

▶	Adopted Date	<u>9/10/04</u>
▶	Amended Date	_____
▶	Review Cycle	_____

Attachments:
Purchase Requisition
Miscellaneous Request for Warrant Memo

BUSINESS OFFICE

PURCHASES AT BOOKSTORE BY SFP PROGRAMS

PURPOSE:

Specially funded Programs (SFP) at Los Angeles Mission College will purchase books and/or supplies for their SFP students from the College Bookstore. In some cases, the SFP Coordinator will purchase a set of books and/or supplies and distribute them to their students. In other cases, the students are sent with a Memorandum of Authorization (Voucher) to pick up their books and/or supplies directly from the College Bookstore. The following is the internal procedure to accomplish these two types of transactions through the college bookstore.

DISTRIBUTION METHOD:

INITIATOR

- The SFP Coordinator obtains a quotation from the Bookstore on the cost of the books and/or supplies that he/she intends to purchase. Price quote can also be obtained at the Bookstore Website, www.lamissionbookstore.com
- The Coordinator completes and submits to Administrative Services the following:
 - Purchase Requisition (PR) form reflecting the price of the purchase
 - Price quote from Bookstore
 - Miscellaneous request for Warrant (MRW) that lists the student names and social security numbers (applicable for book/supply grants – G/L account 753000)

AUTHORIZATION

- The Administrative Services Department approves the PR and issues a purchase order (PO) to the Bookstore.

RESPONSIBILITY

- The Bookstore receives the PO, notifies the SFP Coordinator that the books/supplies are available for pick up. (Note: if individual students are picking up their items, see Voucher Method below)
- The SFP Coordinator picks up the books and/or supplies from the Bookstore and signs for the merchandise
- The Bookstore validates the transaction on the reverse side of the PO, makes a copy of the PO and forwards the PO to the Receiving Department.

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Los Angeles Mission College
Administrative Services

Purchases at Bookstore by SFP Programs

- The Bookstore then prints a Transaction Detail Report from the Bookstore computer and forwards original PO and Summary Transaction Report to the Business Office with the daily collections.
- The Receiving Department will enter the Goods Receipt information to the SAP database from the signed PO copy.
- The Business Office receives the PO and Detail Report, reconciles the transaction(s) to the daily collections and issues an invoice for Account Payable.
- The Accounts Payable Department enters the invoice data into SAP for payment.
- The Business Office receives and posts the payment of invoice on QuickBooks database and forwards the cash receipt to the Bookstore.

VOUCHER METHOD

INITIATOR

- The SFP Coordinator obtains a quotation from the Bookstore on the cost of the books and/or supplies that he/she intends to purchase.
- The Coordinator completes and submits to Administrative Services the following:
 - Purchase Requisition (PR) form
 - Price quote from Bookstore
 - Miscellaneous request for Warrant (MRW) that lists the student names and social security numbers (applicable for book/supply grants – G/L account 753000)

AUTHORIZATION

- The Administrative Services Department approves the PR and issues a purchase order (PO) to the Bookstore.

RESPONSIBILITY

- The Bookstore receives the PO, notifies the SFP Coordinator that the books/supplies are available for pick up
- The SFP Coordinator Issues a Memorandum of Authorization (Voucher) to the SFP student participants with the Purchase Order number as a cross-reference and an effective end date.
- The SFP students present this Voucher at the Bookstore and obtain their books and/or supplies.
- The Bookstore issues the books and/or supplies, has the student sign the voucher as receipt of goods, validates the transaction on reverse side of the voucher, and submits the Voucher to the Business Office with the daily collections.
- The Business Office receives the Voucher and reconciles the collections and files the Voucher by PO number.

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- After the effective end date of the Purchase Order/Voucher, the Bookstore prints and forwards the Summary Transaction Report (PO number referenced) to the Business Office. A copy of the PO with statement that goods have been delivered is forwarded to the Receiving Department.
- The Business Office creates and forwards and invoice to Accounts Payable.
- Accounts Payable enters invoice data into SAP for payment.
- The Business Office receives and posts payment of invoice on QuickBooks database and forwards the cash receipt to the Bookstore.

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