WESTERN STATE COLORADO UNIVERSITY

BANNER INSTRUCTIONS MANUAL

For Requisitioners

August 2013

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1: FGIBDST - Budget Status Form to check Funds Available

Fiscal Year: Current fiscal year defaults. Can enter any fiscal year.
Index: Enter department's Index. If accounting string does not have an Index, enter the Organization, Fund and Program.
Account: Enter an account code and **PAGE DOWN**.

DETAIL BLOCK INFORMATION

The Options Menu at the top displays related forms that provide detail of budget transaction activity. Following are those forms:

Budget Summary Information [FGIBSUM]: Select from **Options Menu** or press **F2 COUNT QUERY HITS**. Shows summary of your organization's budget status by account type.

Organization Encumbrances [FGIOENC]: Select from **Options Menu** or press **F4 DUPLICATE RECORD**. Shows open encumbrances of your organization's budget. You can go to **Options Menu** from this page as well and select **Query Detail Encumbrance Info [FGIENCD]** to view details for each encumbrance.

Transaction Detail Information [FGITRND]: From any account type, go to **Options Menu** or press **F3 DUPLICATE ITEM** to see all transactions in this account code. From most fields in FGITRND you can go to the **Options Menu** and select **Query Document** or **Detail Encumbrance Information** if it's an encumbrance you are looking at.

2: FPAREQN – CREATE A REQUISITION

PAGE DOWN or if you want to copy an old req's information into a new req, click on the **Copy** icon (next to Requisition field). Self-explanatory from there.

Delivery Date: required field dd-mm-yyyy.

PAGE DOWN to Vendor Information page. To **Search for Vendor** press **F9 LOV LIST OF VALUES** or **Click on drop-down menu** and select **Entity Name/ID Search (FTIIDEN)**. In **Last Name field** type **%** as a wildcard, then a **distinct portion** of the vendor's name, then **%** again. The Search **IS case-sensitive** and does not use punctuation. **NOTE:** Wildcards pick up everything before or after it in the search. Press **F8 EXECUTE QUERY**. If desired vendor is not found and you need to enter a new search, press **F7 ENTER QUERY** and **execute again.** Highlight desired vendor. Press **SHIFT F3 EXIT WITH VALUE**. Vendor will pull back into req. If defaulted vendor address is not correct, please provide correct address in Document Text. Instructions to follow. If no vendor match was found in FTIIDEN, **F12 EXIT** and type vendor name in the 2nd long vendor field. You will then need to provide complete vendor name, address, phone, fax and contact information in Document Text. Instructions to follow.

IMPORTANT NOTE: AFTER Vendor is selected, your REQ # appears. WRITE IT DOWN!!!

DOCUMENT TEXT

Select **Document Text (FOAPOXT)** from **Options Menu**. This is where you'll add special instructions for PO handling like fax or email, new or updated vendor information, standard clauses (instructions to follow), quote information, terms and conditions, special instructions to vendor or notes to Purchasing. The number of text lines is unlimited. Anything that **pertains to the WHOLE DOCUMENT goes here**. Hence the name "Document" Text. There are many **Standard Clauses** to help requestors provide this information. From the Modify Clause field **Click on drop-down menu** or **F9 LOV LIST OF VALUES** to retrieve a clause name from the Clause List **FOICLAU**. View all clauses by **ARROWING UP/DOWN**. To select clause you want and pull it back into your req, with cursor on clause you want, press **SHIFT F3 EXIT WITH VALUE**. You will then need to **PRESS F6 INSERT** to **pull the clause DOWN into the TEXT LINE below**. **PAGE DOWN** or **Click in text lines** to get cursor down there. Put required information the Clause is asking for. If you would like to **add Another Clause**, return to Modify Clause field above by pressing **F10 ROLLBACK**. Keep in mind there is no text wrapping from line to line in the Text lines. Line numbers are in increments of 10. You may add a new text line between increments by putting an in-between number in the Line field on the right of a blank line. **F11 COMMIT**. To **Delete a Line**, do a **SHIFT F6 DELETE RECORD**.

