



Galaxy Requisition User's Guide



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Introduction

The purpose of this user's guide is to provide step-by-step instructions for submitting purchase requisitions in the Galaxy System.

Purchasing Process

The District's purchasing policies and procedures are contained in the [Purchasing Handbook](#). Understanding the policies and procedures will assure timely procurement of goods and services.

Additional Helpful Resources

Below are additional helpful resources when submitting a purchase requisition. Click on the links for quick access.

- [Object Codes](#)
- [Purchasing, Accounting, and Accounts Payable Forms](#)

Galaxy Access

The Accounting Manager is responsible for granting access in the Galaxy System. Access is requested from an employee's supervisor. Once access is granted, access Galaxy with the link <https://rcoe.cloudflareaccess.com/#/Launcher> and sign in.

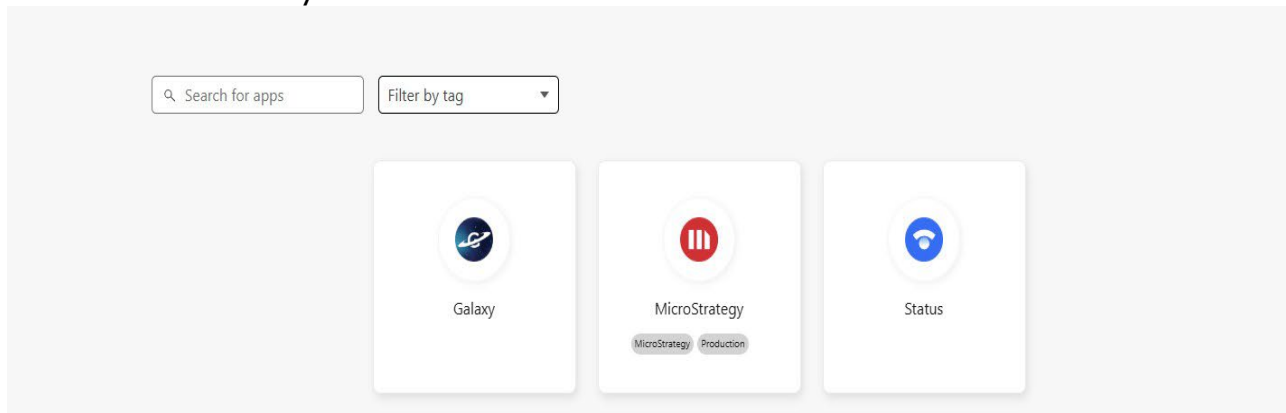


Sign in · Clo...

Login

Step 1

Click on the Galaxy tab



In case of any issues with Galaxy please contact RCOE

- RCOE Service Desk phone number: 951-826-6600
- Email: ServiceDesk@RCOE.US

Hints and Shortcuts for Galaxy Access

Submit a New Purchase Requisition

Step 1

Check the account budget to ensure sufficient funds are available prior to submitting a requisition (go to [Appendix A](#) for instructions).

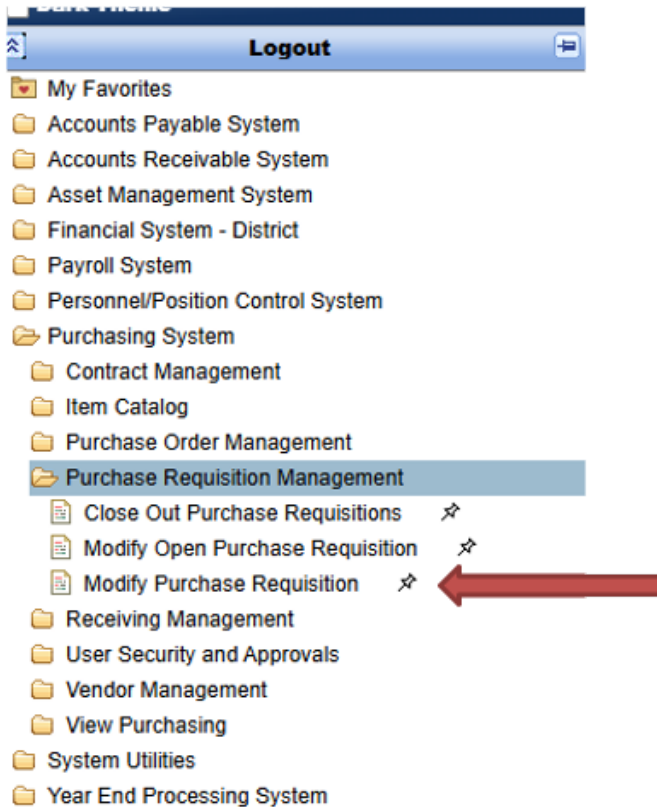
Step 2

Click on the "Purchasing System Folder" to expand the Navigation Menu.



Step 3

Once the folder is expanded open the "Purchase Requisition Management" folder and select the "Modify Purchase Requisition" screen.



Step 4

Select the appropriate fiscal year. After July 1st the system will default to the current fiscal year. If entering for the next fiscal year, before July 1st, you must choose the correct year.

Click "Add" button on the bottom right-hand screen to start a new requisition.

The screenshot shows the 'Modify Purchase Requisition' interface. At the top, there is a dark blue header bar. Below it, the title 'Modify Purchase Requisition' is displayed. A horizontal tab bar contains the following tabs: 'Search' (active), 'Details', 'Items', 'Notes', 'Approvals', 'Cost Distribution', and 'Attachments'. The form fields are as follows:

- County: 33 - RIVERSIDE COUNTY (dropdown)
- District: 01 - DESERT COMMUNITY COLLEGE DISTRICT (dropdown)
- Fiscal Year: 2025 (dropdown)
- Purchase Requisition Number: [text input] [button: ...]
- Purchase Requisition Prefix: R - PURCHASE REQUISITION (dropdown)
- Purchase Requisition Status: [dropdown menu]
- Primary Vendor Number: [text input] [button: ...]
- Vendor Name: [text input]
- Ship To Location: [text input] [button: ...]
- Worksite Location: [text input] [button: ...]
- P.R. Originator User ID: [text input]

Below these fields is a 'Copy From' section enclosed in a light gray box:

- Purchase Requisition Number: [text input] [button: ...]
- ☐ Show Previous Year Purchase Requisitions

At the bottom right of the form are two buttons: 'Add' and 'Find'. A large red arrow points upwards from the bottom of the page towards the 'Add' button.

Step 5

Details tab: Enter the information in the white and yellow fields.

Modify Purchase Requisition

Search	Details	Items	Notes	Approvals	Cost Distribution	Attachments
County: 33 - RIVERSIDE COUNTY		District: 01 - DESERT COMMUNITY COLLEGE DISTRICT		Fiscal Year: 2025		P.R. Number: R0000NEW Delete
P.R. Type: N - NORMAL		Date Due: 01/25/2025				
P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)		Vendor Name Search: <input type="text"/>		Primary Vendor: <input type="text"/>		
P.R. Amount: 0.00 <input type="checkbox"/> Multi. Yr. P.R.						
Category: <input type="text"/>		Vendor Address: <input type="text"/>				
P.R. Requestor: <input type="text"/>		Vendor Phone Nbr: <input type="text"/>		Fax Nbr: <input type="text"/>		
Approval List: <input type="text"/>		DIR Public Works Contractor Registration Number: <input type="text"/>				
P.R. Originator User ID: 270602		Bill To Location: ACCT PAY <input type="text"/>		ACCOUNTS PAYABLE		
VERMA, MAMTA		Ship To Location: WHSE <input type="text"/>		CENTRAL WAREHOUSE (PALM D...)		
		Worksite Location: PUR <input type="text"/>		PURCHASING		
		Tax Rate: 0.0775				
Contact Phone Nbr: <input type="text"/>		Board Rpt. Desc: <input type="text"/>				
Update User ID: 270602		Delivery Location: <input type="text"/>				
Update Timestamp: 01/10/2025 12:21 PM		Delivery Location: <input type="text"/>				
		In Rev: <input type="text"/>		Rev Cmt: <input type="text"/>		
Print		Save				

- **Category:** There are various categories to choose from. Please check the drop-down menu and make your choice. After a Category is chosen, Select OK.
- **P.R. Requestor:** Person requesting the order, such as a Faculty, Staff or Administrator.
- **Approval List:** Leave blank.
- **Contact Phone Number:** Site or Contact person's phone number to address follow-up questions regarding the purchase requisition.
- **Due Date:** Estimated due date for items to arrive in Warehouse. This is manually calculated in the system at 14 days.
- **Vendor Name Search:** Select the drop-down box and select a vendor name from the list. Another way to find a vendor is to type vendor name in the "Vendor Name Search" box, click on the drop-down arrow and select a vendor from the narrowed list. The asterisk symbol (*) is a wild card and can be used at the beginning and/or end of a word in a

search. Select OK.

- If your vendor is not listed, email Purchasing with new vendor information. Please allow extra time for processing new vendors.
- **New Vendor Information:** The department must request a completed [W-9 form](#) from a new vendor and obtain the remit contact information including phone number, fax number, email for sales, and email for accounting.
- **Primary Vendor:** This is the vendor number. If you know the vendor number you may enter it instead of using the name search.
- **Vendor Address:** The system will fill in the default address. Sometimes vendors have multiple addresses. It is important to have the remit to address in this field. The vendor's name and address are what will appear on the check.
- **Bill to:** Is always ACCT PAY (Accounts Payable).
- **Ship to:** Is always the Warehouse.
- **Worksite Location:** Is assigned according to the Purchase Requisition Requestor's worksite.
- **Board Report Description:** A brief description of 45 characters or less. This description will be presented to the Board Members. Be sure to use professional language and no acronyms. Examples: Instructional Supplies, Media Equipment, etc.
- **Delivery Location:** Enter the internal department or person the purchase will be delivered to. Example: Maintenance and Operations/John Doe.

Step 6

- **Items tab:** Select the “Add Line” button on the bottom left of the screen to add a line. Lines must be added to match the items listed on the quote. Once all the information is entered, click the Save button.

Modify Purchase Requisition

Search Details **Items** Notes Approvals Cost Distribution Attachments

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Vendor: Fiscal Year: 2025 P.R. Number: R0000NE01 [ACCL Dist.](#)


Discount Amt: 0.00 Discount Pct: 0.000000% Freight Amt: 0.00

Show ☒ Show Description ☐ Discount All Lines ☐ Freight All Lines

Total Rows: 0

Delete	Line Nbr	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount
Total												
								0.00		0.00		0.00

[SAC'S Description](#) [Add Line](#) [Add Acct.](#) [Add Fax](#) [Drop](#) [Print](#)



Add a P.R. Line Nbr.

