

PURCHASING CHECKLIST

USE THIS GUIDE TO ASSIST YOU WITH COMPLETING PURCHASE REQUEST FORMS FOR TIMELY PROCESSING

VENDOR INFORMATION

1. Complete the **Vendor** information (e.g., **Name**, Vendor #, **Address**, etc.). For SAP Vendor # contact Purchase Tech Ext. 2087

2a. I have verified that the product(s) I am ordering are from a **vendor on the LACCD Master Agreement List*** (Example Office Depot)

*NOTE: Not All SAP Approved Vendors are on the Master Agreement List. Please check the list before selecting this box; LACC Web under Faculty & Staff, Administrative Services, Accounts Payable & Purchasing Office, Master Procurement List.

OR

2b. I am **not using a vendor on the Master Agreement List**. (Please Provide Explanation)

*NOTE: If using a non-master agreement vendor, please **attach three (3) informal quotes** (if the requisition is \$2,500 - \$5,000) or **three (3) formal quotes** (if the requisition is \$5000 or more)

REQUESTOR INFORMATION

3. Fill out the **Requestor** information (**Name, Department, Phone #, College/Location**).

PRODUCT INFORMATION

4. Provide item number and a description for each line item being purchased.

*NOTE: If the provided space is insufficient, attach additional sheets that include more detailed descriptions of the line items.

5. Complete the **Qty.**, **Unit**, **Price** and **Extension** columns. If inputting this information via the computer, embedded formulas will calculate the extension, subtotal, tax, and total amounts.

6. Fill in the page number at the bottom of the Purchase Request Form. This action will confirm the number of pages that are to be processed by the Purchasing Group. Therefore, if the Purchase Request Form is more than one page, complete the "Extra Page(s)" Worksheet of this form and number them accordingly.

BUDGET

9. I checked the budget and I have attached a budget report printout to the Purchase Request.

*NOTE: **Check your budgets** before forwarding this request to ensure that sufficient funds are available. If you have insufficient funds, please ensure to initiate a EBTA (budget transfer).

APPROVAL PROCESS

*NOTE: **After completing the Purchase Request Form, obtain the appropriate approval signature(s)**

7. Complete the **Account Approval** section and obtain the signature of the authorized individual(s). If using multiple accounts, obtain signatures from all authorized representatives and list them with each item under the **Description** area.

8a. I have obtained required signatures.

INITIATOR * DEAN * VP * PRESIDENT

*NOTE: If items are **computer-related items**, request must be approved by IT Department.

8b. I have obtained IT Department approval (if applicable).

-SUBMIT PURCHASE REQUEST/S TO AP AND PURCHASING OFFICE, AD 218

8/8/18 SE