IMPORTANT – PLEASE NOTE: There are 4 clauses that you, as a requester, are **absolutely REQUIRED** to pull in. They are: 1) **CATEAUTH** – Stands for Catering Authorization. Use for all Food services to comply with State Fiscal Rule on Official Functions. You must fill in the prompted information. 2) **AIRFARE** – Used in all airfare

requisitions. Prompts requester for all pertinent information on flight. Gives requester's approval for AP to do receiving for them if it has not been done by the time payment is due on the central bill airfare credit card which is paid by AP.

3) **PREPAY** – Contains statement affirming vendor requires prepayment and references State Fiscal Rule 2-2.
4) **ALCOHOL** – Pulls in the WSCU Alcohol Policy and states the University is compliant with the State of Colorado.

NOTE: If these REQUIRED clauses are not in your requisition, you will be asked to delete and do over.

F11 COMMIT info you put in the Text block. **F12 EXIT** out of that FOAPOXT page to get back to the reg itself.

PAGE DOWN to move to the **COMMODITY/ACCOUNTING** page:

Cursor is in the Commodity field. **DO NOT PUT ANYTHING IN THIS FIELD!** It's for the inventory module of Banner which we do not use here at WSCU. **Enter, Tab or Click** in the **Description** field. This is where you will put a **complete and accurate description of WHAT you are ordering**. Whatever doesn't fit on the Description line should be continued in the **ITEM TEXT**. Select **Item Text [FOAPOXT]** from **Options Menu**. Navigation and functions are the same as when you were in Document Text. **F11 COMMIT** and **F12 EXIT** out of **FOAPOXT** when description is complete. **Back on Commodity/Accounting page enter**:

U/M – Stands for Unit of Measure. **Click on drop down menu** and choose code. Click OK. Pulls into that field.
Quantity
Unit Price – Decimal and zeros are not required for an amount with no cents. Extended amount calculates automatically.
Discount - Enter dollars discounted by vendor. Commodity Line Total calculates automatically.
Additional - Enter **S/H charges** here. Commodity Line Total calculates automatically. Document Commodity Total calculates total of ALL items.
If you have **Another Item, ARROW DOWN**. Proceed as above. Each commodity is numbered automatically.

PAGE DOWN to move to the **ACCOUNTING** block:

Cursor defaults in COA field. **DO NOT TOUCH or CHANGE! Enter, Tab or Click** in **Index** field and enter your Index. Fund, Orgn and Prog defaults. If accounting string does not have an Index you will need to enter the Fund, Orgn and Prog. Enter Acct code that best matches what you're ordering. **Enter or Tab over to the Extended field until dollar amount defaults**. **ARROW DOWN** if you want to put in another accounting string to split the cost of the order. If you are doing this, you would have had to Manually Enter the dollar amount on the first accounting string above on the right hand side.

PAGE DOWN. You will get a **NSF NON-SUFFICIENT FUNDS** pop-up box if you do not have sufficient funds in the account you are trying to use. You will need to contact Leonard Silence x7026 to override the NSF for you in order for the requisition to flow to the Procurement Office for PO processing. You will also need to initiate a budget adjustment through Leonard. **PAGE DOWN - COMPLETE**

3: FPARDEL – DELETE / CANCEL A REQUISITION

A Requisition's STATUS determines HOW it is deleted. By STATUS we mean: Completed AND Approved, Completed but NOT Approved or NOT COMPLETE.

If Completed AND Approved - **FPARDEL** is used. Enter Req #. **PAGE DOWN**. From **Options Menu** select **Access Cancel Date**. On **next screen** that comes up, from **Options Menu** select **Process Cancellation**. Watch HELP message on bottom of screen. It will say "Transaction complete: 1 record applied and saved. " Req # in FOIDOCH will show with an "X" beside it.

