. **Blanket PO:** A purchase of multiple items that are unknown at the moment. An example of this would be putting in an order for “Office Supplies” from WB Mason that could include pencils, paper, staples, etc...

IMPORTANT: A requisition **MUST** be entered **BEFORE** goods/ services are ordered. Under **NO CIRCUMSTANCES** should a requisition be entered **AFTER** the goods / services are ordered or completed.

Paying and Invoice Against a PO/ BPO

Standard PO

When you verify the items have been received and the invoice matches the PO, please proceed with the following steps:

- Send the Invoice to the Department Head for approval signature. **BE SURE THAT THE PO NUMBER IS INDICATED ON THE INVOICE**
- Once signed, send to ap@mccc.edu

Blanket PO

Before sending invoices to AP, verify there is money available in the Blanket PO. If any assistance is needed, contact Purchasing at purchasing@mccc.edu.

- Send the Invoice to the Department Head for approval signature. **BE SURE THAT THE BPO NUMBER IS INDICATED ON THE INVOICE**
- Once signed, send to ap@mccc.edu

IMPORTANT: PLEASE DO NOT USE THE SAVE AND ATTACH BUTTON IN SELF-SERVICE TO UPLOAD INVOICE BACKUP. THIS SHOULD ONLY BE USED FOR QUOTES TO BE SEEN BY THE PURCHASING DEPARTMENT FOR REQUISITIONS.

Budget Transfers

- If you need to transfer funds from one object code to another-
 - Email Cheryl McCormick(budget@mccc.edu) with the following information:
 - The account number to move funds **FROM**
 - The account number to moves funds **INTO**
 - The amount of funds you need **TRANSFERRED**
- If you have funds in a GL account and a BLANKET PO needs increasing, notify Purchasing at purchasing@mccc.edu
- If you need a **BLANKET PO** increased and you do not have funds in the GL linked to that **BPO**, ask Budget to move funds into that account first- then, email Purchasing to say that the blanket can now be increased

Contracts

The President, Vice President of Finance and Administration, and Purchasing Director are the only authorized individuals who can sign a contract for MCCC

Contracts questions should be sent along to the Purchasing Help Desk for assistance in routing for signatures.

Purchasing (P) Card – When to use

The College P Card can be used for:

- a. Non-emergency purchases with vendors who **DO NOT ACCEPT PURCHASE ORDERS OR CHECKS**
- b. Some approved travel expenses (when authorized by a travel approval form and all required signatures)
- c. Situations that are an **EMERGENCY** involving health, safety and welfare of the occupants of college property (Facilities, Security, Purchasing departments **ONLY**)

P Card Procedures

- A. REQUESTOR from a College department emails the **APPROVER** (VP in their respective department)
1. Vendor Name (e.g. Intuit Quickbooks)
 2. Proposed Purchase Amount (e.g. \$1,000)
 3. Screen shot or documentation showing that vendor will only accept credit cards (not POs)
 4. G/L Code: (e.g. - “10-06-01-03-301101-61020”) with available money in it
 5. G/L Code Description: (e.g. - “Finance Office - General Supplies”)
 6. A copy of the receipt of purchase should be emailed to: purchasing@mccc.edu
- B. Once the Departmental VP **APPROVER** provides approval, Purchasing will forward the chain to the VP of Finance and Administration for approval
- C. Once the V.P. of Finance and Administration approves, a member of the Purchasing staff will reach out to the **REQUESTOR** to assist in the transaction
- D. Receipts will be sent to purchasing, and any P-card information must be destroyed after use and cannot be used for subsequent purchases

Further Assistance

Please direct all requisition, purchase order, or vendor inquiries to purchasing@mccc.edu

Please direct all voucher or payment request inquiries to ap@mccc.edu

Please direct all budget inquiries to budget@mccc.edu

Please direct all IT inquiries, questions, or technical support, including issues with Self Service to <https://mits.mccc.edu/userui/summary.php>