

Campus Map (</assets/docs/LPC-Campus-Map.pdf>)

Find People (<http://laspositascollege.edu/directory/index.php>)

Faculty & Staff (<http://www.laspositascollege.edu/facultystaff/index.php>)

Student Resource Guide (</resourceguide/index.php>) CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Canvas (<http://clpccd.instructure.com/>)

Online Learning (<http://www.laspositascollege.edu/onlinelearning/>)

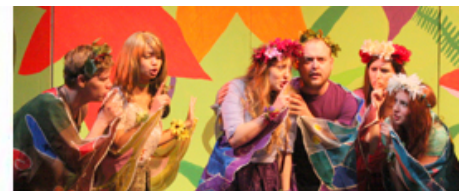
Library (<http://laspositascollege.edu/library/index.php>) Quick Links ▾



Free COVID-19 testing (<https://covidtesting.cityhealthuc.com/locations/livermore>) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at norcalcovid19testing.com (<https://norcalcovid19testing.com/>).

All students accessing in-person classes and services must show proof of vaccination before starting classes. [Learn more](http://districtazure.clpccd.org/urgentalerts/index.php) (<http://districtazure.clpccd.org/urgentalerts/index.php>).

Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Procedures

Administrative Services

Procedures

Click the drop-down arrow on the left Navigation bar to view common Administrative Services procedures. You may also follow the links below.

Quick Links

Banner Accounting Modules (</adminservices/banneraccountingmodules.php>)

Budget Management (</adminservices/budgetmanagement.php>)

Requisitions (</adminservices/requisitions.php>)

HEERF/CARES Funding Requests (</adminservices/heerfcares.php>)

Disbursement Requests (</adminservices/disbursementrequests.php>)

Conferences and Travel (</adminservices/conferencesandtravel.php>)

Deposits (</adminservices/depositpage.php>)

Invoices (</adminservices/invoices.php>)

Misc. Procedures

Building and Office Procedures (</adminservices/roomissues.php>)

Certificates of Insurance (</adminservices/certificateofinsurance.php>)

Credit Cards (</adminservices/creditcards.php>)

Facility and Room Requests (</adminservices/facilities.php>)

Furniture Requests (</adminservices/furniture.php>)

Gift Cards (</adminservices/giftcards.php>)

Office Signs & Name Tags (</adminservices/officesignsnametags.php>)

Storage (</adminservices/storage.php>)

Surplus Pickup and Disposal Requests (</adminservices/surplusdisposal.php>)

For more information please contact:

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 trothman@laspositascollege.edu (mailto:trothman@laspositascollege.edu)

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Livermore, CA 94551
(925) 424-1000

Apply for Admission

(<https://www.opencccapply.net/ccapply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)

Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (</feedback.php>)

Jobs (<https://clpccd.peopleadmin.com/>)

Parking (</parking/index.php>)
Employer Services (</careercenter/employer-services.php>)

Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)

Academic Senate (</gv/academicsenate/agenda.php>)

Curriculum Committee (</gv/curriculum/minutes.php>)

Incident Referral Forms (</maxient/index.php>)

Faculty & Staff Email (<https://outlook.office.com>)

Student Email

(<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone

(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |

CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Student Government (</lpcsg/index.php>)

Disclaimers Viewers (</disclaimers/viewers.php>)

(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (</title-ix/index.php>)

Accessibility (</disclaimers/accessibility.php>)

Disclaimers (</disclaimers/index.php>)

Governing Board Agenda

(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)

HEERF Cares Act Reporting (</caresact2020/index.php>)



(<https://www.facebook.com/Las-Positas-College-271570229564419/>)



(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

(<http://www.clpccd.org/>) 7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208

(<http://www.chabotcollege.edu/>) 25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

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Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Disbursement Requests



Administrative Services

Disbursement Requests

Employee Reimbursements

If you purchase items for the college, you may be reimbursed for the expenses, provided all necessary conditions are met. Before purchasing items, be sure to consult your supervisor for approval. In order to receive reimbursement for expenses incurred, complete a Disbursement Request Form (</adminservices/forms.php>). Original, itemized receipts with proof of payment are required. It is the employee's responsibility to request an itemized receipt, with proof of payment, from the vendor if it is not initially provided. Be mindful of vendors that do not provide itemized receipts with proof of payment and consider purchasing from vendors that do provide this.

Direct-Paying Vendors

Vendors may be paid directly via a Disbursement Request Form (</adminservices/forms.php>). Backup documentation, such as an invoice or similar document, must be included with the request. These requests will be reviewed by the Business Office, but most payments will be processed by the District Accounts Payable Office.*

*ASB and Co-Curricular funded requests are paid through the LPC Business Office.

Disbursement Request Process

Examples: District-Clearing (</adminservices/assets/docs/SAMPLE%20Disbursement%20Request%20Form%20-%20District%20Clearing.pdf>) | ASB

(</adminservices/assets/docs/SAMPLE%20Disbursement%20Request%20Form%20-%20ASB.pdf>) | Co-Curricular (</adminservices/assets/docs/SAMPLE%20Disbursement%20Request%20Form%20-%20CoCurricular.pdf>)

1. Complete the Disbursement Request Form (</adminservices/forms.php>). Download the PDF file to your computer and open the file in your Adobe program. **Do not edit the form in a browser.** Attach all necessary backup documentation, such as receipts (original, itemized, with proof of payment), invoices, etc. to the Disbursement Request PDF file. Documents can be attached by pressing **Ctrl+Shift+i** while having the Disbursement Request PDF open. **Documents must be attached before any signatures are applied to the form. You may not be able to attach documentation after the form is signed.**
2. Obtain up to your Vice President's (or President's) signature approval.
3. Submit the completed and combined PDF to the Business Office.
4. The Business Office will obtain signature approval from the Vice President of Administrative Services.
5. Checks are disbursed as follows:
 1. Processed by the **District Accounts Payable Office:**
 1. Direct-payments to vendors.
 2. Employee reimbursements greater than \$500.
 3. **Note:** *ASB and Co-Curricular funded requests are not paid by District AP.*
 2. Processed by the **Business Office:**
 1. Employee reimbursements less than \$500.
 2. Disbursement Requests paid using ASB or Co-Curricular funds.