If Completed but NOT Approved – If you completed a req, but you are NOT the budgetary approver on the account you used, it will not automatically approve. It will go into whomever's approval queue is on that accounting string's approval queue. That person can go into **FOAUAPP** and **Click on the Disapprove button**. **When a req is Disapproved, it UNCompletes the req and Reopens it. You may then follow the next set of directions:**

If NOT COMPLETE – Go **back into FPAREQN** and **enter the Req #. BE SURE to use zeros and NOT "O"s**, as in "O"pera when entering the R#. **PAGE DOWN**. Do a **SHIFT F6 TWICE**. Pop-up comes up that says, "All Commodity and Accounting Records will be deleted". Click "OK". Watch HELP message on the bottom of the screen. It will say "Deletion of Requisition is complete".

4: FOIDOCH – DOCUMENT HISTORY

Document Type field:

Type REQ (for Req), PO (for Purchase Order) or RCV (for Receiver Document). **Enter or Tab** over to **Document Code** field and type in the document you are inquiring about. **PAGE DOWN**. You will see related documents and their status. Navigate by **PAGE UP/DOWN**. If there are a number of Receiver Documents showing in the Receiver block, navigation between them is by **ARROW UP/DOWN**.

You can view any of these documents. **Click on document** or **PAGE UP/DOWN** to select the document you want to query. **Press F3 DUPLICATE ITEM** or go to **Options Menu** and choose appropriate query.

You can **View Status Indicators** through the **Options Menu**. Not all status indicators are applicable to all documents. For example, Receiver Documents do not go through approvals because there is no money tied to them, therefore you will never see an "A"pproved next to a Receiver Document. If there is no status indicator, it means the document is not complete. The normal flow of a document is Blank / "C"ompleted / "A"pproved. Invoices and Checks show other varied status indicators. **Click on View Status Indicator** through the **Options Menu** for assistance. If you see "S"uspended, please call Procurement & Contracts for assistance at x7022.

5: FPARCVD – RECEIVER DOCUMENT

Type NEXT and **PAGE DOWN**. Receiver Document #s start with a "Y".

RECEIVING HEADER block: Skip all and **PAGE DOWN** to next block.

PACKING SLIP block: Put your "Y" # in the Packing Slip field. **PAGE DOWN**.

PURCHASE ORDER block: Put your PO# in the Purchase Order field. **Enter or Tab**. Purchasing Director's name will default as the Buyer and Vendor name will default in. **Receive Items radio button** defaults highlighted. From **Options Menu** Click on **Select Purchase Order Items [FPCRCVP]**. The next page that comes up (FPCRCVP) is where you are selecting "which" items you want to pull into your Receiver Document to actually receive. All items on the PO are displayed. Even if you are doing "partial" receiving on one particular item, you will need to select that item. Cursor lands in upper block on Receive All field (scored line above and below field). **PAGE DOWN**. Quantity Accepted field shows amount received from any previous Receiver Document(s). Click **ADD ITEM box** to select your item(s) for receiving. **F11 COMMIT**. **F12 EXIT** to get back to FPARCVD Receiver Document.

PAGE DOWN – **Enter, Tab or Click** in **Current field** and put the quantity you want to receive for that item. **ARROW DOWN** if you have another item you need to do receiving on. **NOTE:** If you are receiving off a **Dollar Amount Only** standing PO, receiving is then done in **Dollars not Quantities**.

PAGE DOWN - COMPLETE

NOTE: If **Negative Receiving** needs to be done to correct a previous over-receiving, you would click on **Adjust Items** radio button on the first page. Then proceed as directed above.

