

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 4.4  
Page 1 of 2

Effective Date: September 15, 2009  
Supersedes: Procedure 4.4 dated November 15, 2005  
Applies To: Colleges and the System Office  
Procedure Responsibility: KCTCS Purchasing

## **Purchasing Documents Resulting from a Requisition**

### **Sections:**

Section 4.4.1 - General  
Section 4.4.2 - Reference numbers  
Section 4.4.3 - Review

### **Section 4.4.1 - General**

Following the approval of an online requisition, KCTCS Purchasing will process the requisition and one or more types of documents will result. These types of documents are explained later in this chapter.

### **Section 4.4.2 – Reference Numbers**

Particularly important reference numbers are Requisition Number, Business Unit, Bid Number and Purchase Order Number. It is essential that one or more of the above reference numbers be referenced when inquiring about a particular transaction.

### **Section 4.4.3 – Business Unit Review**

- A. When the requisitioning business unit reviews any document from KCTCS Purchasing, it should be checked immediately to insure accuracy of specifications, quantities, budget unit charged, delivery time, and shipping location. If any error has occurred, the business unit should immediately notify KCTCS Purchasing.
- B. Change orders, cancellations, changes in product specifications or quantities to established purchase orders are not to be made without the express written authorization of KCTCS Purchasing. Change order requests must be submitted in writing (e-mail acceptable) by the requisition approver(s) to the appropriate KCTCS Purchasing Officer.
- C. Colleges should monitor procurement activity utilizing reports and queries available through PeopleSoft including, but not limited to the following:

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 4.4  
Page 2 of 2

1. Procurement Activity Report
2. Purchase orders received but not paid
3. Purchase orders paid but with remaining balances
4. Requisition activity report
5. Match exception reports from KCTCS Accounts Payable including but not limited to problems with;
  - a. purchase order numbers
  - b. invoices
  - c. receiving

**END OF PROCEDURE**