Missing Receipt Process

If you are missing a receipt for a college-approved purchase and would still like to be reimbursed, please follow the instructions below. **This MUST be done before submitting your packet (Disbursement Request or Conference Expense Claim) to your supervisor or to the Business Office. The Business Office will not accept Missing Receipt Statement forms that have not been fully approved.**

1. Complete the Missing Receipt Statement Form
(<http://www.clpccd.org/business/documents/MissingReceipt.pdf>).
2. Submit the form to your supervisor for approval.
3. Submit the form to the Office of the Vice Chancellor of Business Services for final approval.
4. Once fully approved, attach the form to your packet (Disbursement Request or Conference Expense Claim).

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Bookstore (<http://www.bkstr.com/laspositasstore/home>)
Canvas (<https://clpccd.instructure.com/login/canvas>)
Contact (</feedback.php>)
Jobs (<https://clpccd.peopleadmin.com/>)
Parking (</parking/index.php>)
Employer Services (</careercenter/employer-services.php>)
Safety & Security (</safety/index.php>)
Campus Crime Statistics (</safety/documents/clery.pdf>)
Academic Senate (</gv/academicsenate/agenda.php>)
Curriculum Committee (</gv/curriculum/minutes.php>)
Incident Referral Forms (</maxient/index.php>)

Faculty & Staff Email (<https://outlook.office.com>)
Student Email
(<https://mail.google.com/a/zonemail.clpccd.edu>)
The Zone
(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |
CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)
Student Government (</lpcsg/index.php>)
Accreditation
Documentation Viewers (</disclaimers/viewers.php>)
(<http://laspositascollege.edu/accreditation/index.php>)
Title IX (</title-ix/index.php>)
Accessibility (</disclaimers/accessibility.php>)
Disclaimers (</disclaimers/index.php>)
Governing Board Agenda
(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)
HEERF Cares Act Reporting (</caresact2020/index.php>)



(<https://www.facebook.com/Las-Positas-College-271570229564419/>)



(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

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Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Requisitions



Administrative Services

Requisitions

QUICK ACCESS

Purchase Orders (Open, Regular) | HEERF/CARES Requests | Amazon Orders | Office Depot Orders | Contract for Services | Professional Services

Requesting the Purchase of Items from a Vendor

To request the purchase of items, a Requisition Request Form (</admins/services/forms.php>) must be completed and submitted. Relevant backup documentation should always be included, whenever possible (except when establishing Open Purchase orders -- see below). Requisitions are specific to one vendor -- multiple vendors will require multiple Requisition forms. When completing a Requisition, please only use the LPC version provided here (</admins/services/forms.php>). Signature approval is always required up to your Vice President (or President) level. For instructions on ordering items through Amazon or Office Depot, see below.

How to Request the Purchase of Items from a Vendor

Example: Standard Requisition (</admins/services/assets/docs/SAMPLE%20Requisition%20Form.pdf>) | Open PO Requisition (</admins/services/assets/docs/SAMPLE%20Requisition%20Form%20-%20Open%20PO.pdf>)

1. Contact the vendor to request a quote of all requested items. Quotes should include item numbers, item descriptions, quantities, unit pricing, extended pricing, and any relevant fees (tax, shipping, etc.) whenever possible.
2. Once the quote has been received, complete a Requisition Request Form (</admins/services/assets/docs/Requisition%20Form.pdf>).
 1. All required and relevant fields MUST be entered.
 2. **Note: insert your backup documentation to the Requisition Request Form BEFORE any signatures are added to the document. Signing before attaching documentation may prevent documents from being attached.**
3. Submit your Requisition, **with relevant backup attached**, to your immediate supervisor for approval.
4. Up to your Vice President's signature approval is required.
5. Once approved, submit the Requisition and relevant backup to the Business Office for review.
6. The Business Office will obtain signature approval from the Vice President of Administrative Services.
7. Once final approval has been obtained, the Business Office will enter the Requisition into Banner. A copy of the Requisition will then be provided to the names listed in the "Return Copy of Req to" field.
8. Upon Banner approval, the Business Office will forward the Requisition packet to the District Purchasing Office for processing.

Establishing Purchase Orders

Purchase Orders are the preferred method for the requisition of items and should be used whenever possible in lieu of direct-payment through a Disbursement Request Form. You are encouraged to set up all needed PO's for all planned and expected expenses and purchases for the upcoming fiscal year. Purchase Orders can be established for various expenses, such as paying for invoices, purchasing items, hiring independent contractors, and more. There are two types of Purchase Orders that the District Office will establish: **Open Purchase Orders** and **Regular Purchase Orders** (see below for distinguishable characteristics of the two). Please note that PO's are

set up based on a designated FOAP (Fund-Org-Account-Program) and for a specified vendor. For this reason, purchases made against a PO should all be for the same type of expense. For example, if you purchase physical supplies from one vendor, but also purchase digital software from the same vendor, these should not be paid against the same PO, as physical supplies should be coded to one account, while software purchases should be coded to a different account. In this scenario, two PO's should be established with the vendor.

Purchase Orders are established via a Requisition Request Form (</adminservices/forms.php>). See section *"Requesting the Purchase of Items from a Vendor"* for more detailed instructions on filling out a Requisition Request Form.

Open Purchase Orders (PO number begins with an "O")

Open Purchase Orders are essentially "open ended." These are typically used in cases where you expect to make multiple purchases through the same vendor, using the same FOAP (Fund-Org-Account-Program), throughout the year. For this reason, it is usually best to estimate the cost as a whole, rounded number, such as \$850 or \$3575. For example, if your department purchases diploma paper through Herff Jones frequently throughout the year, consider establishing an Open Purchase Order for Herff Jones for an estimated cost for the whole fiscal year. The PO amount can always be increased or decreased throughout the year via the Purchase Order Adjustment Form (</adminservices/assets/docs/PO%20Adjustment%20Form.pdf>) as needs change.

Example: PO Adjustment Form (</adminservices/assets/docs/SAMPLE%20PO%20Adjustment%20Form.pdf>)

Additionally, Open Purchase Orders can be established in cases where you may only make one purchase to the vendor, but a quote cannot be provided (though you are still encouraged to request a quote from the vendor). For example, if your department needs to pay for a subscription service every year that usually costs \$300, but the vendor has not provided you a quote, you can still establish an Open Purchase Order with the vendor, which you can then use to pay against the invoice you receive later on. This process is preferred over direct-payment through a Disbursement Request Form.