Line Nbr.: 0001 Item Name: [...](#)

Description: [Edit Desc.](#)

Quantity: Unit Price: U/M: [...](#)

☐ Discount ☒ Freight ☒ Taxable

Delivery Instructions:

Asset Location Code: [...](#)

P.R. Line Fiscal Year: 2025 ▼

[Save](#) [Cancel](#)

0.00

- A separate “Add a P.R. Line Nbr.” pop-up window will appear. Enter the information in the white fields.
- The Purchase Requisition should follow the format of the quote and be itemized; separating each product, quantity and tax on each line when appropriate.
- If the quote exceeds 25 line items it is acceptable to place all information on one line. Unless the item is an asset (6400 Object code) it will need to be itemized
- **Item Name:** The general description of the item or service being performed. Do not use Quote or Invoice Numbers--put that information in the Description section if necessary. This field is limited to 25 characters. Examples: Instructional Supply, Computer Equipment, etc.
- **Description:** Include the full description of the item, including make, model, size, dimensions, color choice, date range, etc. (more is better here). The description must match the information on the quote. This section does not have limited characters. Avoid using acronyms or abbreviations. If the following services/materials are for an event, state the event name and date, i.e., FLEX Week January 20-24, 2025.

Hints and Shortcuts: Enlarging Description Field

Enlarge the Description field by clicking on the “Edit Description” button.

- **Quantity:** Number of item(s) being ordered. If quantity is included on the quote.
- **Unit Price:** Price of item (not including shipping and taxes). If Unit Price is included on the quote, include it!
- **Unit of Measure (U/M):** Choose the Unit of Measure from the drop-down box. The following are the most commonly used unit of measure:
 - Each = Each
 - ANNU = Annually
 - S/A = Semi-Annually
 - NTE = Not to Exceed
 - MILE = Mile

- **Discount:** Check box if there is going to be a discount on the item. This has to manually be entered.
- **Freight:** By default, this box is checked and freight charges will be applied. Un-check freight box if no freight will be charged. If the vendor usually charges freight, but it is not included on the quote times 5% by the subtotal to manually calculate the freight charge. This has to be manually entered. Freight charges only need to be included on one line. (IE Line 1)
- **Taxable:** By default, this box is checked and sales tax will be applied. Tax is applied to all goods purchased including items purchased from out of state vendors. Items that are NOT taxable are services and labor. If tax is not included on the quote, still include it. The District is not tax exempt.
- **Delivery Instructions:** This section can be used to indicate an internal note including deadline for the check, "Need Check by October 3rd" or check pick-up, "Please call John Does at extension 1234" or "Mail out check".
- **Asset Location Code:** Only required if the item being purchased has a total cost of \$500 or more. Please refer to [School Code Crosswalk](#) for Asset Location Code.
- **P.R. Line Fiscal Year:** Will automatically default to the current Fiscal Year.

Select "Save" to return to the Items tab.

Step 7

Modify Purchase Requisition

County:
 District:

Vendor:
 Fiscal Year:
 PR Number:

Discount Amt:
 Discount Pct:
 Freight Amt:

☐ Show Description
 ☐ Discount All Lines
 ☐ Freight All Lines

Total Rows: 1																		<input type="button" value="Expand All Rows"/>																																				
Delete	Line No	FYR Line	Fiscal Year	Item Name	Description	Quantity	Unit Price	UOM	Amount	Discount	Discount Amount	Freight	Freight Amount	Freight Taxable	Taxable	Tax Amount	Total Amount	Closed Out	Delivery Instructions	Asset Location Code																																		
<input type="checkbox"/>	0001	2025	WINTERCLASS 1	Masterclass 1 - Workshop N...	1.00	250.000000	EACH	250.00			0.00	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19.30	269.30	<input type="checkbox"/>																																				
<table border="1"> <thead> <tr> <th>Delete</th> <th>Fund</th> <th>School</th> <th>Resource</th> <th>Project Year</th> <th>Goal</th> <th>Function</th> <th>Object</th> <th>Amount</th> <th>Percent</th> <th>Acct Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>100.0000%</td> <td>0.00</td> </tr> <tr> <td colspan="8"></td> <td>Total:</td> <td>0.00</td> <td>100.0000%</td> <td>0.00</td> </tr> </tbody> </table>																					Delete	Fund	School	Resource	Project Year	Goal	Function	Object	Amount	Percent	Acct Amount	<input type="checkbox"/>								0.00	100.0000%	0.00									Total:	0.00	100.0000%	0.00
Delete	Fund	School	Resource	Project Year	Goal	Function	Object	Amount	Percent	Acct Amount																																												
<input type="checkbox"/>								0.00	100.0000%	0.00																																												
								Total:	0.00	100.0000%	0.00																																											
																		Total:	200.00	0.00	0.00	19.30	209.30																															

Select the "Add Acct" button. Each Line Item must have an account. The "Amount" on the Account String must match the "Total Amount" of the line. If you leave the Amount Zero the Percent has to be 1.0 (100%). The Amount cannot be filled in while the Percent is 100.00%. The Account String line either has to have the Total Amount filled in or the Percent at 100.00%. It cannot be both. See examples below.

Delete	Fund		School		Resource		Project Year		Goal		Function		Object		Amount	Percent	Acct. Amount	
<input type="checkbox"/>	11	<input type="text"/>	A50	<input type="text"/>	000	<input type="text"/>	0	<input type="text"/>	6750	<input type="text"/>	0300	<input type="text"/>	4500	<input type="text"/>	0.00	100.0000%	0.00	
													Total:		0.00	100.0000%	0.00	

Or

Delete	Fund		School		Resource		Project Year		Goal		Function		Object		Amount	Percent	Acct. Amount	
<input type="checkbox"/>	11	<input type="text" value=""/>	A50	<input type="text" value=""/>	000	<input type="text" value=""/>	0	<input type="text" value=""/>	6750	<input type="text" value=""/>	0300	<input type="text" value=""/>	4500	<input type="text" value=""/>	269.38	0.0000%	0.00	
													Total:		269.38	0.0000%	0.00	

Select "Save" to return to the Items tab.

- **Note:** You can add multiple accounts to one line. Amount or percentage is split by the total amount for that line.

See examples:

	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	11	A50	0000	0	6750	0300	4300	294.37	0.000000	294.37
	11	A50	0000	0	6750	0300	4500	294.38	0.000000	294.38
							Total:	588.75	0.000000	588.75
									Total:	500.00

Or

	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	11	A50	0000	0	6750	0300	4500	0.00	0.500000	
	11	A50	0000	0	6750	0300	4300	0.00	0.500000	
							Total:	0.00	1.000000	
									Total:	500.00

Step 8

- **Notes tab:** This section should include additional notes about what the vendor is requiring for their services or items being purchased.
Attachments Button: Pre-constructed verbiage that can be placed in the "Internal" or "External" notes as the department sees fit.

Modify Purchase Requisition

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Vendor: Fiscal Year: 2025 P.R. Number: R0000NEW

Internal External

Select a Note

Topic	Description
ASSET INVENTORY >\$50 Fixed Asset Inventory - Asset Number Required	
IN-STORE PO	This PO is for IN-STORE use ONLY.
INVOICES	Please forward all invoices to AP@CollegeoftheDesert.edu
JULY 1, NEW FISCAL YEAR ATTENTION VENDOR:	Please deliver/complete goods and services AFTER JULY
JUNE 30 DEADLINE	ATTENTION VENDOR: All goods and services must be received and/or completed
ONLINE PO	This PO is for ONLINE use ONLY.
OPEN PO	This PO is valid for the effective period of July 1, 2024 to June 30, 2025 on the follo Piggyback contract number (x) and (public agency).

Print Attach Save OK Cancel

Step 9

You must save your Purchase Requisition to submit the request. Click on "Save" on the bottom right of the screen. You do not have to save your requisition on each tab. You only need to save the requisition when all tabs are complete.

A saved Purchase Requisition will assign a Purchase Requisition number and sends the Purchase Requisition for approval(s).

Step 10

Upload the backup under the 'Attachments' tab.

Modify Purchase Requisition Full

Search Details Items Notes Approvals Cost Distribution Attachments


County: District:

Vendor: Fiscal Year: P/R Number:

Total Rows: 0

Delete	Upload Date	Scanned By	File Name	Size (Kilobytes)	Remarks
--------	-------------	------------	-----------	------------------	---------

Confidentiality Notice: Documents uploaded should not contain PII and PHL, CA Civil Code Article 7 (17316.25-17316.29) and 45 CFR 166.103 paragraph 3 (b)