NOTE: If you want to **Receive All items** on a Purchase Order, **Click** on **Receive All Purchase Order Items** from the **Options Menu** instead of Select Purchase Order Items as instructed above. When this selection (Receive All) is chosen, FPCRCVP does not come up. You will **PAGE DOWN** and go directly to the page for putting in your Quantity/ Dollar Amount. Current field(s) default the full amount of item's quantity/dollars. **PAGE DOWN - COMPLETE**.

NOTE: You can **Delete a Receiver Document** as long as you have not Completed it. In the second block, on the first page, **RECEIVING HEADER**, hit **SHIFT F6 TWICE**. Watch Help Message on bottom of your screen. It will say, "Receiver #_ _ _ _ _ _ _ and all detailed records have been deleted."

6: FOAUAPP – USER APPROVAL Form to Approve a Document

User ID field defaults name of logged-in user. **PAGE DOWN** to see documents in your approval queue. If you clear the **User ID** field and **PAGE DOWN**, you will see all documents awaiting approvals.

Simply **Click** on the **Approve** or **Disapprove** button. Disapproving a document reopens that document.

Clicking on **Detail button** will bring up accounting data from document. Now, from this page, you can **access the inquiry form of the document** through the **Options Menu. F12 EXIT** out of the inquiry form.

Clicking on the **Queue button** takes you to **FOAAINP**. **PAGE DOWN** to see whose approval queue the document is in. You may Approve or Disapprove from this page as well. From this page you may go to **Options Menu**, click on **Approval History [FOIAPPH]** and view previous approvers on the document and date approved. **F12 EXIT**.

"Y" in the **NSF** field indicates document has insufficient funds and will move to the NSF queue (Leonard Silence) after all other approvals have taken place.

7: FGAENCB – ENTERING AN ENCUMBRANCE

PAGE DOWN

Encumbrance Description field: Enter brief description of services the contractor will perform. **Do not use the contractor's name in this field.** (e.g. Comedy performance by Robin Williams)

Enter or Tab and put in Document Total. **Enter or Tab** to **Transaction Date.** Defaults today's date. Can enter a different date if doing an encumbrance for next fiscal year.

Enter or Tab to **Vendor ID** field. Enter vendor ID number or do a Vendor Search: Hit **F9 LOV LIST OF VALUES** or **Click on Down Arrow**. **FTIIDEN** appears. In **Last Name field** type **%** as a wildcard, then a **distinct portion** of the vendor's name, then **%** again. The Search **IS case-sensitive** and does not use punctuation. **NOTE:** Wildcards pick up everything before or after it in the search. Press **F8 EXECUTE QUERY**. If desired vendor is not found and you need to enter a new search, press **F7 ENTER QUERY** and **execute again.** Highlight desired vendor. Press **SHIFT F3 EXIT WITH VALUE** to pull vendor into encumbrance. **Leave Vendor ID field blank if you are not sure of the correct vendor ID number. Once a vendor is entered and the encumbrance is completed, it cannot be changed. Encumbrance must be closed and a new one entered.**

Select **Document Text (FOAPOXT)** from **Options Menu**. FOATEXT appears. Use to describe services. Should include:

WHO: Name of organization or individual. This should be the person or organization receiving payment.
WHAT: Detailed description of service to be provided. What is the contractor expected to do? What is the University expected to provide, if anything? (e.g. make lodging arrangements, reimburse meal expenses according to State's per diem once contractor submits invoices, etc.)
WHEN: Start and End dates.
WHERE: If applicable.
PAYMENT: Payment amount, when payment is to be made and any other details regarding payment.
WSCU CONTACT: Name and number of faculty/staff to contact regarding service.

F11 COMMIT then **F12 EXIT**

PAGE DOWN

Enter or Tab through Status and Sequence fields. Enter **E010** in **Journal Type** field. **Enter or Tab** to Index field and input your Index. **Acct** is always 711211. **Percent** is 100 unless using more than one accounting string, then enter the percentage for each string.

PAGE DOWN - COMPLETE

8. FGIENCD – DETAIL ENCUMBRANCE ACTIVITY

Enter Document (PO, Req or Encumbrance) number.