Form to use: Requisition Request Form (Open PO Version)

(</adminservices/assets/docs/Requisition%20Form%20-%20Open%20PO.pdf>)

On the Requisition Request Form: include a brief description of the types of purchases that will be made against the PO.

Required backup: for Open Purchase Orders, no backup is required by the Business Office, nor should it be included.

Regular Purchase Orders (PO number begins with a "P")

Regular Purchase Orders are established in cases where you have a more exact idea of the cost of the expense AND can include backup to show the cost, such as a quote or estimate. In cases like this, a PO number will be established that begins with a P. These costs should be indicated in more exact terms, such as \$357.25. An example of a Regular Purchase Order would be the Chemistry department requesting 6 beakers and 3 graduated cylinders through a Requisition Request Form that has a quote attached.

Form to use: Requisition Request Form (Standard Version)

(</adminservices/assets/docs/Requisition%20Form.pdf>)

On the Requisition Request Form: enter each item number, description, quantity, and unit price.

Required backup: a quote, estimate, or similar document indicating the estimated cost. Please avoid using shopping carts as backup.

Requesting Items Using HEERF/CARES Funding

Please visit the HEERF/CARES webpage (</admins/services/heerfcares.php>) for detailed instructions on the Requisition request process using HEERF/CARES funds.

Requesting Items from Amazon

The College has an established business account with Amazon for college-related purchases. This account includes Amazon Prime shipping speeds. If you would like to request items from Amazon to be purchased using your discretionary funds, you will need to submit a Requisition Request Form (</admins/services/assets/docs/Requisition%20Form%20-%20Amazon.pdf>) for the requested items. Please view the instructions below for the Amazon ordering process.

Form to use: Requisition Request Form (Amazon Version)
(</admins/services/assets/docs/Requisition%20Form%20-%20Amazon.pdf>)

On the Requisition Request Form: list each item's SKU, name, quantity, and unit price.

Required backup: a PDF copy of the shopping cart containing all items.

Amazon Requisition Process

Example: Amazon Requisition (</admins/services/assets/docs/SAMPLE%20Requisition%20Form%20-%20Amazon.pdf>)

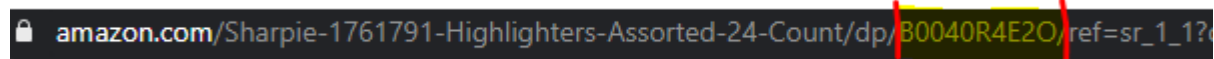
1. Access the most current Requisition Request Form (Amazon Version) (</admins/services/assets/docs/Requisition%20Form%20-%20Amazon.pdf>). Be sure to download the PDF and open it in your Adobe program. **Do not fill out the form in a browser.**
2. Fill in all preliminary details on the Requisition.
3. On Amazon, add each item (and its respective quantity) to the shopping cart. Be sure to add the SKU for each item on the Requisition when viewing the item page. **This SKU is essential to ensure the Business Office finds the exact item you're requesting, as Amazon will often have many different listings for similar items.** The SKU for each item is found embedded in the item page's URL (aka web address). [See example below on finding the SKU.](#)
4. Once all items have been added, click on the shopping cart to view it.
5. While viewing the shopping cart, press **Ctrl+P** or **File --> Print** to print the page(s) to PDF. This will be used as your backup for the Requisition.
6. On the Requisition form, log each requested item, the item SKU, the quantity you're requesting, and the unit price of the item.
7. While on the Requisition form, press **Ctrl+Shift+i** to open the document insertion window. Navigate to the PDF of the shopping cart you prepared in Step 5 and attach the shopping cart after the Requisition page.

8. On the Requisition form, be sure to include any applicable tax and shipping charges in the appropriate fields. Ensure all other required and necessary fields are completed.
9. Submit the prepared PDF document to your first level supervisor. Up to your Vice President's (or President's) signature approval is required.
10. Once approved by your Vice President (or President), submit the completed PDF to the Business Office for processing. The Business Office will obtain signature approval from the Vice President of Administrative Services.
11. Once approved by the Vice President of Administrative Services, the Business Office will order the requested items. Amazon orders must be approved by the District Office before items will begin shipping.
12. For questions related to your Amazon order, please contact Thomas Rothman at trothman@laspositascollege.edu (<mailto:trothman@laspositascollege.edu>).

***Note:** Amazon has many vendor pages for the same product, as well as similar products. Including the SKU from the item page's URL helps ensure that the Business Office orders the exact item you're requesting. Without the SKU, it is difficult to ensure that we order the exact item you are requesting, as some pages can look incredibly similar. Additionally, some items may become unavailable by the time we process the Requisition. If an item is unavailable, we will contact the Requestor directly for a substitute. Substitutions must be similar to the original item, and similar in price. If no reasonable substitution is available, we can remove the item from the request.

Amazon SKU Example

In the example below, the SKU (ASIN) for the Sharpie product is **B0040R4E2O**. This SKU code will direct the Business Office to the exact item page for your requested product.



amazon.com/Sharpie-1761791-Highlighters-Assorted-24-Count/dp/B0040R4E2O/ref=sr_1_1?

Additionally, the SKU/ASIN code can be found by adding your items to cart and then viewing the cart. See example below.

Shopping Cart

TESmart DisplayPort + HDMI 4x2 Dual Monitor KVM Switch for 2 PCs... was removed from Shopping



Cat 7 Shielded Ethernet Patch Cable 50 ft White (High Connector for Modem, Router, LAN, Computer + Free C

ASIN: B01J7ACVJQ

In Stock

Sold by CableGeeker Direct and Fulfilled By Amazon.

✓prime & FREE Returns

This is a gift [Learn more](#)

Qty: 1

Delete

Save for later

Compare with similar items



Amazon Basics Uni-Directional DisplayPort to HDMI Di

ASIN: B015OW3GJK

In Stock

Sold by Amazon and Fulfilled By Amazon.