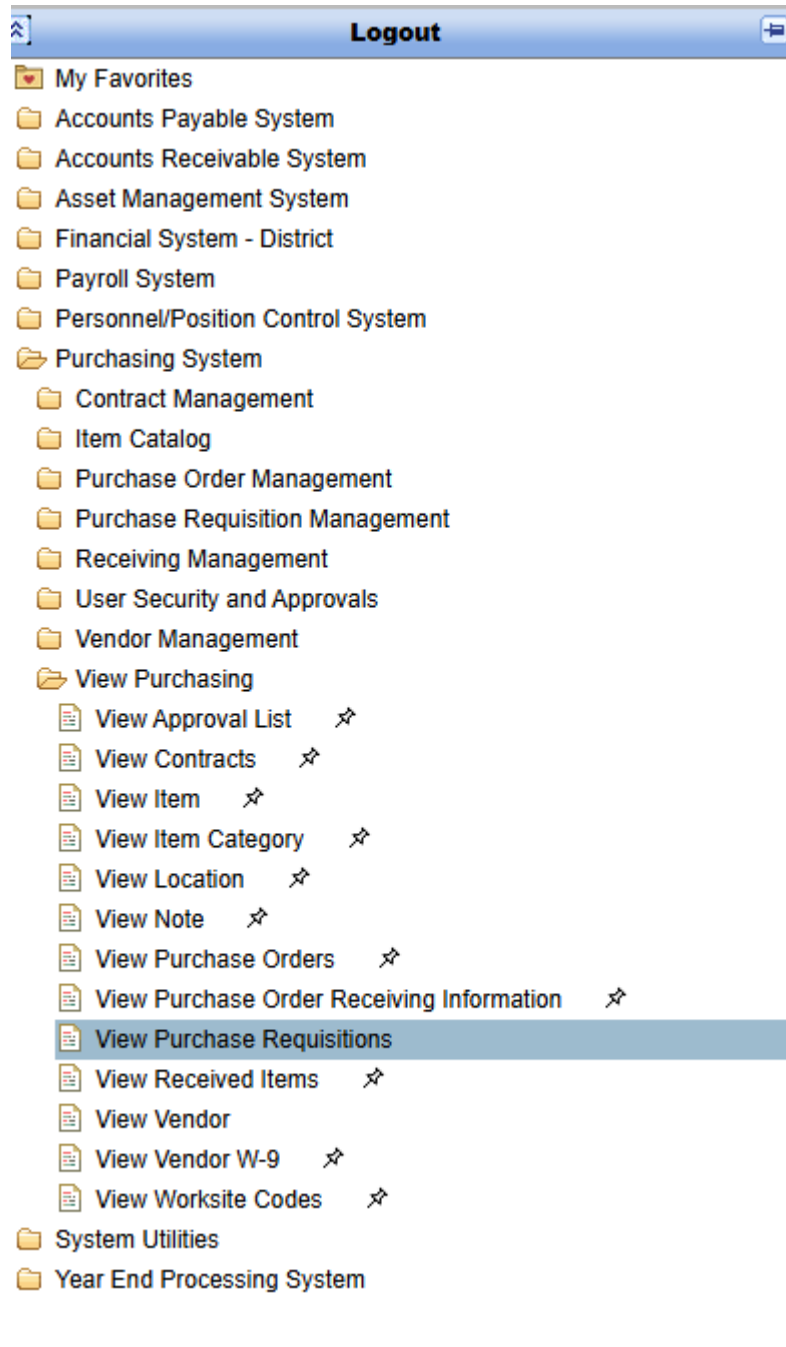


Step 11

Monitor and reach out to the authorized approver(s) in the Purchase Requisition approval queue. A fully approved purchase requisition will be converted to a Purchase Order.

Printing a Purchase Requisition

Once you have the purchase requisition number you can go to the 'View Purchase Requisition'



Step 1

Enter the Purchase Requisition Number and click on “Find” at the bottom right corner.

View Purchase Requisitions

Search Purchase Requisition Data

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Saved Searches

Fiscal Year: 2025

Purchase Requisition Number: R0074096 Purchase Requisition Type:

Purchase Requisition Prefix: Buyer User ID:

Purchase Requisition Status:

From P.R. Created Date: To:

Primary Vendor Number: Vendor Name:

Ship To Location: Worksite Location:

P.R. Originator User ID: Board Rpt. Desc:

P.R. Requestor:

Category:


Item Name:

Item Description:

P.R. Amount:

Note Description:

Fund: School: Resource: Project Year: Goal: Function: Object: **Find**



Step 2

Select the “Print Report” button located on the bottom left of the screen. A PDF print preview will open in an internet browser.

View Purchase Requisitions

Search Purchase Requisition Data

Total Rows: 1

Fiscal Year	P.R. Nbr	P.R. Type	P.R. Status	Multi. Yr.	Vendor	Vendor Name	P.R. Amount	P.R. Requestor	Worksite	Category	Approval List ID	Final Approval Date
2025	R0074096	N	S	<input type="checkbox"/>	105897	WELDOR'S SUPPLY AND STEEL INC.	1,185.04	ELEANOR BAMBUSCH	APS - APPLIED SCIENCE & BUSINESS	INSTRUCTIONAL SUPPLIES		

Excel Print

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2025 P.R. Number: R0074096

Details Items Account Distribution Notes Authorized Purchaser Approvals Cost Distribution Attachments

P.R. Type: N - NORMAL P.R. Created Date: 01/10/2025 Tax Rate: 0.0775 Date Due: 01/25/2025

Incr/Decr to Open P.O. Nbr: Primary Vendor: 105897 - WELDOR'S SUPPLY AND STEEL INC.

P.R. Status: S - SUBMITTED FOR APPROVAL Vendor Address: 1 - 1143 WEST LINCOLN STREET SUITE 15, BANNING, CA 92220 USA

P.R. Amount: 1,185.04 Multi. Yr. P.R.: ☐ Vendor Phone Nbr: 951-849-5588 Fax Nbr:

Category: INSTRUCTIONAL SUPPLIES - For Classroom Use DIR Contractor Registration Number: CSLB License Nbr:

P.R. Requestor: ELEANOR BAMBUSCH Bill To Location: ACCT PAY - ACCOUNTS PAYABLE

Approval List: Ship To Location: WHSE - CENTRAL WAREHOUSE (PALM DESERT CAMPUS)

P.R. Originator User ID: 054049 BAMBUSCH, ELEANOR Worksite Location: APS - APPLIED SCIENCE & BUSINESS

Contact Phone Nbr: Board Rpt. Desc: Instructional Supplies for Welding Program

Update User ID: 054049 01/10/2025 10:20 AM Delivery Location: ASBY/WELDING-T Carlisle

Override User ID: Delivery Location:

Excel Print Print Report Print HTML Report

In Rev: ☐ Rev Cmt:

The purchase requisition cover page will appear in a separate internet browser. Select the print option in your browser, save as a PDF or print in your browser.

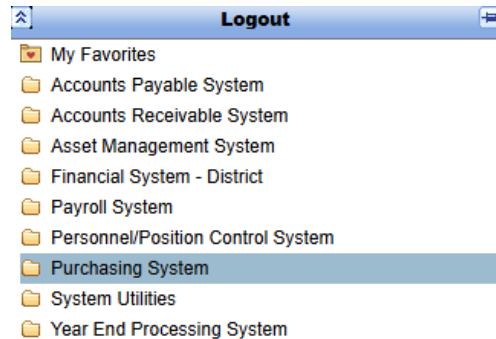
Submit a new Open (Blanket) Purchase Requisition

Step 1

Check the account budget to ensure sufficient funds are available (see [Appendix A](#) for instructions).

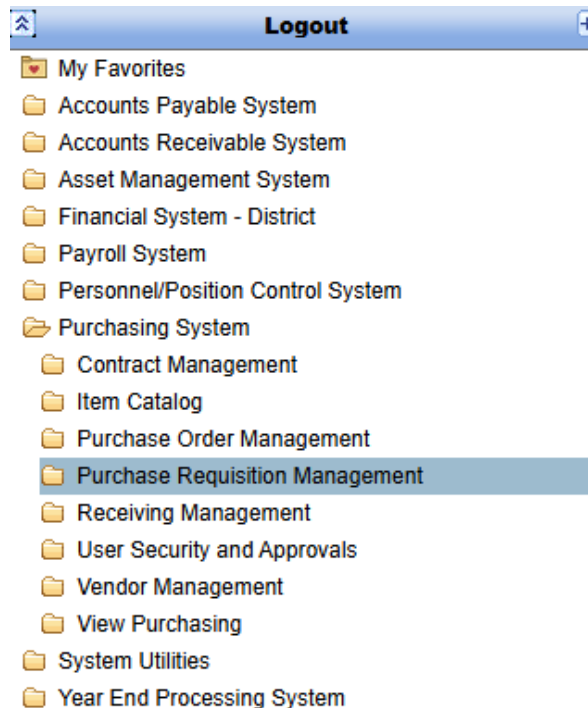
Step 2

Click to expand the 'Purchasing System' folder from the menu.



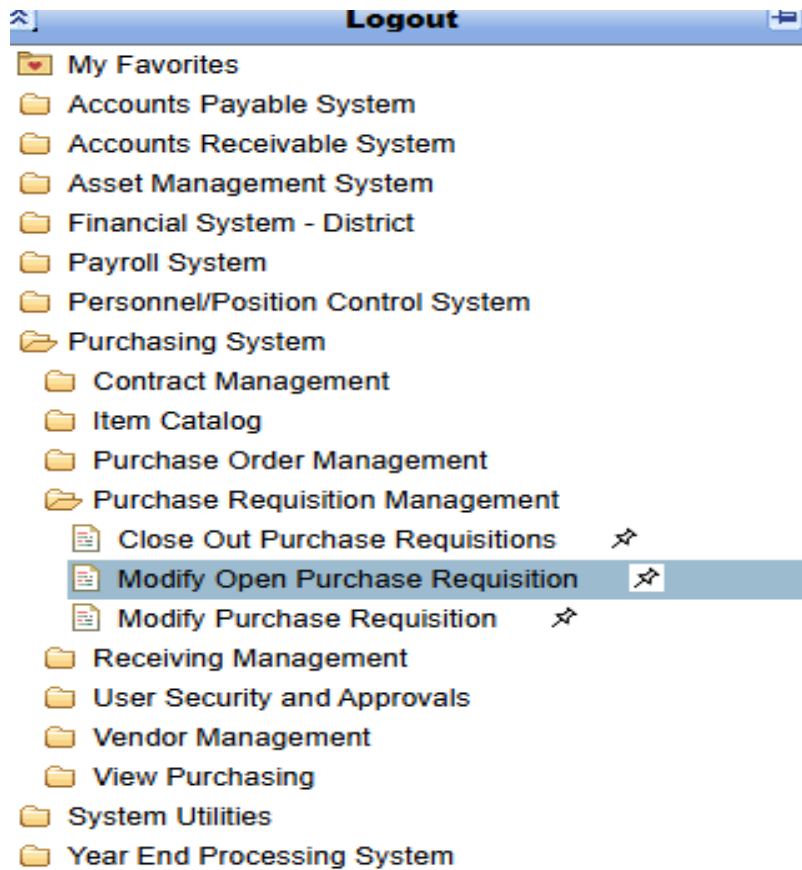
Step 3

Expand the "Purchasing System" folder and open the 'Purchase Requisition Management' folder.



Step 4

From the "Purchase Requisition Management" folder select the "Modify Open Purchase Requisition" screen.



Step 5

Select the appropriate fiscal year. After July 1st the system will default to the current fiscal year. If entering for the next fiscal year, before July 1st, you must choose the correct year.

Select the "+ Add" button on the bottom right-hand screen to start a new requisition.

