

Purchasing Requisition Submissions

Effective Friday, July 1st we are asking that the following requests be submitted for pre-encumbrance. **No exceptions.**

<p>Travel</p> <ul style="list-style-type: none">• This includes registrations for virtual conferences (a requisition can be used for these registrations)• In-person travel, please continue to use the Travel Form
<p>Reimbursements</p> <ul style="list-style-type: none">• This includes supplies / rentals for events, meetings etc.• Reminder: Office Depot is the District's preferred office supply vendor, please do not purchase office supplies outside of Office Depot.• Original receipts are required for all reimbursement submissions.• Please note: reimbursements are for an as needed basis only and not the norm.
<p>PSAs</p> <ul style="list-style-type: none">• Submit an approved PSA agreement• The PSA invoices submitted for payment must be signed by the designated TOPS manager

REQUISITION REQUIREMENTS

- √ Confirm that the charge account is correct;
- √ Provide a brief purpose/description for this expense;
- √ Appropriate approval(s) / signature. Electronic signatures will suffice;
- √ Please plan in advance and submit your requisitions in a timely manner.

Please submit all requisitions to the purchasing@glendale.edu email.