PAGE DOWN

Status field: O = Open / C = Closed

All fields are display-only. **PAGE DOWN/UP** is used to **navigate between BLOCKS**. **ARROW DOWN /UP** is used to **navigate between individual lines/records**.

Sequence field: Displays which accounting string you are viewing. If more than one accounting string, **ARROW DOWN/UP** to view. Transaction activity in the lower block changes for the activity on the accounting string you are viewing.

Encumbrance field: Original amount on that accounting string.

Liquidation field: Amount paid (or reduced via a change order) on that accounting string.

Balance field: Remaining amount on that accounting string.

LOWER BLOCK

Type Codes represent the transaction function. The following Type Codes are ones you may see:

REQP = Requisition
POLQ = PO liquidated REQ
PORD = Purchase Order
INEI = Invoice Paid
E010 = Post Original Encumbrance
E020 = Encumbrance Adjustment
E032 = Encumbrance Liquidated
E090 = Year End Encumbrance Roll

Action field: **"T"** for **Total** appears when the transaction causes full liquidation.

Transaction Amount is the amount for that transaction.

Remaining Balance is amount left after that transaction.

9. FPARQST – PRINT A REQUISITION

NOTE: Requisition must be **Completed** and **Approved** to print.

PAGE DOWN

Printer Control block:
Printer field: Type or select "email"
Special Print field: Type your email name without the @western.edu

PAGE DOWN

Parameter Values block:
In the **Values** field enter your Requisition number i.e. R00xxxxx. Be sure to use zeros and not "O"s as in Opera. All Parameters and other Values remain as defaulted.

PAGE DOWN

Submission block:
Save Parameter Set as field is an Optional field. Click in box to save entered Requisition number in Value field.

F11 COMMIT

You will now **receive an email** from Banner with a PDF document of your Requisition. **Open** and **Print**.

10. HELPFUL INQUIRY FORMS

The following inquiry forms are helpful tools to obtain information about your purchases or other information:

1. Find Requisition Number – **FPIRQST Requisition Validation**
2. Find Encumbrance Number – **FGIENCB Encumbrance List**
3. Find Purchase Order by Vendor – **FPIOPOV Purchase Orders by Vendor**
4. Find Open Purchase Order by Account – **FPIOPOF Open Purchase Order by FOAPAL (Fund/Orgn/Acct/Prog/Actv/Locn)**
5. Find all Encumbrances by Organization – **FGIOENC Organizational Encumbrance List**
6. Find Payment to Vendor – **FAIVNDH Vendor Detail History**
7. Find Vendor Address and Contact Information – **FTMVEND Vendor Maintenance**

1. Find Requisition Number – FPIRQST

Press **F7 ENTER QUERY**. Any field may be searched. Use % as a wildcard if needed to aid in your search. **Request Date** is the best field to search as this is usually known. Word of caution, **Requester Name** field IS case sensitive so must match **Requester** name shown in your requisitions. Press **F8 EXECUTE QUERY**. Can View Commodities or Query Requisition through the Options Menu.

2. Find Encumbrance Number – FGIENCB

Press **F7 ENTER QUERY**. Most fields may be searched. Use % as a wildcard if needed to aid in your search. In **Encumbrance Number** field type as much of the number you can remember with % at the end, e.g. E0007% or R00468% or P00445%. Press **F8 EXECUTE QUERY**. In the Type field an E = Encumbrance, R = Requisition and P = Purchase Order.

3. Find Purchase Order by Vendor – FPIOPOV

Enter **Vendor number** or **Search for vendor** in **FTIIDEN** by pressing **F9 LOV LIST OF VALUES** or **Click down arrow next to Vendor field**. In Last Name field type your search criteria and use % as a wildcard at the beginning and end. Press **F8 EXECUTE QUERY**. Press **SHIFT F3 EXIT WITH VALUE**. For **Status** click radio button **All**. **Fiscal Year** defaults the current. You may change that to search a specific fiscal year or leave blank to capture all the data. **PAGE DOWN**. Can Query Purchase Order Information through the Options Menu.

