

UNRESTRICTED

PURCHASE REQUISITIONS

Requestor Signature
Authorized Signature - Director
Darlene Tapia – Compliance Check
Special Purchases Signatures
Purchasing

CHECK REQUESTS (except employee travel related)

Requestor Signature
Authorized Signature - Director
Purchasing – Vendor # Assignment
Darlene Tapia – Compliance Check
Accounts Payable

TRAVEL REQUESTS

Traveler
Authorized Signature - Director
Delia Roybal – Compliance Check
President or Designee – Out of State
Accounts Payable

BUDGET ADJUSTMENT REQUESTS (BARs)

Supervisor
Darlene Tapia – Compliance Check
Eileen Bentley – Budget Approval
Data Entry

PETTY CASH

Requestor Signature
Authorized Signature- Director
Darlene Tapia – Compliance Check
Cashier’s Office

RESTRICTED

PURCHASE REQUISITIONS

Requestor Signature
Authorized Signature - Director
Angela Juarez – Compliance Check
Special Purchases Signatures
Purchasing

CHECK REQUESTS

Requestor Signature
Authorized Signature - Director
Purchasing – Vendor # Assignment
Angela Juarez – Compliance Check
Accounts Payable

TRAVEL REQUESTS

Traveler
Authorized Signature - Director
Angela Juarez – Compliance Check
President or Designee – Out of State
Accounts Payable

BUDGET ADJUSTMENT REQUESTS (BARs)

Supervisor
Angela Juarez – Compliance Check
Eleanor Duran – Budget Approval
Restricted Funds Acting-Data Entry

PETTY CASH

Requestor Signature
Authorized Signature
Angela Juarez – Compliance Check
Cashier’s Office

TRAVEL VOUCHERS SHOULD BE ROUTED DIRECTLY TO ACCOUNTS PAYABLE UNLESS THE VOUCHER IS MORE THAN THE ORIGINAL REQUEST IN WHICH CASE AN AUTHORIZED SIGNATURE IS REQUIRED.

INVOICES FOR TANGIBLE ITEMS SHOULD BE ROUTED TO ACCOUNTS PAYABLE. IF THE ITEMS HAVE BEEN RECEIVED THRU THE CENTRAL RECEIVING DOCK A RECEIVING REPORT WILL BE IN THE SYSTEM.

INVOICES FOR TANGIBLE ITEMS THAT ARE NOT RECEIVED AT THE DOCK SHOULD BE ROUTED TO CENTRAL RECEIVING SO THAT A RECEIVING REPORT CAN BE CREATED.

INVOICES FOR SERVICES REQUIRE THE SUPERVISOR’S SIGNATURE AND AN “OK TO PAY”. THIS SERVES AS THE RECEIVING REPORT FOR SERVICES.