✓prime & FREE Returns

This is a gift [Learn more](#)

Qty: 1

Delete

Save for later

Compare with similar items

Ordering Items from Office Depot

Example: Office Depot Requisition (/admins/office-depot/assets/docs/SAMPLE%20Requisition%20Form%20-%20Office%20Depot.pdf)

The College has partnered with Office Depot for our office supply needs. You are strongly encouraged to purchase your office supplies through our established contract and Office Depot account as prices are often offered at lower rates than competitors. Accounts are established on an as-needed basis and have been set up for certain employees across the campus that typically order office supplies. If you have already been given a business account with Office Depot, please follow the instructions below to order needed items. If you do not have a business account with Office Depot, consult your supervisor to determine if someone in your division will order supplies on your behalf, or to request an Office Depot business account.

Instructional PDFs

Full instruction packet (/admins/office-depot/assets/docs/office-depot/Office%20Depot%20Instructions.pdf)

How to Place an Order (/admins/office-depot/assets/docs/office-depot/Office%20Depot%20Instructions%20-%20Ordering.pdf)

How to Modify an Order (/admins/office-depot/assets/docs/office-depot/Office%20Depot%20Instructions%20-%20Modifying%20Orders.pdf)

How to Return Items (/admins/office-depot/assets/docs/office-depot/Office%20Depot%20Instructions%20-

[%20Returning%20Items.pdf](#))

[How to Change your Password \(/admins/office-depot/Office%20Depot%20Instructions%20-%20Changing%20Your%20Password.pdf\)](#)

Form to use: Requisition Request Form (Office Depot Version)

[\(/admins/office-depot/Requisition%20Form%20-%20Office%20Depot.pdf\)](#)

On the Requisition Request Form: list each order and order number, a quantity of 1 for each order, and the order total under the unit price.

Required backup: a PDF copy of the Order Detail Summary that shows the order total and all ordered items.

Contract for Services

Contract for Services are established for the purpose of hiring independent contractors to provide services to the College that are not typically provided by a College-employed position. **The Contract for Services process requires many steps and should be prepared for accordingly.** You are encouraged to begin the process approximately 2 months before the service needs to be performed. Please review the instructions below on the procedure for hiring independent contractors through the Contract for Services process.

Form to use: Requisition Request Form (Contract for Services Version)

[\(/admins/office-depot/Requisition%20Form%20-%20Contract%20for%20Services.pdf\)](#) and additional documents listed below.

On the Requisition Request Form: enter a brief description of the work to be performed, a quantity of 1, and the total cost of the work under the unit price.

Required backup: see below for all necessary documents.

Contract for Services Process

Example: Contract for Services Requisition [\(/admins/office-depot/SAMPLE%20Requisition%20Form%20-%20Contract%20for%20Services.pdf\)](#)

1. Consider the type of work that needs to be performed and ensure that it falls under the Contract for Services process. Information about Contract for Services can be found at the District website here (<http://www.clpccd.org/business/Contract.php>).
 1. Vendors that provide services to be performed fall under the Contract for Services process primarily when they are an "**individual/sole-proprietor/single-member LLC**" type of business. This can be confirmed with the vendor, or by the vendor's **W-9 form**. Vendors that are an **S-Corp, C-Corp, LLC, or Incorporated** business do NOT fall under the Contract for Services process. If the vendor files as one of these four business types, Contract for Service paperwork will not be accepted. See section "*Professional Services (Non-Contract for Service)*" below.
2. Gather the necessary paperwork, to be filled out in combination between you or your supervisor and the independent contractor. The required forms can be found here [\(/admins/forms.php\)](#) and below. The first three listed forms are required every time you hire an independent contractor, regardless of whether they have been hired in the past. The last two forms are required only if the independent contractor has not been previously hired by the College. If you are unsure if they have been hired in the

past, consult your supervisor or consider having the vendor fill out the additional two forms, just in case. Forms should be downloaded and opened via your Adobe program. **Do not fill out forms in a browser.**

1. Requisition Request Form (LPC version) (</admins/services/assets/docs/Requisition%20Form%20-%20Contract%20for%20Services.pdf>) [**always required**]

1. District-Clearing funded only. **If funded by ASB or Co-Curricular, do not include this form, and ignore subsequent references to the Requisition form*.**

2. Contract for Services Form

(http://www.clpccd.org/business/documents/contractforservices_000.pdf) [**always required**]

3. Independent Contractor Questionnaire

(<http://www.clpccd.org/business/documents/independentcontractorquestionnaire.pdf>) [**always required**]

4. Vendor Profile Application (http://www.clpccd.org/business/documents/VendorProfileApplic-FillInForm_011.pdf) [**new independent contractors only**]

5. IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) [**new independent contractors only**]

3. Attach the following documents to the Requisition PDF: (1) the Contract for Services Form, (2) the Independent Contractor Questionnaire, (3) the Vendor Profile Application, when applicable, and (4) the vendor's W-9, when applicable. Documents can be attached to the Requisition PDF by pressing **Ctrl+Shift+i** with the Requisition PDF open. The files in the combined PDF should follow the same order as shown in Step 2.

4. Once all required forms are filled out and complete, submit your packet to your immediate supervisor for first-level signature approval. Up to your Vice President's signature approval is required. Do not obtain signature approval from the College President -- this will be obtained by the Business Office.

5. Once you have up to your Vice President's signature approval, submit your packet to the Business Office for processing. The Business Office will assign your packet an R number (for the Requisition) and a CS number (for the Contract). These numbers are used to identify your Contract for Services packet.

6. The Business Office will obtain the College President's signature approval on the Contract for Services Form.

7. Once approved by the College President, the Business Office will obtain approval from the Vice President of Administrative Services.

8. Once approved by the Vice President of Administrative Services, the Business Office will process the packet in Banner.

9. Once approved in Banner, the Business Office will send a copy of the packet to the Requestor. This copy only denotes that approval has been obtained up to the College level and that the paperwork has been forwarded to the District Office. **This copy does NOT indicate that a contract has been approved.**

10. The Business Office will forward the packet to the District Office. The District Office will first obtain signature approval from both the Vice Chancellor of Human Resources and the Vice Chancellor of Business Services.

1. **Note: until the final approval is obtained from both Vice Chancellors, the College does NOT have an approved contract with the independent contractor. Independent contractors should NOT be**

instructed to start performing services until final approval is obtained from both Vice Chancellors.

