Department Codes

Instructions

Note: Omitting Department Code may result in delays in processing

- Purchase Requisition-Paper
  - Enter Department Code on Purchase Requisition form

- Purchase Requisition-Electronic
  - In Oracle, enter Department Code in Description field on header

- Purchase Order
  - In Oracle, choose Department Code from List of Values in Descriptive Flex Field (DFF)
  - Give the code to the Supplier verbally as part of the Purchase Order number, when placing orders by phone
  - Instruct the Supplier to print complete PO number on shipping labels, packing slips, and invoices
  - Example: PO number 20-1043063 or 68B-1043066
  - Code will print on PO as part of PO number

- Payment Request
  - Enter Department Code on Payment Request form

Invoices

- Payment Services - when routing an invoice for approval, write the Department Code on invoice (if it isn’t pre-printed)
- Campus - if an invoice comes directly to you or is missing the Department Code, write the code on when routing the approved invoice for payment

Examples

Purchase Requisition Form

PURCHASE REQUISITION
California Institute of Technology

Date | Requisition No.
--- | ---

Change Order No.
Department Code 20
Department Name
Purchase Order No.

[Other columns]

[Stamp area]
Printed Caltech PO

Payment Request Form

PAYMENT REQUEST
California Institute of Technology
Please mail completed form to Purchasing and
Payment Services, M/C 103-6. Questions? Call x9000

Please refer to the Payment Request Usages List for allowable payment requests.
Go to www.sfs.caltech.edu/finance/PPS/payment/paymentforms.htm

Invoice being routed to campus for approval (PO Number blank)

Note: Invoice received in AP with no PO number. AP processor checked Oracle and
determined that there is a PO associated with this invoice. Processor writes
in PO number, including Department Code and routes to campus for approval to
pay using the Payment Services Approval Letter.
Invoice being routed to campus for approval (PO printed, but no Department Code)

Big Time Supplier
123 Commerce Way
Your Town, CA

Note: Invoice received in AP with PO number printed, but no Department Code. AP processor writes in Department Code as prefix to the pre-printed PO number and routes to campus for approval to pay, using a Payment Services Approval Letter.

Caution: Oracle will not recognize the code as being part of the system-generated PO number. When searching the system, use the PO number without the code.