



Office of Fiscal Services
San Joaquin Delta Community College District

Interoffice Memorandum
September 26, 2013

To: Campus users
From: Jeff Menge, Accounting Manager
Re: Requisition vs. DV usage

To: KFS Users

On July 8, 2013, Fiscal Services and Purchasing issued the attached memo regarding the new process for procurement goods, services and contract agreements. Item 2 of the memo required line item breakout for the goods, services, associated tax separate from freight and other services.

To further clarify the process concerning DV vs. Requisition usage, **requisitions are required for all transactions except:**

1. *Student refunds*
2. *Employee Travel*
3. *Scholarships, Grants, and Awards*
4. *Bond Retention*
5. *Payroll Replacement*
6. *Promotion Fund*
7. *Tax Board*
8. *Benefits*

To provide consistency with the requisition process, the following should be used to ensure that all appropriate tax liabilities are being accrued.

1. Staff reimbursements:

- Enter item(s) as “No Quantity”
- Enter the item description as either:
 - “Non-taxable item(s)-Staff Reimbursement for...”
 - “Taxable item(s)-Staff Reimbursement for...”
- Multiple receipts will be consolidated as follows:
 - All taxable items to be totaled on line 1

- All non-taxable items to be totaled on line 2
- Attach completed campus invoice and original receipts to the requisition¹

2. Confirming Invoices:

- Only one invoice per confirming requisition
- Enter item(s) as “No Quantity”
- Enter the item description as either:
 - Non-taxable item(s)-Confirming Invoice #XXXX for...
 - Taxable item(s)-Confirming Invoice #XXXX...
- Enter labor and/or installation charges on separate lines.
- Enter shipping and handling below the regular line items in “Additional Charges”

3. Emergency PO’s:

- Only one invoice per requisition
- Enter item(s) as “No Quantity”
- Enter the item description as either:
 - Non-taxable item(s)- Emergency PO #XXXX for...
 - Taxable item(s)- Emergency PO #XXXX...
- Enter labor and/or installation charges on separate lines
- Enter shipping and handling below the regular line items in “Additional Charges”

Please reference the updated payment guidelines on the [KFS Tools and Resources](#) web page on the Fiscal Services webpage for additional help.

Jeff Menge
Fiscal Services

¹ Fillable version of the invoice will be available on the Fiscal Services website soon.