

PURCHASING TRAINING

GENERAL PROCUREMENT TRAINING

Requisition Processing

- Send all requisition requests via email to:
Purchasing@sumtercountyfl.gov
- “Subject” line of the email should reflect division/department: ***EXAMPLE:***
Animal Services – Requisition Request
- Make sure you include the following:
 - Sole Source/Agreement (attach the document to the email)
 - Budget Information including transfers/amendments (G/L budgeted)
 - You must check ADG “Master Inquiry” to make sure you have the funds available before you send your request.

Requisition Processing

Identifying the correct expenditure object code:

3100	PROFESSIONAL SERVICES	Legal, medical, dental, engineering, architectural, appraisal, technological, financial (not involved with accounting and/or auditing), and other services procured by the local unit as independent professional assistance.
3400	OTHER SERVICES	Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations or other governmental units. DO NOT include contract or services defined in professional services, accounting & auditing, court reporting, repair & maintenance, and printing and binding.
4600	REPAIR & MAINT SERVICE	Costs incurred for the repair and maintenance of buildings, vehicles, and equipment, maintenance and service contracts, non-capital renovation. DO NOT include custodial or janitorial services, which are recorded under 3400 or communications maintenance (phone systems, etc.), which are recorded under 4100.

Requisition Processing

Identifying the correct expenditure object code:

5200 OPERATING SUPPLIES

All supplies consumed in the conduct of operations not otherwise classified in Office Supplies. May include food, chemicals, household items, institutional supplies, computer software, uniforms, recording tapes, the initial hardware/software purchase; i.e., Standard Laptop (under \$1,000), Desktop, UPS, any software that is purchased and loaded on a computer and not on maintenance or recurring licenses. **Does NOT include materials and**

Requisition Processing

- You need to check the Contracts spreadsheet on the BOCC Share Drive: Purchasing – to make sure that the vendor has a current COI. If not, please contact the vendor to request one and have it sent to Purchasing@sumtercountyfl.gov.
- Make sure that you send a copy of the specification if you are requesting goods (example: email link). If you need a specific item (and no alternative would suffice, you need to indicate that in the request).
- Send all back-up as pdf.

Purchase Order Change Order Requests

- Purchase Order Change Order Requests should be emailed to purchasing@sumtercountyfl.gov along with:

- PO Number
- Vendor Name and Number
- Requested Change Order Amount
(if monetary change)
- Attach any back-up (invoice/quote/budget amendment/
budget transfer
- Indicate your justification
- There should not be a PO Change Order on a contract/agreement unless
you provide a copy of the contract change order or contract amendment.
- Make sure that you look at the history and future needs of
the PO and forecast the amount that you will need to minimize the
number of PO Change Orders.

Exhibit E
PURCHASE ORDER CHANGE ORDER REQUEST FORM
(Attach a copy of the purchase order and any supporting documentation)

Purchase order number: _____
Vendor (include vendor's number from AXXX): _____

Current purchase order amount (including any previously approved change orders): _____
Document change order amount: _____
New purchase order total: _____

PLEASE CHANGE THE FOLLOWING ITEMS (IF ALL THAT APPLY)

Item Number	Item Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE SEE THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Comments (add details, special instructions): _____

Submit **Submit** **Submit** **Submit**

Revised: 9/13/2018

- Once all items have been received:

- Purchasing will complete an Exhibit E – Purchase Order Change Order Request Form and forward to the Division Head for approval.
- Upon approval the Division Head will sign and submit back to Purchasing (via submit button).
- Purchasing will forward to the Department Director for approval and submittal back to Purchasing (via submit button) for final processing.

Invoice Processing

- There should always be an open PO prior to goods or services being received.
- All invoices should be detailed.
- All invoices should contain the PO number associated with the order.
- There should be no instance when you get an invoice and there is no PO in place unless it was a Mr. Arnold approved emergency!!

**All invoices should be sent via email to
administrative.services@sumtercountyfl.gov**

Budget Transfer Requests

Beginning Monday November 14, 2022 all Budget Transfer requests will be submitted to the **Budget Inbox**.