4. Find Open Purchase Order by Account – FPIOPOF

Enter any one, all or a combination of **Index**, **Fund**, **Orgn**, **Acct** and **Prog**. If you just enter the Index number and **PAGE DOWN**, the **Fund**, **Orgn** and **Prog** will default in. **Acct** is optional and can be used to refine your

search. **F10 ROLLBACK** takes you back to the top if you want to enter another search. Can view more details through the Options Menu.

5. **Find all Encumbrances by Organization – FGIOENC**

Enter desired Fiscal Year. Enter **Index** then **Organization** and **Fund** will default. Or you may enter Organization and/or Fund. **PAGE DOWN**. Can view more details through the Options Menu.

6. **Find Payment to Vendor – FAIVNDH**

Enter **Vendor number** or **Search for vendor** in **FTIIDEN** by pressing **F9 LOV LIST OF VALUES** or **Click down arrow next to Vendor field**. In Last Name field type your search criteria and use **%** as a wildcard at the beginning and end. Press **F8 EXECUTE QUERY**. Press **SHIFT F3 EXIT WITH VALUE**. **PAGE DOWN** for entire vendor payment history or enter a specific **Fiscal Year** and **PAGE DOWN** to view only payments in that fiscal year. Can view more details through the Options Menu.

7. **Find Vendor Address and Contact Information – FTMVEND**

Requisitioners have query-only access to this form, therefore existing data cannot be changed.

Enter **Vendor number** or **Search for vendor** in **FTIIDEN** by pressing **F9 LOV LIST OF VALUES** or **Click down arrow next to Vendor field**. In Last Name field type your search criteria and use **%** as a wildcard at the beginning and end. Press **F8 EXECUTE QUERY**. Press **SHIFT F3 EXIT WITH VALUE**. **PAGE DOWN/UP** or **Click page tabs to view vendor's information**. On **Address Page** use **ARROW DOWN/UP** through **Address Types** and **Sequences** to view all addresses and phone information.

APPENDIX

ACCOUNT CODE LIST for Expenses HELP SHEET

PRINTED PURCHASE ORDER SAMPLE

711100 SUPPLIES (Heading Only)

	711101	Instructional Supplies
	711102	Laboratory Supplies
	711103	Linen & Bedding Supplies
	711104	Building Maintenance Supplies (material and parts for repair and remodeling of buildings)
	711105	Custodial Supplies (cleaning, restroom supplies, paper products, etc)
	711106	Office Supplies
	711107	Laundry Supplies (detergents, etc, for use w/ campus laundry equipment)
*	**711108**	Food & Related Supplies (groceries, fast foods, restaurants, delivered foods, food picked up and served, snacks, candy, water, serving items, linens, non-catered events)
*	**711110**	Conference Supplies
	711111	Computer & Printer Supplies (items as needed for operation of equipment)
	711112	Computer Software
	711113	Medical Supplies
	711114	Grounds & Landscaping Supplies (fertilizers, herbicides, outside plants and trees, hand tools, etc.)
	711115	Motor Vehicle Supplies (parts, items, and supplies for vehicle operation, maintenance and repair)
*	**711116**	Recreational Supplies (Supplies and gear used for activities--not instructional purposes, ie by Student Union, Wilderness Pursuits, SGA, Intramurals, Student clubs)
*	**711118**	Pre-Season Meals (teamsports-resturants, per diem cash for students, Sodexho-Line thru Keating)
*	**711119**	Non-Academic Educational Supplies (materials for student, staff, or public for training and/or information, securities uniforms)
	711120	Equipment Parts (items as needed for repair, replacement or modification of capital equipment)
	711121	Library Books
	711122	Library Periodicals
	711123	Library Materials
	711124	Telephone System Supplies (campus phone maintenance)
	711125	Research Supplies (items related to grant research activity)
	711126	Publications & Subscriptions (including books, manuals, newspapers, magazines, etc)
	711127	Promotional Supplies (items to be given away, using WSC logo, including recruiting purposes)
	711128	Fund-Raising Supplies (clubs & organization materials, raffles, money-making projects, including T-Shirts, [also concessions supplies used, such as Pepsi, Sodexo Bradford])
	711129	Athletics' Supplies (gear & supplies for teamsports, Athletic Department use only)