11. Once approved by both Vice Chancellors, the packet is forwarded to Purchasing to be issued a PO. Invoices for the service(s) performed by the independent contractor will be paid against this established PO. In most cases, the Requestor will be sent a copy of the PO from Purchasing. Receiving this PO copy is your cue that the contract has been approved and work may be performed.
12. Once the work has been performed, you should be provided with an invoice for payment by the vendor. Invoices must be clearly labeled with the word "invoice" and should only be paid after the service has been provided. Invoices must contain the following before forwarding to the Business Office:
 1. Confirm that all information is correct, including the amount due.
 2. Write "ok to pay," sign below, and date.
 3. Write the PO number established by the District Purchasing Office.
13. The Business Office will submit the invoice to District Accounting for payment.

***Note about ASB and Co-Curricular funded Contracts:** Contract for Service packets funded by ASB or Co-Curricular should not include the Requisition Request Form. In this case, references to the Requisition should be disregarded. Additionally, PO's are not generated for ASB and Co-Curricular funded contracts. Once the College President has signed the Contract for Services Form, work may be performed by the contractor. A Disbursement Request Form (</admins/services/forms.php>) must then be prepared to pay for the invoice after the work has been completed.

Professional Services (Non-Contract for Services)

Per Assembly Bill 5, requirements for the classification of an independent contractor has changed. As such, the Contract for Services process has changed as well. Vendors of one of the four business types (**S-Corp**, **C-Corp**, **LLC**, and **Incorporated**) are considered a "business-to-business" relationship. To determine whether the vendor you wish to hire falls under either this process or the Contract for Services process, reach out to the vendor to inquire what type of business they file as. If they fall under one of the above four business classifications, follow the instructions below. If they fall under the "**individual/sole-proprietor/single-member LLC**" classification, follow the process outlined in the "*Contract for Services*" section above.

Form to use: Requisition Request Form (Open PO Version)
(</admins/services/assets/docs/Requisition%20Form%20-%20Open%20PO.pdf>)

On the Requisition Request Form: enter a brief description of the service to be performed, a quantity of 1, and the total cost of the service under the unit price.

Provided backup: a Scope of Work, whenever possible.

Professional Services Process

1. Complete a Requisition Request Form (</admins/services/assets/docs/Requisition%20Form%20-%20Open%20PO.pdf>) to establish an Open PO. On the Requisition, be sure to include a description of the work to be performed by the vendor.
2. As with other Open PO Requisitions, PO's should be established for a rounded, whole amount. Round-up based on the estimated cost provided by the vendor.

3. A Scope of Work should be included with the Requisition, but is not required. A Scope of Work is a document that outlines the work that both parties agree will be performed by the vendor. Scope of Work documents will vary, and may be either provided by the vendor or created by the Requestor of the college. The Scope of Work document should include, but is not limited to, the following: (1) the names of both the vendor and the college, (2) an outline of the work to be performed by the vendor, (3) the overall cost of the work to be performed, (4) a general timeline of the work to be completed, and (5) the approval signatures of both the vendor and the Requestor.
4. If provided, attach the Scope of Work to the Requisition PDF before any signatures are applied to the Requisition Request Form (signing before adding attachments may prevent attachments from being added).
5. Submit your Requisition, with Scope of Work attached when applicable, to your immediate supervisor for approval.
6. Up to your Vice President's signature approval is required.
7. Once approved, submit the Requisition and relevant backup to the Business Office for review.
8. The Business Office will obtain signature approval from the Vice President of Administrative Services.
9. Once final approval has been obtained, the Business Office will enter the Requisition into Banner. A copy of the Requisition will then be provided to the names listed in the "Return Copy of Req to" field.
10. Upon Banner approval, the Business Office will forward the Requisition packet to the District Purchasing Office for processing.
11. Once the work has been performed and completed, contact the vendor to obtain a final invoice. Write "ok to pay," sign the invoice, date it, and include the PO number established by the District Purchasing Office. Invoices should only be signed and submitted for payment after all work has been completed as agreed upon.
12. Submit the signed invoice to the Business Office for processing.

For more information please contact:

Anette Raichbart

Vice President of Administrative Services

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 Livermore, CA 94551
 (925) 424-1000

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(<https://www.opencccapply.net/cccaply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)Canvas (<https://clpccd.instructure.com/login/canvas>)Contact (</feedback.php>)Jobs (<https://clpccd.peopleadmin.com/>)

Parking (</parking/index.php>)
 Employer Services (</careercenter/employer-services.php>)
 Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)Academic Senate (</gv/academicsenate/agenda.php>)Curriculum Committee (</gv/curriculum/minutes.php>)Incident Referral Forms (</maxient/index.php>)Faculty & Staff Email (<https://outlook.office.com>)

Student Email

(<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone

(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)Student Government (</lpcsg/index.php>)Disclaimers Viewers (</disclaimers/viewers.php>)(<http://laspositascollege.edu/accreditation/index.php>)Title IX (</title-ix/index.php>)Accessibility (</disclaimers/accessibility.php>)Disclaimers (</disclaimers/index.php>)

Governing Board Agenda

(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)HEERF Cares Act Reporting (</caresact2020/index.php>)(<https://www.facebook.com/Las-Positas-College-271570229564419/>)(<https://twitter.com/LPCOfficial>)(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)(<https://www.instagram.com/laspositascollege/>)

(<http://www.clpccd.org/>) 7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208

(<http://www.chabotcollege.edu/>) 25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

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Campus Map (/assets/docs/LPC-Campus-Map.pdf)

Find People (http://laspositascollege.edu/directory/index.php)

Faculty & Staff (http://www.laspositascollege.edu/facultystaff/index.php)

Student Resource Guide (/resourceguide/index.php) CLASS-Web (https://bw11.clpccd.cc.ca.us/)

Canvas (http://clpccd.instructure.com/)

Online Learning (http://www.laspositascollege.edu/onlinelearning/)

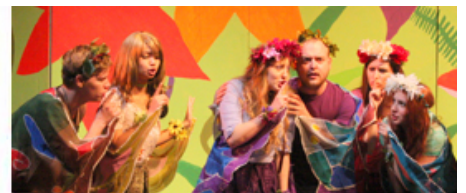
Library (http://laspositascollege.edu/library/index.php) Quick Links ▾



Free COVID-19 testing (https://covidtesting.cityhealthuc.com/locations/livermore) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at norcalcovid19testing.com (https://norcalcovid19testing.com/).