Modify Open Purchase Requisition

Search	Details	Account Distribution	Notes	Authorized Purchaser	Approvals	Att
County: 33 - RIVERSIDE COUNTY		District: 01 - DESERT COMMUNITY COLLEGE DISTRICT				
Fiscal Year: 2026						
Open Purchase Requisition Number:		...				
Open Purchase Requisition Prefix:		R - PURCHASE REQUISITION				
Open Purchase Requisition Status:						
Primary Vendor Number:		...				
Vendor Name:						
Ship To Location:		...				
Worksite Location:		...				
P.R. Originator User ID:						
Copy From						
Open Purchase Requisition Number:		...				
<input type="checkbox"/> Show Previous Year Purchase Requisitions						
					Add	Find

Step 6

- **Details tab:** Enter the information in the yellow and white fields:

Modify Open Purchase Requisition

Search	Details	Account Distribution	Notes	Authorized Purchaser	Approvals	Attachments
County: 33 - RIVERSIDE COUNTY		District: 01 - DESERT COMMUNITY COLLEGE DISTRICT		Fiscal Year: 2025	P.R. Number: R0000NEW Delete	
P.R. Type: 0 - OPEN		Expiration Due: 06/30/2025				
P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)		Vendor Name Search: ...		Primary Vendor: ...		
P.R. Amount: 0.00						
P.R. Description: ...		Vendor Address: ...				
Open P.O. Nbr: ...		Vendor Phone Nbr: ... Fax: ...				
Category: ...		Bill To Location: ACCT PAY ... ACCOUNTS PAYABLE				
P.R. Requestor: ...		Ship To Location: WHSE ... CENTRAL WAREHOUSE (PALM D...)				
Approval List: ...		Worksite Location: PUR ... PURCHASING				
P.R. Originator User ID: 270602 VERMA, MAMTA		Board Rpt. Desc: ...				
Contact Phone Nbr: ...		Delivery Location: ...				
Update User ID: 270602 01/13/2025 12:18 PM		Delivery Location: ...				
Print		In Rev: ... Rev Cmt: ... Save				

- **P.R. Amount:** Amount to encumbered for the fiscal year, for the following vendor (must be a whole number).
- **P.R. Description:** There are three options, for submitting a new open purchase requisition, select "Original".
- **Open P.O. Nbr.:** Leave blank at this time.
- **Category:** Select "Open Purchase Order".
- **P.R. Requestor:** Person requesting the order, such as a Faculty, Staff or Administrator.
- **Approval List:** Leave blank.
- **Contact Phone Nbr:** Site or Contact person's phone number to address follow-up questions regarding the purchase requisition.

- **Vendor Name Search:** Select the drop-down box and select a vendor name from the list. Another way to find a vendor is to type vendor name in the "Vendor Name Search" box, click on the drop-down arrow and select a vendor from the narrowed list. The asterisk symbol (*) is a wild card and can be used at the beginning and/or end of a word in a search. Select OK.
 - If your vendor is not listed, email Purchasing with new vendor information. Please allow extra time for processing new vendors.
 - **New Vendor Information:** The department must request a completed [W-9 form](#) from a new vendor and obtain the remit contact information including phone number, fax number, email for sales, and email for accounting.
- **Primary Vendor:** This is the vendor number. If you know the vendor number you may enter it instead of using the name search.
- **Vendor Address:** The system will fill in the default address. Sometimes vendors have multiple addresses. It is important to have the remit to address in this field. The vendor's name and address are what will appear on the check.
- **Bill to:** Is always ACCT PAY (Accounts Payable).
- **Ship to:** Is always the Warehouse.
- **Worksite Location:** Is generated based on the Purchase Requisition Requestor worksite.
- **Board Report Description:** A brief description 45 characters or less. This description will be presented to the Board Members. Be sure to use professional language and no acronyms. Examples: Instructional Supplies, Media Equipment, etc.
- **Delivery Location:** Fill in with department or person the purchase will be delivered to. Example: Maintenance and Operations/John Doe.

Step 7

- **Account Distribution Tab:** Enter the account string information by clicking on the 'Add Acct' tab. Required Fields: The user may enter an Amount or a Percent, but not both. You may add multiple accounts.

Modify Open Purchase Requisition Help

Search Details Account Distribution Notes Authorized Purchaser Approvals Attachments

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Vendor: Fiscal Year: 2025 P.R. Number: R0000NEW P.R. Amt: 0.00

Total Rows: 1

Delete	Fund	School	Resource	Project Year	Goal	Function	Object	Amount	Percent	Acct. Amount
<input type="checkbox"/>								0.00	100.0000%	0.00

Total: 0.00 100.0000% 0.00

SACS Description Add Acct. Add Fav. Dup. Print Save

Step 8

- **Notes Tab:** This section should include additional notes about what the vendor is requiring for their services or items. External notes are displayed on the Purchase Requisition/Purchase Order. Internal notes can only be visible in Galaxy. Attachments Button: Pre-constructed verbiage that can be placed in the "Internal" or "External" notes as the department sees fit.

In the External notes section of an Open Purchase Requisition include the vendor account number. This is referenced whenever placing orders and a brief description of goods or services to be purchased on the Open Purchase Order. For example, Sparkletts.

Modify Open Purchase Requisition

Search Details Account Distribution Notes Authorized Purchaser Approvals Attachments

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Vendor: Fiscal Year: 2025

Internal

[Attach](#)

[Print](#)

External

[Attach](#)

[Save](#)

Step 9

Select the Authorized Purchaser tab and add an authorized purchaser(s) associated to this open purchase requisition. An Authorized Purchaser is the individual who is allowed to pick up the item and order items on the Open Purchase Order. Select Add to enter multiple individuals.

If an authorized Purchaser is no longer with the District or needs to be removed, please contact Purchasing.

Modify Open Purchase Requisition

Search Details Account Distribution Notes Authorized Purchaser Approvals Attachments

County: SD - RIVERSIDE COUNTY District: SD - DESERT COMMUNITY COLLEGE DISTRICT Vendor: Fiscal Year: 2025 P/R Number: 8000NEW

Total Rows: 1

Delete	Seq. No.	Authorized Purchaser
<input type="checkbox"/>	0001	

ADD Del Print

Step 10

You must save your Open Purchase Requisition to submit the request. Click on "Save" on the bottom right of the screen. You do not have to save your requisition on each tab. You only need to save the requisition when all tabs are complete.

A saved Open Purchase Requisition will assign a requisition number and sends the requisition for approval(s).

Step 11

- Backup paperwork is uploaded from the 'Attachments' tab. The following file naming rules apply to attachments that can be uploaded. File names may consist of no more than 255 characters. Object Codes that require backup are as follows
 - 5630 Rents/Leases
 - 5648 Software
 - 5645 Repairs/Maintenance
 - 5740 Advertising

- 5730 Legal
- 5100 Professional Services
- 5710 Audit
- 5823 Bank or Collection Fee
- 5840 Employment Costs
- 5851 Background Report
- 5550 Laundry and Cleaning
- Examples of Backup
 - Service Agreement
 - Rate Sheet
 - Proposal
 - Quote
- Object Codes that do not require backup:
 - 4500 Non-instructional Supplies
 - 4300 Instructional Supplies

Forbidden characters for the attachments

The special characters listed below may not be used in file names:

- Forward slash (/)
- Backslash (\)
- Colon (:)
- Double quote (")
- Less than (<)
- Greater than (>)
- Vertical bar (|)
- Question mark (?)
- Asterisk (*)
- Periods (.)

Step 12

Monitor and reach out to the authorized approver(s) in the Open Purchase Requisition approval queue. A fully approved open purchase requisition will be converted to an Open Purchase Order.

Increase/Decrease Open Purchase Orders

Step 1

Check the account budget to ensure sufficient funds are available (see [Appendix A](#) for instructions).

Step 2

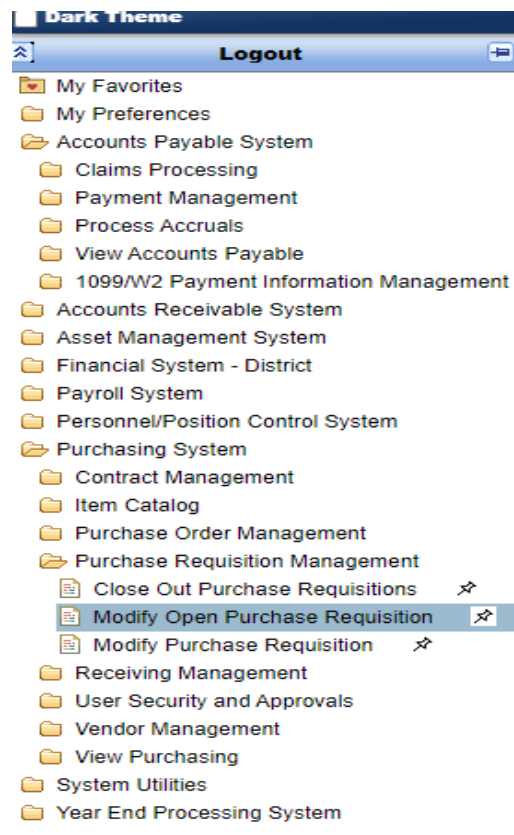
Double-click to expand the "Business/Personnel System" in the Navigation Menu.

Step 3

Double-click to expand the "Purchasing System" folder.

Step 4

Double-click to expand the "Purchase Requisition Management" folder then select the "Modify Open Purchase Requisition" screen.



Step 6

- **Details tab:** Enter the information in the yellow and white fields:
- **Refer the open PO Number.**

Modify Open Purchase Requisition

Search	Details	Account Distribution	Notes	Authorized Purchaser	Approvals	Attachments
County: 33 - RIVERSIDE COUNTY		District: 01 - DESERT COMMUNITY COLLEGE DISTRICT		Fiscal Year: 2025	P.R. Number: R0000NEW	Delete
P.R. Type: O - OPEN		Expiration Due: 06/30/2025				
P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)		Vendor Name Search: ...		Primary Vendor: ...		
P.R. Amount: 0.00						
P.R. Description: ...		Vendor Address: ...				
Open P.O. Nbr: ...						
Category: ...		Vendor Phone Nbr: ... Fax: ...				
P.R. Requestor: ...		Bill To Location: ACCT PAY ... ACCOUNTS PAYABLE				
Approval List: ...		Ship To Location: WHSE ... CENTRAL WAREHOUSE (PALM D...				
P.R. Originator User ID: 270602 VERMA, MAMTA		Worksite Location: PUR ... PURCHASING				
Contact Phone Nbr: ...		Board Rpt. Desc: ...				
Update User ID: 270602 01/13/2025 12:18 PM		Delivery Location: ...				
		In Rev: ... Rev Cmt: ...				
Print		Save				

- **P.R. Amount:** Amount to Increase or Decrease for the Open Purchase

Example of an Open Purchase Order Increase

Modify Open Purchase Requisition

Search	Details	Account Distribution	Notes	Authorized Purchaser	Approvals	Attachments
County: 33 - RIVERSIDE COUNTY		District: 01 - DESERT COMMUNITY COLLEGE DISTRICT		Fiscal Year: 2025	P.R. Number: R0000NEW	Delete
P.R. Type: O - OPEN		Expiration Due: 06/30/2025				
P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)		Vendor Name Search: ...		Primary Vendor: 21248		
P.R. Amount: 500.00		OFFICE DEPOT, INC.				
P.R. Description: INCREASE		Vendor Address: 1 ...				
Open P.O. Nbr: B0005979		PO BOX 29248, PHOENIX, AZ 850389248 USA				
Category: ...		Vendor Phone Nbr: 800-721-6592 Fax: ...				
P.R. Requestor: JOHN DOE		Bill To Location: ACCT PAY ... ACCOUNTS PAYABLE				
Approval List: ...		Ship To Location: WHSE ... CENTRAL WAREHOUSE (PALM D...				
P.R. Originator User ID: 270602 VERMA, MAMTA		Worksite Location: PUR ... PURCHASING				
Contact Phone Nbr: ...		Board Rpt. Desc: Non instructional Supplies				
Update User ID: 270602 01/13/2025 12:18 PM		Delivery Location: ...				
		Delivery Location: ...				
		In Rev: ... Rev Cmt: ...				
Print		Save				

Example of an Open Purchase Order Decrease

Modify Open Purchase Requisition

Search	Details	Account Distribution	Notes	Authorized Purchaser	Approvals	Attachments
--------	---------	----------------------	-------	----------------------	-----------	-------------

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2025 P.R. Number: R0000NEW [Delete](#)

P.R. Type: O - OPEN Expiration Due: 06/30/2025

P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL) Vendor Name Search: [...](#) Primary Vendor: 21248

P.R. Amount: -500.00 OFFICE DEPOT, INC.