- Please provide in the subject line: **FISCAL YEAR (2022/2023) – BUDGET TRANSFER**.
- Provide a detailed explanation for the transfer.
- A budget analyst will review, analyze the transfer request and confirm if a transfer is needed.
- Requests submitted by 2 p.m. may be included in same day Budget Transfers recommendations to the County Administrator for consideration for approval.
- To reduce the volume of emails, the Budget Transfer requester will be copied on the transmission for posting to Finance. Please monitor ADG for confirmation of posting.

FORMAL SOLICITATIONS

DEFINITIONS

- **ITB (Invitation to Bid)** - An invitation to contractors, vendors, or firms, through a bidding process to submit a bid on a specific project, product or service. If not otherwise stated, the contractor, vendor, or firm with the lowest responsible/responsive bid will be awarded the contract provided they meet the minimum criteria for the bid.
- **RFP (Request for Proposals)** - Used to solicit proposals for requirements that may not be fully defined, when price is not the major determinant and negotiations are contemplated.
 - **Product Testing/Evaluation** - The testing and evaluation of products will be done through the RFP process. The requesting division will provide product specifications along with their proposed product evaluation form. A mandatory pre-proposal meeting will be held and vendor demonstrations will be performed. Afterwards, the divisions will determine who will test the products and they will have a specific timeframe to perform the test and to score the products. The Selection Committee members will use the evaluation forms to provide their scores on the proposal evaluation form. Evaluation forms will become a part of the RFP documentation.
- **RFQ (Request for Qualifications)** - Used to solicit critical pieces of information necessary to evaluate a potential contractor, vendor, firm, or consultant's expertise.

DEFINITIONS

- **Evaluation Criteria** – The criteria developed by the department/division which defines the specific areas and weights used to evaluate all proposals and qualifications received in response to a specific RFP, or RFQ. *(There is no evaluation criteria for an ITB.)*
- **Selection Committee** – A committee formed to evaluate bids, proposals and qualifications received in response to an ITB, RFP, or RFQ.
- **Scope of Work** – Details of the product or services that are being sought by the department/division through the formal solicitation process.

DEPARTMENT/DIVISION REQUIREMENTS TO INITIATE THE FORMAL SOLICITATION PROCESS

1. A completed *Request for Formal Solicitation* (found on the BOCC shared Purchasing folder) form that provides pertinent information such as:
 - Type of product or services being sought.
 - Selection Committee members
 - Budget information such as dollar amount budgeted and general ledger number that the product or service will be charged.




Exhibit R
REQUEST FOR FORMAL SOLICITATION FORM

DETAILED REQUEST INFORMATION		
Originating Division:		
Budget Account #		
Estimate of Cost: (For Internal Purposes Only)		
Project Title:		
Selection Committee Members:		
Contract to be developed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Standard Contract to be used:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
RESPONSIBLE AGENT/EMPLOYEE (For payment requests and invoices)		
Name:		
Agency/Employee:		
Address:		
Email Address:		
Telephone Number:		
DEPARTMENT DIRECTOR SIGNATURE FROM REQUESTING DIVISION.		
Signature:		
Date:		
ADMINISTRATIVE APPROVAL		
Assistant Purchasing Agent Signature:		
Date:		
County Administrator Signature:		
Date:		

This form must be completed in its entirety prior to Purchasing processing the request. Upon final approval by the County Administrator, the Purchasing representative will contact the requesting division for the scope of work and additional information.

DEPARTMENT/DIVISION REQUIREMENTS TO INITIATE THE FORMAL SOLICITATION PROCESS, CONT.

- Determination on the type of contract to be used for the product or service (use of a standard contract or if a special contract is warranted).
 - The form must be signed by the Department Director and forwarded to the Purchasing Agent. Once received the form will be reviewed and approved by the Purchasing Agent and County Administrator.
2. Detailed Scope of Work, Scope of Services, or Product Description (Scope and Bid form should be in separate documents that are not pdf and not included as an Exhibit). Do not letter or number your attachments, we will do that when we are processing the formal solicitation.

DEPARTMENT/DIVISION REQUIREMENTS TO INITIATE THE FORMAL SOLICITATION PROCESS, CONT.

