







Purchase Requisition Process 2020-21 (E-Finance)

1. Discuss Purchase with Mr. Gregiore, (Need & Purpose of purchase, and duration)
2. Get a quote from the vendor(s) for the item(s) you are trying to purchase.
 - Scan your quote from copy machine to your desktop and save it.
 - Be sure to label your Quote by Vendor, program, year
 1. Eg. Atlantic Foods-Culinary-2020
 - Quote will be uploaded at the end of the Requisition process
3. Go to the SPARCC website homepage: <http://www.sparcc.org/>
 - Click on “Powerschool E-Finance PLUS 5.2” icon on left side of page
 - Log in to E-Finance PLUS using your username and password (See Cass Gowins {Technology Coordinator} if you don’t have one)
 - Click on “Login”
 - Click on “Menu”
 - Click on “Purchasing”
 - Click on “Requisitions”
 - Click “+” symbol in top left corner
 - Requisition Number will be Auto Assigned
 - **Vendor**, Click on “” icon to search for vendor,
 - Enter 1st four letters of Vendor name in search box and * symbol
 - Click on “OK” in Function Box (Upper Left side of page)
 - Find your vendor below and Click on “ABC Co.”(Vendor’s name)
 - Double Click “ABC Co.”
 - Click “Add Attachment” (On any requisition that has a quote)
 - This tells system that there is an attachment and will be added later in the process
 - Hit Tab Key 3 times to “Buyer”
 - Enter Your Name in Buyer Box
 - Hit Tab Key 4 times to “Detail Information”
 - **A. Enter Description**
 - B. Enter quantity
 - **C. Enter Unit Price (Price per unit)**

- Click on 1st Box Below “Budget Key”, Click on “” icon to find your budget codes
 - Eg. 011 Culinary Arts
- Tab to “Account” Click on “” icon to find your account codes
 - These are your Object codes
 - Eg. 510 – Supplies



FINAL STEP DURING TRAINING – Refer to #2

- Click “ Floppy Disk symbol  ” located on top menu to save requisition
 - **Add Attachment**
 - Click on “Browse”
 - Find your quote on your desktop
 - Click “OK”
 - Click the Back Button to return to the beginning to start another requisition and/or exit.
4. Print copy of Requisition for your records
 - **Typed** Hard copy of your completed E-Finance Plus Purchase Requisition with Quote from Vendor attached.
 5. You will Receive a Purchase Order (Blue Copy) from treasurer’s office
 - Make sure the Purchase Order: Vendor, items, amount, Shipping, and Total all match.
 - Upon receipt of your purchase you will receive an invoice from the vendor.
 - Make sure the Invoice: Vendor, items, amount, Shipping, and Total all match.
 - Submit the original invoice to treasurer’s office signed and dated, make a copy for your self
 6. **Keep a separate file folder of all Requisitions w/Quotes, Purchase Orders, and Invoices.**
 7. Throughout the process should you have any questions, work with Mr. Gregoire.