P.R. Description: DECREASE Vendor Address: 1

Open P.O. Nbr: B0005979 PO BOX 29248, PHOENIX, AZ 850389248 USA

Category: OPEN PURCHASE ORDER [...](#) Vendor Phone Nbr: 800-721-6592 Fax: [...](#)

Open Purchase Order (PO) for replenishable supplies or serv

P.R. Requestor: JOHN DOE Bill To Location: ACCT PAY [...](#) ACCOUNTS PAYABLE

Approval List: [...](#) Ship To Location: WHSE [...](#) CENTRAL WAREHOUSE (PALM D...

P.R. Originator User ID: 270602 VERMA, MAMTA Worksite Location: PUR [...](#) PURCHASING

Contact Phone Nbr: Board Rpt. Desc: Non instructional Supplies

Update User ID: 270602 01/13/2025 12:18 PM Delivery Location: [...](#)

In Rev: [...](#) Rev Cmt: [...](#)

[Print](#) [Save](#)

Step 7

Account Distribution Tab: enter the account string information. Required Fields: The user may enter an Amount or a Percent, but not both. You may add multiple accounts.

Step 8

Notes tab: For Increases or Decrease select the Change Order attachment and fill in the increase or decrease amount.

Step 9

You must save your Open Purchase Requisition to submit the request. Click on "Save" on the bottom right of the screen. You do not have to save your requisition on each tab. You only need to save the requisition when all tabs are complete.

- A saved Open Purchase Requisition will assign a requisition number and sends the requisition for approval(s).
- Whenever submitting a Purchase Requisition please monitor approvals so that the Purchase Requisition is approved in a timely fashion. Once the Increase or Decrease is approved it will automatically be added to the existing Open Purchase Order to be increased/decreased.

Approve a Purchase Requisition

Step 1

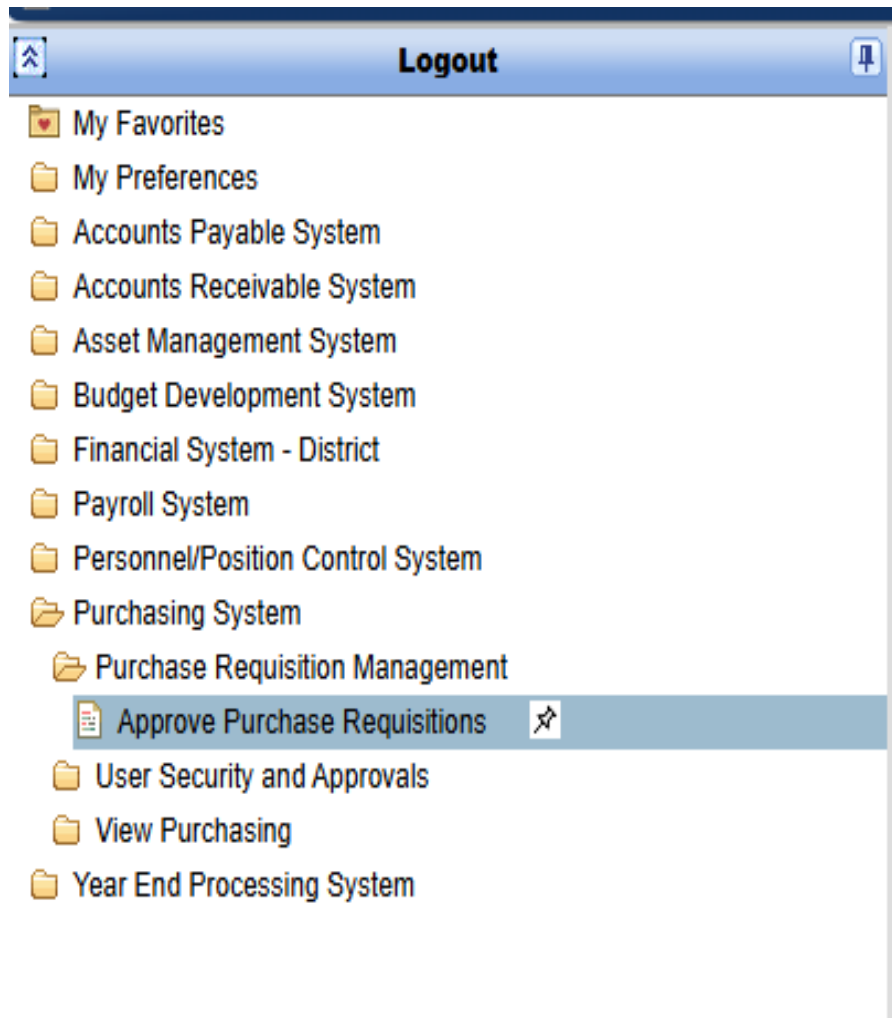
Double-click to expand the "Business/Personnel System" in the Navigation Menu.

Step 2

Double-click to expand the "Purchasing System" folder.

Step 3

Double-click to expand the "Purchase Requisition Management" folder then select the "Approve Purchase Requisitions" screen.



Step 4

To generate a list of Purchase Requisitions to approve select the “find” button located on the bottom right of the screen.

Approve Purchase Requisitions

Search Purchase Requisition Data

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Fiscal Year: 2026

Purchase Requisition Number:

Purchase Requisition Prefix:

Primary Vendor Number:

Vendor Name:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Fund: School: Resource: Project Year: Goal: Function: Object:

Find

Step 5

To approve specific Purchase Requisitions, enter “Y” in the Approve Field. To not approve specific Purchase Requisitions, enter “N” in the Approve Field. To approve all Purchase Requisitions, check the “Approve All” Checkbox. Select “Save”.

Approve Purchase Requisitions Help

Search Purchase Requisition Data

Total Rows: 29

Approve?	Comment	P.R. Nbr	Multi. Yr.	P.R. Type	P.R. Requestor	Worksite	P.R. Amount	Vendor	Vendor Name
		R0076613	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	358.76	37131	SPORT & CYCLE TEAM ATHLETICS
Y	Notes: when needed	R0076614	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,151.64	108676	GAME ONE
		R0076616	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	4,009.98	37131	SPORT & CYCLE TEAM ATHLETICS
		R0076620	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,194.46	106302	SUN SPLASH SCREEN PRINTING & EN
		R0076621	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	9,116.15	34412	HENRY SCHEIN, INC
		R0076622	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,991.44	103159	TOWNSEND, THUSNE USA
		R0076624	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	360.92	108673	TECHNOLOGY RECOVERY GROUP LTD

Excel Print ☐ Approve All County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2026 P.R. Number: R0076614 Save

Step 6

Click the Purchase Requisition sub tab(s) to view more information regarding the Purchase Requisition.

Approve Purchase Requisitions Help

Search Purchase Requisition Data

Total Rows: 29

Approve?	Comment	P.R. Nbr	Multi. Yr.	P.R. Type	P.R. Requestor	Worksite	P.R. Amount	Vendor	Vendor Name
		R0076613	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	358.76	37131	SPORT & CYCLE TEAM ATHLETICS
		R0076614	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,151.64	108676	GAME ONE
		R0076616	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	4,009.98	37131	SPORT & CYCLE TEAM ATHLETICS
		R0076620	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,194.46	106302	SUN SPLASH SCREEN PRINTING & EV
		R0076621	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	9,116.15	34412	HENRY SCHEIN, INC
		R0076622	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	1,991.44	103159	TOWNSEND THUASNE USA
		R0076624	<input type="checkbox"/>	N	NATALIE HOLLAND	ATH-ATHLETICS	360.97	108673	TECHNOLOGY RECOVERY GROUP LTD

Excel Print ☐ Approve All County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2026 P.R. Number: R0076108 Save

Details Items Account Distribution Notes Authorized Purchaser Approvals Cost Distribution Attachments

P.R. Type:
 Incr/Decr to Open P.O. Nbr:
 P.R. Status:
 P.R. Amount: ☐ Multi. Yr. P.R.
 Category:
 P.R. Requestor:
 Approval List:
 P.R. Originator User ID:
 Contact Phone Nbr:
 Update User ID:
 Override User ID:
 Excel Print Print Report Print HTML Report

P.R. Created Date: Tax Rate: Date Due:
 Primary Vendor:
 Vendor Address:
 Vendor Phone Nbr: EXT 1 Fax Nbr:
 DIR Contractor Registration Number: CSLB License Nbr:
 Bill To Location:
 Ship To Location:
 Worksite Location:
 Board Rpt. Desc:
 Delivery Location:
 Delivery Location:
 In Rev: ☐ Rev Cmt:

Step 7

Once approved it will go to the next approver or to Purchasing to be converted into a Purchase Order.

- **Note:** Increases or Decreases for an Open Purchase Requisitions are immediately available to the Open Purchase Order, after it has been "approved".