3. If the formal solicitation is going to be an RFP or RFQ, the scoring criteria must also be received along with the other requirements in order to initiate a formal solicitation. You should carefully review your criteria and make sure it corresponds to your scope.

Come with your scoring ready to discuss – SC meeting is not the place to do your scoring.

Make good notes on your scoring sheets!!

Evaluation Scoring Criteria

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required. See RFQ Note 1 below.			.20		
2. <u>Qualifications and experience of key personnel with similar projects and services.</u> See RFQ Note 2 below.			.25		
3. Understanding of the specific work and the project locations described in the scope of services.			.25		
4. Ability to complete the work within the established schedule			.20		
5. RFQ submittal quality and completeness/references			.10		
TOTAL					
SCORE:					

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

DEPARTMENT/DIVISION REQUIREMENTS TO INITIATE THE FORMAL SOLICITATION PROCESS, CONT.

4. If vendor presentations are deemed necessary, the Evaluation Scoring Criteria will not be considered for final review and determination. At the point of vendor presentations, all previous scoring is eliminated.

Again - make good notes on your scoring sheets!!

Vendor Presentations Evaluation Scoring Criteria					
	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.			.45		
2. Organization and timing of presentation.			.15		
3. Communication skills of the presenter(s).			.15		
4. Ability to respond to committee member inquiries.			.25		
Total					
SCORE:					
0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent					

CONFLICT-OF-INTEREST

5. Conflict-of-Interest forms for all members that will serve on the formal solicitation Selection Committee.

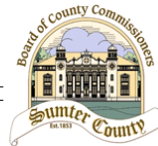


Exhibit S
Conflict of Interest Disclosure Form
Selection Committee Members

All Selection Committee members are required to submit a completed Conflict of Interest Disclosure Form to Purchasing prior to performing any Selection Committee member duties.

Employee Name: _____ Division: _____

Formal Solicitation Name: _____ Formal Solicitation #: _____

Questions:

Yes No

- Within the last year have you or your family member* held, or do you or your family member* currently hold, a position of management, such as board member, director, officer, partner, trustee, employee, or consultant with a vendor or subcontractor related to the solicitation for procurement listed above?
- Do you or your family member* have significant financial interest in a vendor or subcontractor related to the solicitation for procurement listed above? *Significant financial interest* includes stock, stock options, and/or any other ownership interest in a single entity valued at more than \$10,000 or 5% ownership.
- Is it reasonable to anticipate that your financial interest could be directly and significantly affected by the design, conduct, or reporting of the solicitation for procurement listed above?
- Are you, or have you previously been, party to any litigation/lawsuit with or against a vendor or subcontractor related to the solicitation for procurement listed above?
- Are there any other activities, interests, or relationships that could possibly be viewed as a conflict of interest with any vendor or subcontractor related to the solicitation for procurement listed above?

*Family member is defined as a spouse, domestic partner, ancestors, children, siblings (whole or half), grandchildren, great-grandchildren, including any of these in a step-relationship, and spouses or domestic partners of any of the above.

If you answered "Yes" to any of the questions above, please provide the following information:

Name of vendor/subcontractor	Relationship to vendor/ sub-contractor	Relationship is between the vendor/subcontractor and	% Ownership
_____	_____	<input type="checkbox"/> Self <input type="checkbox"/> Family Member	_____

LOBBYING RESTRICTIONS CONFLICT-OF-INTEREST

- **LOBBYING BLACK OUT PERIOD-** Bidders or proposers are prohibited from any contact with Selection Committee members, Commissioners, or any County staff from the time of issuance of the Invitation to Bids, Request for Proposals, and Request for Qualifications until contract award.
- **FAILURE TO COMPLY WITH BLACKOUT RESTRICTIONS-**
 - Bidders, Proposers – Sanctions include ineligibility for contract award, contract termination, suspension and/or debarment.
 - County Employees – County employees will face appropriate discipline under Section 9 – Discipline and Termination of the Board of Sumter County Commissioners Employee Manual.

CONFLICT-OF-INTEREST

- County employees must avoid both the appearance of and any actual conflict-of-interest.
- Therefore, it is imperative that any proposed or actual member of the Selection Committee excuse themselves from any involvement with a procurement for which they may have a conflict-of-interest, either financially or personally.