All students accessing in-person classes and services must show proof of vaccination before starting classes. Learn more (http://districtazure.clpccd.org/urgentalerts/index.php).

Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > HEERF/CARES



Administrative Services

HEERF/CARES

The College has been provided funds to help supplement the costs of COVID-related expenditures. Please review the forms and instructions below to request the use of HEERF/CARES funding for allowable purchases. **Prior to submitting your request, please review the PDF below on allowable purchases using HEERF/CARES funds.** The full packet for this process can be found here (</adminservices/assets/docs/forms/Requisition%20Form%20-%20HEERF%20CARES%20-%20Full%20Packet.pdf>). If you need assistance with the requisition process, please contact your Dean's office.

Note:

Please review the HEERF/CARES Allowables PDF (</adminservices/assets/docs/forms/Requisition%20Form%20-%20HEERF%20CARES%20-%20Full%20Packet.pdf>) (pages 2-6) prior to completing this process to determine if the items you are requesting can be funded through HEERF/CARES. Any items that are ineligible must be processed separately through the standard Requisition process.

Requesting Items Using HEERF/CARES Funding

Please follow all instructions provided on this page as you complete this request process. Request packets must be completely and properly filled out before processing. If you need assistance, please contact your Dean's Office.

Form to use: Requisition Request Form (HEERF CARES Version)

(</adminservices/assets/docs/forms/Requisition%20Form%20-%20HEERF%20CARES%20-%20Full%20Packet.pdf>)

On the Requisition Request Form: enter each item number, description, quantity, and unit price.

Required backup: a quote, estimate, or similar document indicating the estimated cost. Please avoid using shopping carts as backup.

Instructions:

1. Review the HEERF/CARES Allowables PDF (</adminservices/assets/docs/HEERF%20CARES%20Allowables.pdf>) to confirm that the items you need may be funded through HEERF/CARES.
2. Request a quote from the vendor for all items you need. Keep in mind that all items on this quote must be eligible for HEERF/CARES funding. **Any items that are ineligible should be removed from the quote by the vendor.**
3. Download and complete a Requisition Request Form (HEERF CARES Version) (</adminservices/assets/docs/forms/Requisition%20Form%20-%20HEERF%20CARES%20-%20Full%20Packet.pdf>). Ensure all fields are appropriately completed.
 1. One vendor per Requisition.
 2. **You are advised to download the file and complete the form in your Adobe program.** Completing the form in your web browser may result in errors and loss of functionality.
 3. Attach the quote from the vendor prior to e-signing the document.

4. Once the quote is properly attached after the form, enter your name or e-sign the Requisition, as appropriate.
4. Submit your prepared packet to your Dean's office for review and approval. Approval must be obtained up to the VP's level before submitting to the Business Office.
5. The Business Office will review and provide final approval for your Requisition. A copy will be emailed as noted on the form.

For more information please contact:

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- Parking (</parking/index.php>)
- Employer Services (</careercenter/employer-services.php>)
- Safety & Security (</safety/index.php>)
- Campus Crime Statistics (</safety/documents/clery.pdf>)
- Academic Senate (</gv/academicssenate/agenda.php>)
- Curriculum Committee (</gv/curriculum/minutes.php>)
- Incident Referral Forms (</maxient/index.php>)

- Faculty & Staff Email (<https://outlook.office.com>)
- Student Email (<https://mail.google.com/a/zonemail.clpccd.edu>)
- The Zone (<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) | CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)
- Student Government (</lpcsg/index.php>)
- Accreditation Viewers (</disclaimers/viewers.php>) (<http://laspositascollege.edu/accreditation/index.php>)
- Title IX (</title-ix/index.php>)
- Accessibility (</disclaimers/accessibility.php>)
- Disclaimers (</disclaimers/index.php>)
- Governing Board Agenda (<http://www.clpccd.org/board/BoardMeetingAgenda.php>)
- HEERF Cares Act Reporting (</caresact2020/index.php>)



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(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

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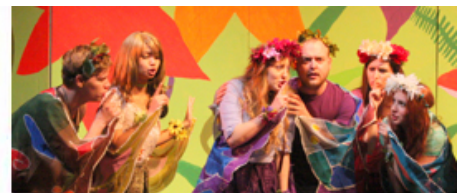
Library (http://laspositascollege.edu/library/index.php) Quick Links ▾



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Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Deposits



Administrative Services

Deposits

Collecting Money for Dues, Fundraisers, and More

Directions for Students

If you are a Club Officer looking to collect funds for a club activity, event, dues, or other related reasons, please consult with your Faculty or Staff Club Advisor. While our campus functions remotely, it is advised that funds are either submitted directly to the campus via one of the options below, or to the Club Advisor, if they wish, and not to another student or Club Officer.

If you are a student and need to submit a payment for club dues, fundraisers, donations, or other reasons, be sure to consult with your Club Advisor for assistance and read through all information on this page. Your Faculty or Staff Advisor may wish to collect all funds themselves and submit a single, lump sum deposit for processing OR request that you submit your payment directly to the college per one of the options below. Be sure to keep your Club Advisor informed of when you have submitted your payment for deposit.

Directions for Employees

Faculty and Staff may coordinate with students to collect all funds themselves for a lump sum deposit or instruct students to submit their deposits directly via one of the options below. Whether you are submitting the funds yourself, or instructing your students to submit directly, all instructions on this page should be carefully observed and followed.

If you have a District-Clearing deposit for Grants, General Fund, or other Restricted and Unrestricted Funds, please be sure to follow the instructions below to submit your deposit and deposit slip (</adminservices/assets/docs/forms/depositslip.pdf>). Our office relies on the information provided on the deposit slip to ensure your deposit is coded correctly. If you are submitting a check for deposit from a vendor or other third-party, please be sure to instruct them to make the check payable to **Las Positas College**.