View/Monitor Purchase Requisition Status & Approvals

Step 1

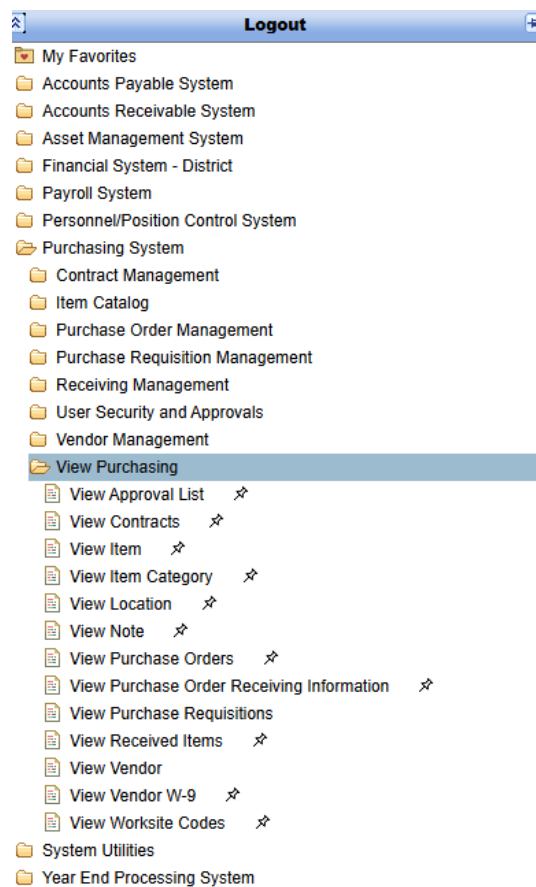
Double-click to expand the "Business/Personnel System" in the Navigation Menu.

Step 2

Double-click to expand the "Purchasing System" folder.

Step 3

Double-click to expand the "View Purchasing" folder then select the "View Purchase Requisition" screen.



Step 4

In the View Purchasing Requisition Screen, you may search for a purchase requisition in multiple ways.

- If Purchase Requisition Number is known, enter the number in the Purchase Requisition Number Field and select the "Find" button on the bottom right hand of the screen.

- If Purchase Requisition Number is unknown, enter one or all known fields to search the requisition and select the “Find” button on the bottom right hand of the screen.

View Purchase Requisitions

Search

County: District:

Fiscal Year:

Purchase Requisition Number:

Purchase Requisition Prefix:

Purchase Requisition Status:

From P.R. Created Date: To:

Primary Vendor Number:

Ship To Location:

P.R. Originator User ID:

P.R. Requestor:

Category:

Item Name:

Item Description:

P.R. Amount:

Note Description:

Purchase Requisition Type:

Buyer User ID:

Vendor Name:

Worksite Location:

Board Rpt. Desc:

Fund: School: Requisition: Project Year: Goal: Function: Object:

Step 5

Double-click on the Purchase Requisition to reveal the P.R. Status located under the details tab.

The following are the different Purchase Requisition Status and description:

- **A – Approved:** The Purchase Requisition has been approved by listed approvers.
- **B - Approved (Budget Override Required):** The Purchase Requisition has been approved by a designated approver but does not have enough funds to pay for the expense.
- **C – Cancelled:** The Purchase Requisition has been canceled.
- **F- Finalized:** The Purchase Requisition has been approved by Purchasing and assigned a Purchase Order number.
- **I - Insufficient Funds:** The Purchase Requisition has been submitted but does not have enough funds to pay for the expense.
- **N - New (Not Submitted for Approval):** The Purchase Requisition has been entered by the submitter, but not been submitted for approval.

- **P – Printed:** The Purchase Requisition has been printed.
- **R – Reprinted:** The Purchase Requisition has been printed.
- **S – Submitted for Approval:** Waiting to get approved

Step 6

Select the “Approvals” tab to review the authorized approvers on the Purchase Requisition. It is the responsibility of the department to monitor the approvals queue and contact the appropriate individual to approve the requisition.

Deleting a Purchase Requisition

A Purchase Requisition can only delete prior to approval. After a Purchase Requisition is approved it cannot be deleted or modified.

Step 1

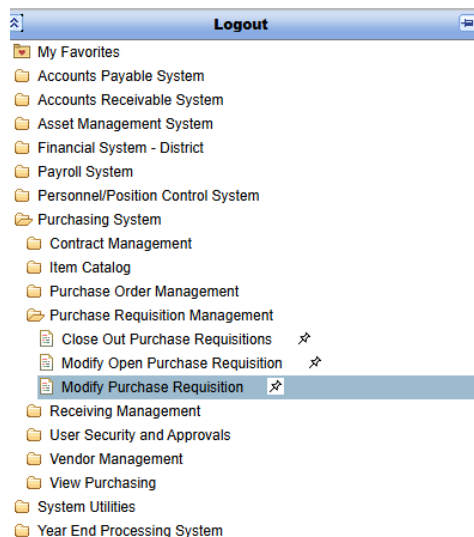
Double-click to expand the “Business/Personnel System” in the Navigation Menu.

Step 2

Double-click to expand the “Purchasing System” folder.

Step 3

Double-click to expand the “Purchase Requisition Management” folder then select the “Modify Purchase Requisition” screen. Select Ok.



Step 4

Enter the Purchase Requisition Number under the Line labeled "Purchase Requisition Number". A Purchase Requisition is assigned an "R" number after a Purchase Requisition is saved. An "R" number is located in the window of the top right.

Step 5

Select find once the Purchase Requisition number has been typed into the Purchase Requisition Number line.

Modify Purchase Requisition

Search Details Items Notes Approvals Cost Distribution Attachments

County: 33 - RIVERSIDE COUNTY ▼ District: 01 - DESERT COMMUNITY COLLEGE DISTRICT ▼

Fiscal Year: 2025 ▼

Purchase Requisition Number: ...

Purchase Requisition Prefix: R - PURCHASE REQUISITION ▼

Purchase Requisition Status: ▼

Primary Vendor Number: ...

Vendor Name:

Ship To Location: ...

Worksite Location: ...

P.R. Originator User ID:

Copy From

Purchase Requisition Number: ...

☐ Show Previous Year Purchase Requisitions

Add Find

This number can also be searched by selecting the grey box located next to the line labeled "Purchase Requisition Number". A list showing all Purchase

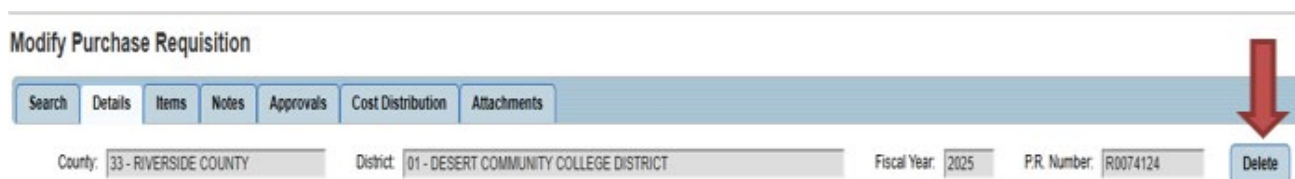
Requisitions entered into Galaxy are viewable. Use the scroll to find the Purchase Requisition that needs to be deleted. Highlight Purchase Requisition number, select Ok. Select Find.

Step 6

Select the Notes tab. Before deleting a Purchase Requisition, indicate the reason for deleting the Purchase Requisition in the "internal notes".

Step 7

Select the details tab. The delete button is located on the top right corner of the screen.



- **Note:** If the Purchase Requisition has been approved, and assigned a Purchase Order number please contact the Purchasing department to delete the Purchase Order. In this case, communicate with Purchasing and or Accounts Payable via email to authorized the deletion of the PR. You will need to provide the Purchase Order number, the reason for deleting the Purchase Order and approval from the department supervisor.

These steps can be applied to Open Purchase Requisition deletion as well.

Creating a Purchase Requisition Change Order

Step 1

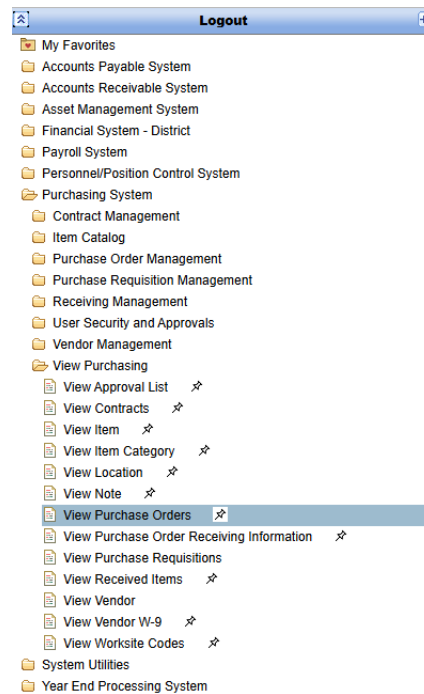
Expand the "Purchasing System" folder.

Step 2

From the "Purchasing System" folder expand "View Purchasing" folder.

Step 3

Select the "View Purchase Orders" screen. Select Ok.



Step 4

In the "From P.O. Number" field enter the number of the Purchase Order that needs to be increased. Select Find.

View Purchase Orders

Search Purchase Order Data

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Fiscal Year: 2025

From P.O. Number: To: Vendor Number: Vendor Name:

P.O. Type: Ship To Location: Worksite Location: Category: Item Name: Item Description: Buyer User ID: Board Rpt. Desc: From P.O. Print Date: To: P.R. Originator User ID:

P.O. Prefix: P.O. Status: From P.O. Created Date: To: P.O. Amount: From P.R. Number: To: Note Description: Authorized Purchaser: Delivery Location: Delivery Location:

Fund School Resource Project Year Goal Function Object

Find

Step 5

Select the items tab and locate the Purchase Requisition number under the P.R. NBR. Section. Write that number down. Go back to the main menu by selecting the menu button.

View Purchase Orders

Search Purchase Order Data

Total Rows: 1

Fiscal Year	P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance	P.O. Number(s)
2025	88873884	B	P	143.75	0076 JPMORGAN CHASE BANK	JPM		0.00 88873884	

Exit Print County: CO, RIVERSIDE COUNTY District: SD, DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2025 P.O. Number: 88873884

Details Items Account Distribution Notes Authorized Purchase Approvals Payment History Open P.O. Cost Distribution Received Items Assets Attachments


Discount Amount: \$1.00 P.O. 888888 Freight: \$7.24

Show

Show Description

Total Rows: 1

Line No.	P.R. Nbr	P.R. Line No.	Item Name	Description	P.O. Qty	Unit Cost	QTY	Amount	Discount	Extended Amount	Freight	Freight Amount	Freight Taxable	Tax	Tax Amount	Total Amount	Total Invoice Cost	Worksite	Delivery Instructions
1	88873884	8887	107 FLARELS	20-08	1	0.00	88 888888	\$43.75	1.00		\$1.00		\$7.24			10.24	143.75	143.75	JPM



Step 6

Expand the "Purchasing System" folder.

Step 7

Expand the "Purchasing System" folder to access "Purchase Requisition Management" tab.