711300 TRAVEL EXPENSE (Heading Only)

711301	In State Faculty and Staff Business (does not include registrations)
711302	Out of State Faculty and Staff Business (does not include registrations)
711303	International Faculty and Staff Business (does not include registrations-*[Canada is International]*
711304	Student Teaching Supervision (travel in or out of State for employees or non-employees)
711305	In State Athletics Competition *(includes Chartered Trans i.e.Coach USA, Greyhounds)*
711306	In State Recruitment (for all in state recruitment without regard to employee/student status)
711307	In State Non-employee Business (travel to Colorado for interviews, guest accommodations, wkshps)
711308	In State Registration and/or Fees
711309	Out of State Recruitment (for all out of State recruitment without regard to employee/student status)
711310	Out of State Athletics Competition *(includes Chartered Trans i.e. Coach USA, Greyhounds)*

711311 Out of State Non-employee Business (business travel out of Colorado by non-employee)

711312 Out of State Registration and/or Fees

711313 In State Student Business (WSC Students only)

711314 Out of State Student Business (WSC Students only)

711200 SERVICES (Heading Only)

711201 Rents/Leases- Equipment (lease agreements, use of equip on temp basis, *swank movie rents*)

711202 Rents-Buildings (rental use of churches, art center, Gunnison Multi-Purpose Bldg for WSC events)

711203 Insurance

711204 Postage (mailings any bulk/mass mailings-either in-house or contracted, Federal Express usage)

711205 Freight (infrequently needed, not to be used when shipping is to be added to purchase order, for shipping of books to bookstore, *(carriers, couriers, delivery services)*

711206 Storage

711207 Maintenance Agreements (for equipment & software, license renewals/upgrades that are mtc)

711208 Auditing Services

711209 Legal Services

711210 Contract Management (for accounting use only)

711211 Professional Contracts (for all personal and professional services, *[guide services, landscaping, carpet installation and/or cleaning, trash removal, picture matting and framing, parking lot striping, porta-potty svc, sports officiating, royalty fees, licensing agreements, etc.]*)

711212 Repair & Service (repairs not covered by mtc agreements, *[machines, printers, upholstery repair*)

711213 Dues & Memberships (to professional & service organizations)

711214 Advertising (ads to be printed, broadcast or distributed via other media, *includes insertion fees)*

711215 Telephone Service (AT&T, Qwest, Internet Service)

711216 Overhead Expense (for accounting use only)

711217 Printing Service (all off-campus printing for catalogs, brochures, publications, etc.)

711218 Pest Control Service

711220 Official Functions-OF (use with official function form for reimbursement of expense) {See OF form}

711221 Athletic Injuries (institutional portion)

711223 SSC Contribution (continuing education system only)

711224 Cleaning & Laundry Service (dry cleaning, off-campus laundry & pressing)

711225 Laboratory Service (procedures, evaluations, analysis, testing performed by professional labs- to include film developing & test scoring)

* **711226** Catering Service (Service by Sodexho or any food/catering svc contract- *[they come to us & serve]*)

711227 Quick Copy Service (WSC copy centers, cross-charging copies)

711228 Tele-Transmission service (charges & fees for connection & use of on-line computer networks, downloading files from other colleges)

711231 Prospecting (student name purchasing-used mainly by Admissions)

711705 Miscellaneous Exp (items not listed above-one time donations, gifts, awards, etc usually under $100.

721000 Capital Equipment (Heading Only)

(includes tangible property which is not permanently built into a building, is non-expendable, does not lose its identity when incorporated into a more complex unit, has a useful life of more than one year.