Electronic Payments

When accepting money for Co-Curricular and ASB activities, club dues, fundraisers, etc. please **DO NOT accept payment by Venmo, Paypal, Cash App, or similar sites and applications**. Payments should be collected in the form of cash or check only.

How to Submit Your Payment

Payments for donations, dues, fundraisers, etc. can be submitted to the college via the following ways below. Only cash or check payments are accepted.

Note: Checks must be made out to "Las Positas College" or it will be returned. Checks must also be appropriately filled out and completed. Incomplete or incorrectly written checks will not be accepted.

All payments must satisfy the criteria below:

- Cash or check only
- Completed [Submission Slip](/adminservices/assets/docs/forms/submissionslip.pdf) (</adminservices/assets/docs/forms/submissionslip.pdf>).
- Securely placed and sealed inside an envelope **with the completed Submission slip inside**
- Outside of envelope addressed per one of the options below.

Submission Slip vs. Deposit Slip

Submission Slips (/admins/ass/asset/docs/forms/submissionslip.pdf) are to be used when a student or employee is turning money in as part of a group/lump deposit. These slips can either be turned in directly to the campus, or to a Faculty or Staff member that is collecting all funds for a deposit.

Deposit Slips (/admins/ass/asset/docs/forms/depositlip.pdf) are to be used after all funds are collected and are ready for deposit to the Business Office.

Example: each student fills out a Submission Slip to submit to their Club Advisor, along with their money to turn in. The Club Advisor collects all funds and then fills out a single Deposit Slip to be turned in to the Business Office, along with all collected money. The received Submission Slips may also be included with the deposit as backup.

Option 1: In-Person (cash or check)

You may submit your payment in-person at the Campus Safety Office in Building 1700, Room 1725. The envelope should be left with one of the staff in the office. Please observe all posted guidelines on social distancing and wearing masks.

ENVELOPE ADDRESSED AS FOLLOWS:

ASB Club Name/Co-Curricular Account Name/Division or Department Name
Attn: Business Office

Option 2: By Mail (check only)

You may mail-in your check payment to the college for deposit. Please ensure that your check is properly filled out, made payable to **Las Positas College**, and signed. The envelope must also include a completed Submission Slip (/admins/ass/asset/docs/forms/submissionslip.pdf).

ENVELOPE ADDRESSED AS FOLLOWS:

Las Positas College
Attn: Business Office (and Club Name, if applicable)
3000 Campus Hill Drive
Livermore, CA 94551

Deposit Process

Deposits are processed by the Business Office (Administrative Services). Deposits are processed roughly twice a month (around the middle and end of the month). If a Deposit Slip (/admins/ass/asset/docs/forms/depositlip.pdf) is included with the received cash or check envelope, a receipt will be printed and sent to the Faculty or Staff's mailbox. ASB and Co-Curricular deposits will be reflected on the appropriate account's month-end statement for the month the deposit was made. District-Clearing deposits will be reflected in Banner under the FOAP the deposit was recorded to.

For more information please contact:

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Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (</feedback.php>)

Jobs (<https://clpccd.peopleadmin.com/>)

Parking (</parking/index.php>)
Employer Services (</careercenter/employer-services.php>)

Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)

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Student Government (</lpcsg/index.php>)

Disclaimers (</disclaimers/viewers.php>)

(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (</title-ix/index.php>)

Accessibility (</disclaimers/accessibility.php>)

[Academic Senate \(/gv/academicsenate/agenda.php\)](/gv/academicsenate/agenda.php)

[Disclaimers \(/disclaimers/index.php\)](/disclaimers/index.php)

[Curriculum Committee \(/gv/curriculum/minutes.php\)](/gv/curriculum/minutes.php)

[Governing Board Agenda](#)

[Incident Referral Forms \(/maxient/index.php\)](/maxient/index.php)

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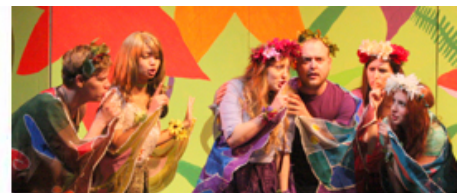
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Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Conferences & Travel



Administrative Services

Conferences and Travel

Conferences and other college business-related travel must be approved in advance. Approval is obtained via the Conference Leave Request Form (<http://www.clpccd.org/business/documents/ConferenceLeaveRequest.pdf>). Please note that while the title of this form is "Conference Leave: Request Form," this form is to be used for any instance where you request to travel for business-related work and/or will be acting as a representative of the college while off-campus -- it is not strictly limited to conferences*. This form indicates the dates, explanation for the travel, approval to be off-campus, and potential cost(s) and funding source for said costs. See below for the general process of requesting leave for travel.

*Note: this form should still be used in instances where a conference is being held in an online/virtual environment.

Please review the Conference Cheat Sheet and Checklist (</adminservices/assets/docs/Final%20Conference%20Procedure%20and%20Checklist.pdf>) for helpful information before, during, and after your conference or similar travel.

Requesting Off-Campus Business-Related Travel

1. Complete the Conference Leave: Request Form (<http://www.clpccd.org/business/documents/ConferenceLeaveRequest.pdf>).
 1. All required fields must be completed. If you expect to incur no costs for the trip, enter "0" for the cost and check off "No Cost to District." If you anticipate to incur some costs for the trip, enter the estimated amount and indicate the FOAP (Fund-Org-Account-Program) to pay for the expenses.
 2. **Note:** Administrative Services does NOT require any backup to accompany a Conference Leave Request. However, divisions/departments may establish their own required backup documentation before giving approval.
2. Submit the form to your immediate supervisor for approval.
3. Approval must be obtained up to your Vice President level (do not obtain President's signature -- this will be obtained by the Business Office).
4. Once approved by your Vice President, submit your travel request to the Business Office.
5. The Business Office will assign a "C" number and obtain approval from the College President. A "C" number is unique to your specific request and will be referenced on subsequent reimbursement documentation (such as Expense Claim forms).
6. Once approval has been obtained by the President, the Business Office will send a copy to the staff member as confirmation that their leave request has been approved (out-of-state and out-of-country leave requests require additional approval beyond the College President. Copy will be sent to staff member after final approval has been received). **Preparations should not be made until after final approval has been obtained.** You may not be reimbursed for expenses incurred for travel requests that have not been approved. Paying for expenses, such as airfare, before receiving final approval is done so at your own risk.

