

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

Please mail completed form to Purchasing and
Payment Services, M/C 103-6. Questions? Call x8900

Date		Requisition No.	
Change Order No.		Department Name	
Department Code	20	Purchase Order No.	
<input type="checkbox"/> Reimbursement to Caltech Student or Employee		Date Stamp	
<input type="checkbox"/> Blanket PO Change Order/Modification			

Printed Caltech PO

Standard Purchase Order		
Purchase Order No. 20-1057154	Rev. 0	Page 1

Bill To:

California Institute of Technology
 Payment Services
 1200 E California 103-6
 Pasadena, CA 91125
 United States

Payment Request Form



PAYMENT REQUEST

California Institute of Technology

Please mail completed form to Purchasing and

Payment Services, M/C 103-6. Questions? Call x8900

Please refer to the Payment Request Usages List for allowable payment requests.

Go to www.atc.caltech.edu/finance/PPS/payment/paymentforms.htm

Date	
Need By Date	
Department Name	
Department Code	68B
Date Stamp	
RESET FORM	

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

Big Time Supplier		INVOICE	
123 Commerce Way Your Town, CA (XXX) XXX-XXXX		PAGE NO.	INVOICE NUMBER
CALTECH ATHENAEUM 551 SO. HILL AVENUE PASADENA, CA 91106		1	148233
		INVOICE DATE	CUSTOMER NO.
		08/13/02	00130
		INVOICE NUMBER	B.C.
		148233	
		Received by	DATE
		<i>cal</i>	8/13/02
		Price Description	DATE
		Special Instructions	DATE
		Department Approval	DATE
DATE SHIPPED	PURCHASE ORDER NO.	DATE REQUESTED	SHIP VIA
08/13/02	20-1039251	08/13/02	

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)

INVOICE			
PAGE NO.	INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.
1	148233	08/13/02	00130
WU/INVOICE NO.		B.C.	
148233			
Big Time Supplier 123 Commerce Way Your Town, CA [XXX] XXX-XXXX		CALTECH ATHENAEUM 551 SO. HILL AVENUE PASADENA, CA 91106	
CALTECH ATHENAEUM 551 SO. HILL AVENUE PASADENA, CA 91106		CALTECH ATHENAEUM 551 SO. HILL AVENUE PASADENA, CA 91106	
DATE SHIPPED	PURCHASE ORDER NO.	DATE REQUESTED	SHIP VIA
08/13/02	20-1039251	08/13/02	

Handwritten notes and signatures: "AP" with a signature, "8/13/02", "Price Checked by", "Department Approved by", "F.O.B."

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.