

Department of Finance
Quick Guide
Purchase Request Entry – Board Approved Contracts and Agreements

Purpose: To strengthen internal controls to ensure proper payments are being lawfully paid to contractors in accordance with County Counsel and Board of Supervisor approved contracts or agreements.

Steps to Complete:

1. Open new Purchase Request entry record (POUPPR).
2. Complete the following REQUIRED fields (**highlighted** fields are unique to Contract POs):
 - a. PR – Seed in purchase request number
 - b. Vendor ID – PE ID number of payee
 - c. Vendor Addr – Payee address
 - d. Remit to ID – Should be the same as Vendor ID
 - e. Remit to Addr – Payee invoice remit address (can be different than Vendor Addr)
 - f. **Contract #** - Board approved contract or agreement number
 - g. **PO Type** – C (Contract PO)
 - h. **Expiration Date** – Date contract or agreement expires
 - i. Ship to ID – Department accepting goods or services
 - j. Bill to ID – Department paying for goods or services
 - k. Items Tab - Input all goods or services provided within fiscal year per contact or agreement
 - l. **Compliance Tab** – Input any insurance required by the vendor as stated in the contract or agreement
 - i. Effective Date – Date coverage states
 - ii. Expiration Date – Date coverage ends
 - iii. Amount Required – Coverage value required
 - iv. Comments – Describe type of insurance
3. Attachments Required
 - a. Copy of contract or agreement **with** Board of Supervisor approval (if entire document does not fit in one document please break out into sections before uploading)

b. Copy of valid required insurance coverage

4. Expiration Notification

a. Workflow has been designed to email notifications to the PO originator listing all Contract POs that are due to expire within 30, 60, and 90 days. (example below)

```
From: Workflow Prod <Workflow.Prod@co.kings.ca.us>
Sent: Thursday, May 6, 2021 2:29 PM
To: Knudson, Robert <Robert.Knudson@co.kings.ca.us>
Subject: Contract PO expiring in 4 days

Contract #:

Expiration Date: 5/10/2021

PO #: P001110

Vendor: 22228 - Core Business Interiors
```

Things to Remember:

1. Any contract or agreement which requires Board approval needs to have a Contract PO created for payment processing.
2. Board approval should be received before the purchase request is created.
3. Each purchase request should ONLY include expenses expected for one fiscal year. Multi year contracts or agreements will need to have a separate purchase request created for each fiscal year.