Step 8

From the "Purchase Requisition Management" folder select the "Modify Purchase Requisition" screen.

Logout

- My Favorites
- Accounts Payable System
- Accounts Receivable System
- Asset Management System
- Financial System - District
- Payroll System
- Personnel/Position Control System
- Purchasing System
 - Contract Management
 - Item Catalog
 - Purchase Order Management
 - Purchase Requisition Management
 - Close Out Purchase Requisitions ✨
 - Modify Open Purchase Requisition ✨
 - Modify Purchase Requisition ✨
 - Receiving Management
 - User Security and Approvals
 - Vendor Management
 - View Purchasing
- System Utilities
- Year End Processing System

Step 9

Enter the Purchase Requisition number that you wrote down in the "Copy from Purchase Requisition Number" field. Select Add.

Whenever you "Copy From" an old Purchase Requisition, all the information from the previous Purchase Requisition is copied to the new Purchase Requisition. This is a helpful short cut for Purchase Orders Change Orders/ Open Purchase Orders / Purchase Orders.

Note: When copying Purchase Requisitions

A Purchase Requisition can only be copied from another Purchase Requisition. An Open Purchase Requisition can only be copied from another Open Purchase Requisition.

The screenshot shows the 'Modify Purchase Requisition' form. At the top, there are tabs: Search, Details, Items, Notes, Approvals, Cost Distribution, and Attachments. Below the tabs, there are dropdown menus for 'County' (33 - RIVERSIDE COUNTY) and 'District' (01 - DESERT COMMUNITY COLLEGE DISTRICT). Below these is a 'Fiscal Year' dropdown set to 2025. The form contains several input fields: 'Purchase Requisition Number' (with a search icon), 'Purchase Requisition Prefix' (R - PURCHASE REQUISITION), 'Purchase Requisition Status' (dropdown), 'Primary Vendor Number' (with a search icon), 'Vendor Name', 'Ship To Location' (with a search icon), 'Worksite Location' (with a search icon), and 'P.R. Originator User ID'. A 'Copy From' section is highlighted with a red arrow pointing to its 'Purchase Requisition Number' field (which also has a search icon). Below this field is a checkbox labeled 'Show Previous Year Purchase Requisitions'. At the bottom right, there are 'Add' and 'Find' buttons, with a large red arrow pointing to the 'Find' button.

Step 10

Leave all the same information in the Details tab.

Step 11

The changes for a Purchase Order Change Order will occur under the items tab. Modify the lines to say the following:

- **Item Name** must say "Change Order 'Purchase Order Number'". For example, Change Order P0060053.
- **Description:** the reason for the increase.
- **Account String:** Can stay the same from the previous Purchase Requisition or changed at the Department's discretion.

Step 12

Go to the Details tab and select the save button. Print the Purchase Requisition and attach documentation supporting the Purchase Order Change Order on the attachment tab.

Once the Purchase Requisition has been approved, Purchasing will attach the Purchase Requisition to the Purchase Order referenced in the Item Name, and the change order will be saved to that Purchase Order.

Shortcuts/Tips or Tricks

Duplicate

The Duplicate button is used to Duplicate the information from one line by adding the same information to a whole new line.

Step 1

Select any window from Line 1. For example, the column Line Nbr. 001 has been selected. By clicking on “Dup”, everything from line 1 will be duplicated to Line 2.

Modify Purchase Requisition

Search Details Items Notes Approvals Cost Distribution Attachments

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Vendor: BIOFAC SYSTEMS INC Fiscal Year: 2025 P.R. Number: R0074124 Acct. Dist.

Discount Amt: 0.00 Discount Pct: 0.000000% Freight Amt: 35.00

Show

☒ Show Description ☐ Discount All Lines ☐ Freight All Lines

Total Rows: 2

Delete	Line Nbr	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	UOM	Amount	Discount	Discount Amount	Freight	Freight Amount	Freight Taxable	Taxable	Tax Amt
<input type="checkbox"/>	0001	2025	MOUTHPIECES	APT3G Dep P/B Mouthpiece	4.00	66.000000	PKG	264.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	7.30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0002	2025	NOSECLIPS	APT3 Dep. Noseclip, 10pk	5.00	20.000000	PKG	100.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	27.70	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Total: 364.00 0.00 35.00

SACS Description Add Line Add Acct. Add Fax Dup Print

Entering a requisition with Freight and Discount

Discount All Lines and **Freight All Lines** check boxes to the Items tabs so you can check or uncheck all of the **Discount** and **Freight** boxes on line items at the same time.

Modify Purchase Requisition

Search Details Items Notes Approvals Cost Distribution Attachments

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Vendor: LOGICAL OPERATIONS, INC. Fiscal Year: 2025 P.R. Number: R0074125 Acct. Dist.

Discount Amt: 0.00 Discount Pct: 0.000000% Freight Amt: 0.00

Show

☒ Show Description ☐ Discount All Lines ☐ Freight All Lines

Add Favorites

Submitters can save SACS budget code strings in Galaxy to be used when creating requisitions.

Step 1

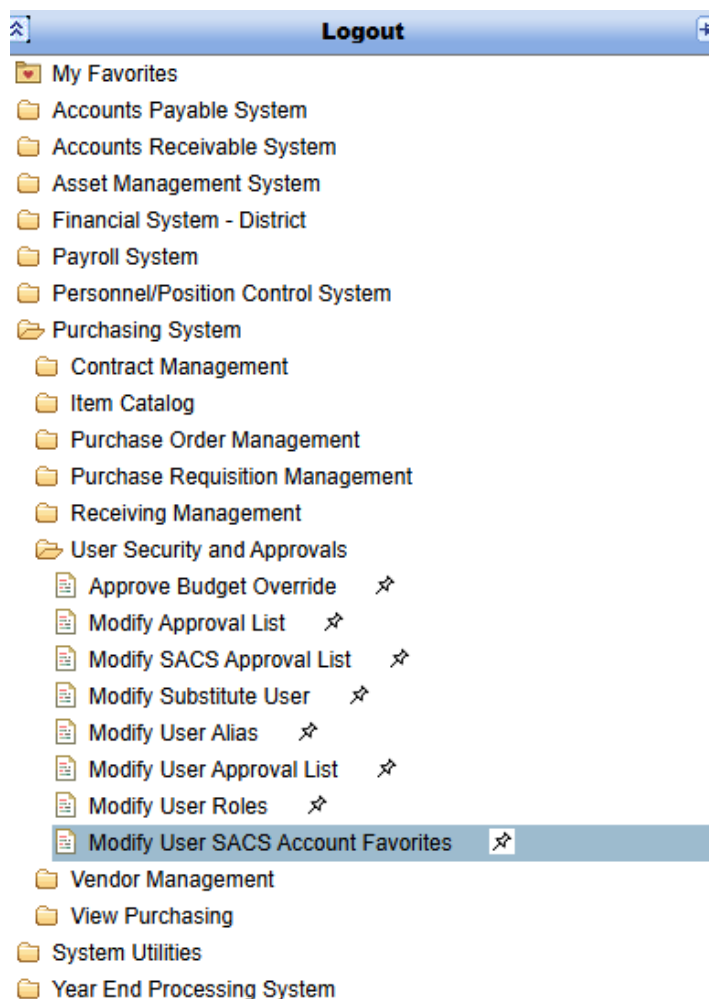
Double-click to expand the "Business/Personnel System" in the Navigation Menu.

Step 2

Double-click to expand the "Purchasing System" folder.

Step 3

Double-click to expand the "User Security and Approvals" folder then select the "Modify User SACS Account Favorites" screen. Select Ok.



Step 4

Enter your Employee Number and Select Find.

Modify User SACS Account Favorites

Search

SACS Account Favorites

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

User ID:

Employee Number:

Last Name:

First Name:

Middle Name:

Find

Step 5

Select +Add to set up SACS Account. Check your budget to verify that the entire account string is valid before adding it as a favorite. Enter the Account String and description. Description is limited to 50 characters including spaces.

Modify User SACS Account Favorites Help

Search

SACS Account Favorites

County: 33 - RIVERSIDE COUNTY District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

User ID: 270902

Employee Number: 270902 Employee Name: VERMA, MAMTA

Total Rows: 0

Delete	Fund	School	Resource	Project Year	Goal	Function	Object	Description
--------	------	--------	----------	--------------	------	----------	--------	-------------

Add Dup Excel Print

Save

Step 6

Select Save when done entering Account Strings. This button is located on the bottom of the Modify Purchase Requisition or Modify Open Purchase Requisition Screen.

Appendix A: Budget Check

Always review your Budget prior to submitting a Purchase Requisition or Open Purchase Requisition. Expenses made before prior entry of expenses in Galaxy are not approved Purchases and should not be made without a Purchase Order or Blanket Purchase Order number.

Budget Check

Step 1

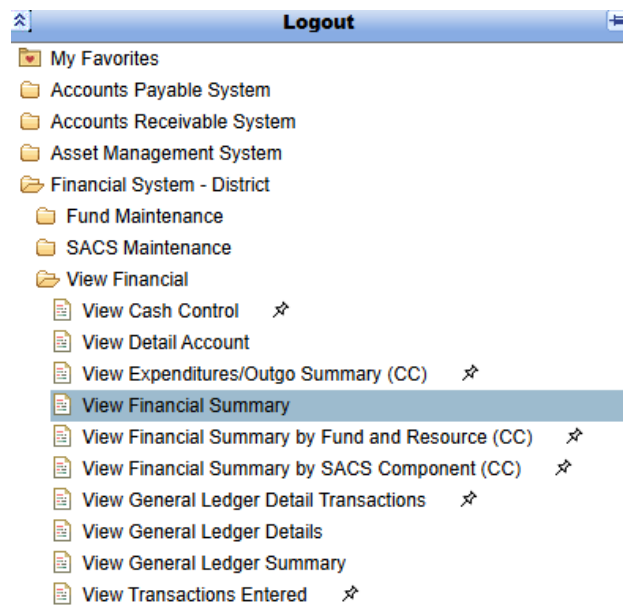
Double-click to expand the "Business/Personnel System" in the Navigation Menu.

Step 2

Double-click to expand the "Financial System-District" folder.

Step 3

Double-click to expand the "View Financial" folder then select the "View Financial Summary" screen. Select Ok.



Step 4

A web-based version of GALAXY WEB screen will open up in your internet browser.