721100 Capital Equipment under $5,000 (Individual unit/component value is under $5,000) Heading

721101 Office Equipment under $5,000 (office machines, office furniture)

721102 Instructional Equipment under $5,000 (instructional, research, academic machines, and equipment)

721103 Plant Equipment under $5,000 (machines, furniture for college support sys-dorms, union, cafe, etc)

721104 Computer Equipment under $5,000 (computer hardware for office, academic & plant)

721105 Equipment Lease under $5,000 (capital leases for office, academic, computer & plant equipment)

721200 Capital Equipment over $5,000 (Individual unit/component value is over $5,000) Heading

721201 Office Equipment over $5,000 (office machines, office furniture)

721202 Instructional equipment over $5,000 (instructional, research, academic machines, and equipment)

721203 Plant Equipment over $5,000 (machines, furniture for college support sys-dorms, union, cafe, etc)

721204 Computer Equipment over $5,000 (computer hardware for office, academic & plant)

721205 Equipment Lease over $5,000 (capital leases for office, academic, computer and plant equipment)

* **Official Function Forms must be filled out, completed & attached to documentation.**

WESTERN STATE COLLEGE OF COLORADO

PURCHASE ORDER

Purchasing Office (970) 943-7022
Fax (970) 943-2277
Your contact is: Sue Oberly

900051184

Purchase Order # P0044538 *Page 1 of 1*
Purchase Order Date 09/27/2012
Blanket P.O. #

Vendor
UNIVERSITY OF UTAH
DEPT OF BIOLOGY - SIRFER LAB
257 S 1400 E
SALT LAKE CITY UT 84112

Date Required
10/25/12

COPY

SHIP TO: SHOW P.O. NUMBER and SHIP TO ADDRESS ON ALL DOCUMENTS
LuAnna Bryant, Sciences
Western State Colorado Univers
128 Hurst Hall
600 N Adams St
Gunnison CO 81231

INVOICES TO: *MAIL ORIGINAL AND ONE COPY*
Western State College
Accounts Payable
211 Taylor Hall
Gunnison, CO 81231 (970)943-7028

FOB Point:

Item	Commodity Description	Quantity	U/M	Unit Price	Extended
DOC TEXT	!fax ATTN: Ming Li Please e-mail the invoice to: LuAnna Bryant @ lbryant@western.edu				
1	Water sample analyses Water samples mailed USPS. — ITEM TEXT	35	EA	8.5000	297.50

PURCHASE ORDER TERMS AND CONDITIONS
at WWW.WESTERN.EDU/PURCHASING/DOCS/Ts_and_Cs_PO.PDF ARE INCORPORATED HEREIN BY THIS REFERENCE.

WESTERN STATE COLLEGE IS EXEMPT FROM STATE AND LOCAL SALES AND USE TAXES ON PURCHASES MADE FROM ITS OWN FUNDS AND FOR ITS EXCLUSIVE USE. CERTIFICATE OF EXEMPTION #98-04524. PURCHASE FOR RESALE LICENSES 05-01798, 05-07810.

1. GOODS AND SERVICES OTHER THAN SPECIFIED ON THIS ORDER MUST NOT BE SUBMITTED WITHOUT PRIOR APPROVAL.
2. ON PREPAID FREIGHT SHIPMENTS, COPY OF FREIGHT BILL MUST ACCOMPANY INVOICE.

DISCOUNT :	0.00
ADDL CHARGES:	0.00
TOTAL TAXES :	0.00
TOTAL:	297.50

BY COPY
AUTHORIZED AGENT