Out-of-State Travel

Travel outside of California requires signature approval from the CLPCCD Chancellor. **Note: per AB 1887, College business-related travel to the following states is banned:** Alabama, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas, and Oklahoma.

Out-of-Country Travel

Travel outside of the United States of America requires board approval.

Travel Involving Students

If students are accompanying you on a field trip, conference, or other college-related travel, please do not reimburse the student directly for eligible purchases, including food. The college can reimburse students directly for purchases via a Disbursement Request Form (</admins/services/forms.php>), provided they submit itemized receipts with proof of payment. Paying for a group meal yourself is fine (just list the names of the students you paid for when you complete your reimbursement paperwork), but reimbursing students for individual meals they ate while on travel is discouraged.

Missing Receipt Process

If you are missing a receipt for a college-approved purchase and would still like to be reimbursed, please follow the instructions below. **This MUST be done before submitting your packet (Disbursement Request or Conference Expense Claim) to your supervisor or to the Business Office. The Business Office will not accept Missing Receipt Statement forms that have not been fully approved.**

1. Complete the Missing Receipt Statement Form (<http://www.clpccd.org/business/documents/MissingReceipt.pdf>).
2. Submit the form to your supervisor for approval.
3. Submit the form to the Office of the Vice Chancellor of Business Services for final approval.
4. Once fully approved, attach the form to your packet (Disbursement Request or Conference Expense Claim).

Paying for Expenses for Approved Travel

You may pay for travel-related expenses via several different ways. Registration, hotels, and similar costs may be paid directly to the vendor via a Disbursement Request Form (</admins/services/forms.php>). Airfare may be paid by the employee (to be reimbursed later) or with a P-Card (consult your supervisor for assistance). You may also pay for your expenses yourself, either through an advance of funds or through your own funds (to be reimbursed). If you wish to request an advance for your travel, complete the Request for Cash Advance Form (</admins/services/assets/docs/Conference%20Cash%20Advance%20Form.pdf>). If you pay for your expenses yourself, you can submit a Conference Expense Claim Form (</admins/services/assets/docs/Conference%20Expense%20Claim%202020.pdf>) to receive reimbursement for eligible purchases. For more information on this process, please review the Conference Cheat Sheet and Checklist (</admins/services/assets/docs/Final%20Conference%20Procedure%20and%20Checklist.pdf>).

For more information please contact:

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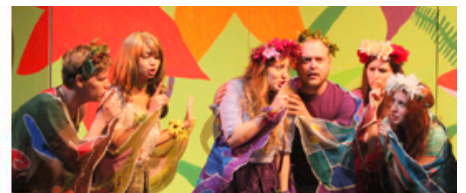
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Administrative Services



Las Positas College (/) > Administrative Services (/adminservices/) > Invoices



Administrative Services

Invoices

Invoices may be received by Accounts Payable, or by the requestor directly. In the event that an invoice is received that must be paid, there are two main pathways to process the payment. Invoices may be "direct-paid" via a Disbursement Request, or paid against a Purchase Order (as established by a Requisition form).

Note: invoices that are to be paid against a PO should be sent directly to the Business Office for processing. The Business Office will review the invoice and send to Accounts Payable for payment. Do not send invoices until all items have been received (or services rendered) and a PO has been established. Invoices that are being direct-paid via a disbursement request form should still be routed to your Dean/Supervisor for approval.

The preferred method for requisitioning items or arranging services is to prepare a requisition and establish a PO. Instructions on how to complete a requisition can be found here (</adminservices/requisitions.php>). However, if you have already received an invoice for payment and did not complete a requisition or establish a PO, you should instead direct-pay the invoice with a disbursement request, not a requisition. Instructions on Disbursement Requests can be found here (</adminservices/disbursementrequests.php>).

IMPORTANT NOTICE:

The College does not pay for goods or services that have not been received or completed. Invoices should never be submitted for payment unless all items on the invoice have been received and/or all services on the invoice have been rendered and completed. Back-ordered/missing items or incomplete services should be removed by the vendor via an amended/updated invoice. Please do not send invoices forward if we do not have the physical goods in-hand and/or the services completed.

Invoice Requirements

Invoices submitted to the Business Office or to Accounts Payable must have the following criteria below. Some criteria should come from the vendor and some will be added onto the invoice by the requestor. If pertinent information is missing from the invoice that should be included by the vendor, please reach out to the vendor to ask for an updated invoice with the missing information.

Generated by the vendor only

- Vendor/company name
- Remittance address (where the check should be mailed to)
- Itemized list of services rendered or items ordered, as well as the cost for each
- A total amount due

Added by the employee

- "OK to Pay"
- Today's date
- Signature of the requestor of the items (or designee)
- PO Number (if direct-paying with a disbursement request, this will not be included)

If the PO for your invoice begins with a "P"

PO's can be established as either a regular PO (begins with "P") or an open PO (begins with "O"). The differences between the two are explained here

(<http://laspositascollege.edu/adminservices/requisitions.php#Purchase%20Orders>). If your PO begins with a "P" it is important to ensure that your items are marked as "received" in Banner. This "receiver" must be noted in Banner in order for AP to pay the invoice. PO's that begin with an "O" do not need receivers in Banner.

When the Warehouse delivers your packages to your office, they may leave a notice along with the package. This notice indicates that the Warehouse received the goods and marked the receiver in Banner. If you received your package **without** this notice (either because the item was shipped to your home address or the package did not reference a PO number), please contact the LPC Warehouse to notify them that your items were received and include your PO number and packing slip for the items.

Checking for Receivers in Banner

You may follow the instructions here to check if a receiver has been added to your PO.

Filename

When sending invoices electronically for payment, please follow the naming structure outlined below. This is imperative to ensure that AP can sort invoices for the appropriate AP Technician to process. **Please note that this is only to be used when paying an invoice against a PO. Invoices that are direct-paid with a disbursement request may have a different filename, and will instead be routed to your Dean or Supervisor for approval.**

Naming Structure

[Vendor Name] - [Invoice Number] - [PO Number]
(e.g. "Herff Jones - Inv #1055875 - O2100785.pdf")

For more information please contact:

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