View Financial Summary Example

View Financial Summary

Search		Details	
County:	33 - RIVERSIDE COUNTY	District:	01 - DESERT COMMUNITY COLLEGE DISTRICT
Fiscal Year:	2020	From Fund:	
Begin Date:	07/01/2019	From School:	
End Date:	10/08/2019	From Resource:	
		From Project Year:	
		From Goal:	
		From Function:	
		From Object:	
<input type="checkbox"/> Fiscal Year To Date		To Fund:	
<input checked="" type="checkbox"/> Do Not Show 9XXX Object Codes		To School:	
		To Resource:	
		To Project Year:	
		To Goal:	
		To Function:	
		To Object:	
		Clear Criteria	
		Find	

Generate Budget Report of Department Example: School of Social Arts Science and Arts General Fund Operational Budget.

Step 5

- **Fiscal Year:** Enter the current fiscal year you are working in. The current year is the default.
- **Begin Date:** The begin date you are running the report for.
- **End Date:** The end date you are running the report for.
- For this example, if you run a report for the 1st Quarter the dates will be 7/1/2019 to 9/30/2019.
- **From Fund Section:** A two-digit number on both the left and right side.

- **From School:** A two-digit number and one letter on both the left and right side.
- **From Resource:** A four-digit number on both the left and right side.
- **From Project Year:** A one-digit number on both the left and right side.
- **From Goal:** A four-digit number on both the left and right side.
- **From Function:** A four-digit number on both the left and right side.
- **From Object:** A four-digit number on both the left and right side.

Step 6

Select find.

Example

In the diagram below, in the From School section, 50A has been entered on the left side and 50Z on the right side. The Resource, Project Year and Goal-Function has been left blank. In the From Object Code section, 4000 has been entered on the left side and 6400 has been entered on the right side. Select on Enter.

View Financial Summary

Search Details

County: 33 - RIVERSIDE COUNTY ▼ District: 01 - DESERT COMMUNITY COLLEGE DISTRICT ▼

Fiscal Year: 2020 ▼

Begin Date: 07/01/2019

End Date: 09/30/2019

☐ Fiscal Year To Date

☒ Do Not Show 9XXX Object Codes

From Fund: 11 ... To Fund: 11 ...

From School: 50A ... To School: 50Z ...

From Resource: ... To Resource: ...

From Project Year: ... To Project Year: ...

From Goal: ... To Goal: ...

From Function: ... To Function: ...

From Object: 4000 ... To Object: 6999 ...

Clear Criteria Find

View Financial Summary

Search

Details

County: 33 - RIVERSIDE COUNTY

District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Show

☒ Adopted Budget

☒ Revised Budget

☒ Net of Abatements

☐ Rev/Exp and Abatements

☒ Encumbrances

☒ Uncommitted/Unrealized

☐ YTD Rev/Exp %

☐ YTD Rev/Exp/Enc %

☐ Object Code Description

Total Rows: 46

Fund	School	Resource	Project Year	Goal	Function	Object	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	
11	50P	0000	0	0604	1000	4500	3,300.00	3,300.00	0.00	574.38	2,725.62	
11	50P	0000	0	0604	1000	5100	4,700.00	4,700.00	0.00	0.00	4,700.00	
11	50P	0000	0	0604	1000	5300	7,000.00	7,000.00	0.00	0.00	7,000.00	
11	50P	0000	0	0604	1000	5520	3,700.00	3,700.00	0.00	0.00	3,700.00	
11	50P	0000	0	0604	1000	5545	5,800.00	5,800.00	1,050.00	3,595.50	1,154.50	
11	50P	0000	0	0604	1000	5630	5,000.00	5,000.00	975.00	0.00	4,025.00	
11	50P	0000	0	0604	1000	6400	4,500.00	4,500.00	0.00	0.00	4,500.00	
11	50P	0000	0	1002	0000	4500	300.00	300.00	0.00	0.00	300.00	
11	50P	0000	0	1002	0000	4555	3,900.00	3,900.00	899.78	0.00	3,000.22	
11	50P	0000	0	1002	0000	5100	5,000.00	5,000.00	210.00	0.00	4,790.00	
11	50P	0000	0	1002	0000	5640	200.00	200.00	0.00	0.00	200.00	
11	50P	0000	0	1002	0000	5890	500.00	500.00	0.00	0.00	500.00	
11	50P	0000	0	1004	0000	5640	8,800.00	8,800.00	2,030.00	0.00	6,770.00	
11	50P	0000	0	1004	0000	5800	3,000.00	3,000.00	585.15	0.00	2,414.85	
11	50P	0000	0	1007	0000	5300	100.00	100.00	0.00	0.00	100.00	
11	50P	0000	0	4930	1200	4500	4,975.00	4,975.00	-513.80	0.00	5,488.80	
Totals							138,830.00	138,830.00	12,904.01	12,535.02	113,390.97	

Step 7

A list of the account strings including the Fund, School, Resource, Project Year, Goal, Function, and Object will generate. Other information included on this report will be the numbers from the Adopted Budget, Revised Budget, Revenue/ Expenditures Net of Abatements, Encumbrances, and Uncommitted/Unrealized. Analyze as needed.

View Financial Summary

Search

Details

County: 33 - RIVERSIDE COUNTY

District: 01 - DESERT COMMUNITY COLLEGE DISTRICT

Show

☒ Adopted Budget

☒ Revised Budget

☒ Net of Abatements

☐ Rev/Exp and Abatements

☒ Encumbrances

☒ Uncommitted/Unrealized

☐ YTD Rev/Exp %

☒ YTD Rev/Exp/Enc %

☒ Object Code Description

Total Rows: 46

Fund	School	Resource	Project Year	Goal	Function	Object	Object Code Description	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	YTD Rev/ Exp/ Enc %	Encumbrances	Uncommitted/ Unrealized
11	50P	0000	0	0604	1000	4500	NON INSTRUCTIONAL SUPPLIES	3,300.00	3,300.00	0.00	17.4055%	574.38	2,725.62
11	50P	0000	0	1002	0000	4500	NON INSTRUCTIONAL SUPPLIES	300.00	300.00	0.00	0.0000%	0.00	300.00
11	50P	0000	0	4930	1200	4500	NON INSTRUCTIONAL SUPPLIES	4,975.00	4,975.00	-513.80	-10.3276%	0.00	5,488.80
11	50P	0000	0	6010	0000	4500	NON INSTRUCTIONAL SUPPLIES	17,000.00	17,000.00	2,185.44	46.3401%	5,692.37	9,122.19
11	50P	0000	0	6960	0000	4500	NON INSTRUCTIONAL SUPPLIES	2,000.00	2,000.00	0.00	0.0000%	0.00	2,000.00
11	50P	0000	0	6960	0010	4500	NON INSTRUCTIONAL SUPPLIES	500.00	500.00	0.00	0.0000%	0.00	500.00
11	50P	0000	0	1002	0000	4555	COPYING & PRINTING	3,900.00	3,900.00	899.78	23.0713%	0.00	3,000.22
11	50P	0000	0	4930	1200	4555	COPYING & PRINTING	3,000.00	3,000.00	705.00	23.5000%	0.00	2,295.00
11	50P	0000	0	6010	0000	4555	COPYING & PRINTING	5,055.00	5,055.00	1,899.42	37.5751%	0.00	3,155.58
11	50P	0000	0	6200	0000	4555	COPYING & PRINTING	500.00	500.00	0.00	0.0000%	0.00	500.00
11	50P	0000	0	6460	0000	4555	COPYING & PRINTING	500.00	500.00	0.00	0.0000%	0.00	500.00
11	50P	0000	0	4930	1200	4700	FOOD SERVICES	3,000.00	3,000.00	0.00	0.0000%	0.00	3,000.00
11	50P	0000	0	6010	0000	4700	FOOD SERVICES	5,000.00	5,000.00	664.03	39.4650%	1,309.22	3,026.75
11	50P	0000	0	6010	0000	5045	POSTAGE	100.00	100.00	36.65	36.6500%	0.00	63.35
11	50P	0000	0	0604	1000	5100	CONTRACTS AND PERSONAL SERVICE	4,700.00	4,700.00	0.00	0.0000%	0.00	4,700.00
11	50P	0000	0	1002	0000	5100	CONTRACTS AND PERSONAL SERVICE	5,000.00	5,000.00	210.00	4.2000%	0.00	4,790.00
Totals								138,830.00	138,830.00	12,904.01	18.3239	12,535.02	113,390.97

SACS Description

Excel

Print

SACS Description Excel Print

Department Budgets Five Categories of Expenditures:

- **Academic Salaries** - Object code series 1000-1999.
- **Classified** - Object Code series 2000-2999.
- **Benefits** - Object Code series 3000-3999.
- **Supplies and Materials** - Object Code series 4000-4999.
- **Operating Services and Expenses** - Object Code series 5000-5999.
- **Capital Outlay** - Object Code 6400 (Any purchase over \$500.00).

Refer to [Object Code](#) for more information.

Understanding View Financial Summary Terms

- **Fund**- Restricted or Unrestricted (General fund 11).
- **School** - department and location (Cost Center).
- **Resource** - Assigned to specific Restricted/Grant program.
- **Project Year** - Fiscal Year.
- **Goal-Function** - Eight-digit numeric code assigned to discipline.
- **Object code** - the category of an expenditure.
- **Object code description** - description of expenditure Object code.
- **Rev / Exp Net of Abatements** - expenditures or Revenues less abatements.
- **Abatement** - A reduction to an expenditure that already been made.
- **Encumbrances** - The commitment of all or part of an appropriation.
- **Uncommitted** - The balance of an appropriation not yet committed for specific purposes.

How to Read the View Financial Summary

- **Revised budget** – Total current entire amount in the specific budget.
- **Rev/Expenses Net of Abatements** – Actual Expenses that have been accounted for on the ledger to date.
- **Ytd rev/expenses enc%** - percentage of total budget expenditures including Encumbrances expensed to date.

- **Encumbrances** - the commitment of all or part of an apportionment (contracts for 1 year).
- **Uncommitted/unrealized** – available balance in the budget for expenditures.

Formula for the Entire Budget:

- *Revised Budget: Less: (Expenditures + Encumbrances) = Equals: Available Balance.*

How to read the View Financial Summary Account Budget String

The view financial summary has a breakdown of individual budgets within the entire budget. These are called budget account strings. Assigned to Expenditure object codes such as food, instructional supplies, contracts, etc. Each individual account budget string is used to budget for each category.

Budget or Expense Transfers

Budget or Expense Transfers are Funds being transferred from one account to the next. They are not actual expenditures. Budget Transfers are always whole dollar amounts. Budget Transfers allow to Increase or Decrease Object Spending amounts. Budget Transfers must Balance to Zero. Budget Transfers can only be between Expenditures or Revenue Object Codes. Budget Transfers can only be transferred within assigned Budget and Project Year. [Budget and Transfer Request Forms](#).