“An outside personal or business/economic relationship, which affords present or future financial benefits to an employee, an employee’s family, or to individuals with whom the employee has business or financial ties, may be considered a conflict-of-interest.”

--Employee Manual

PROCEEDINGS AT PRE BID MEETINGS

- All committee members and other attendees **MUST** sign the sign-in-sheet.
- It is preferred that at least one member of the Selection Committee attends the pre-bid meeting.
- The meetings are public and minutes are taken.
- Purchasing staff will conduct the meetings. The meetings are official County meetings and the content of the meeting should remain professional .

PROCEEDINGS AT FORMAL SOLICITATION MEETING ITB, RFP, or RFQ OPENINGS

- ITB, RFP, or RFQ Openings: All committee members and other attendees **MUST** sign the sign-in-sheet.
- It is preferred that at least one member of the Selection Committee attends the openings. However, Purchasing staff will ensure that another BOCC employee is present if a Selection Committee member cannot attend.
- All Selection Committee members must be present at the Selection Committee meetings and vendor presentations unless prior arrangements are made through Purchasing and approved by the County Administrator. In the case that Mr. Arnold is on a particular Selection Committee, please do not contact him directly on anything relating to that particular formal solicitation.
- The meetings are public and minutes are taken. **Be on time and be professional.**
- There is no public forum at the opening meetings. Purchasing staff will conduct the meetings. The meetings are official County meetings and the content of the meeting should remain professional and unless specifically addressed, there typically should be no discussion between the attendees once the opening has officially began.

MEMBER RESPONSIBILITIES

- Evaluate each bid, proposal, or qualification submittal separately.
- Score each proposal or qualification submittal separately using only the criteria contained in the RFP or RFQ document.
 - It is a violation of the Sunshine Law for members to meet to discuss the procurement or otherwise communicate in the evaluation of proposals prior to the meeting of the Selection Committee
- Apply the applicable scores in accordance with the scoring guidelines provided on the scoring sheets.
- Contact the Purchasing Agent for guidance when you require clarification or have questions.

MEMBER RESPONSIBILITIES

- Contact the Purchasing Agent if you feel that a document is missing or incomplete in the ITB, RFP, OR RFQ that you are reviewing and it was not noted during the opening process.
- Thoroughly evaluate each formal solicitation submittal and bring all documents to the Selection Committee meeting. This includes the completed scoring sheets (if applicable to the formal solicitation).

PROCEEDINGS AT FORMAL SOLICITATION MEETING: SELECTION COMMITTEE MEETINGS

- ITB, RFP, or RFQ Selection Committee Meetings: All committee members **MUST** be on time, present and all attendees **MUST** sign the sign-in-sheet.
- The meetings are public and minutes are taken.
- The meeting is officially opened by Purchasing staff and then turned over to the Selection Committee for their discussion.
- For RFPs and RFQs, the Selection Committee members provide his/her evaluation sheets and the scoring is discussed amongst all members of the committee. It is important to note on your scoring sheets why you scored in a particular manner.
- ITBs are based on the lowest score unless the Selection Committee, during their evaluation of the bids, discovered some concerns with the bid submittal. These concerns should be discussed with the other committee members and Purchasing staff during the Selection Committee meeting.

PROCEEDINGS AT FORMAL SOLICITATION MEETING: SELECTION COMMITTEE MEETINGS CONTINUED

- All Selection Committee members must participate and provide input during the Selection Committee meetings.
- After the Selection Committee discusses and finalizes their scoring (RFPs, and RFQs), they will sign, date and turn their evaluation sheets over to Purchasing staff for a final tally of the scores and ranking.
- The lowest responsive and responsible bid, or the highest scored RFP and RFQ will be presented to the BOCC for award and/or contract negotiations.
- The meetings are official County meetings and the content of the meeting should remain professional.

PROCEEDINGS AT FORMAL SOLICITATION MEETING: VENDOR PRESENTATIONS

- If deemed necessary by the selection committee, then a vendor presentation will occur for the determined shortlisted vendors.
- The vendor presentations will be audio recorded.
- The vendor presentation will be opened by a member of the Purchasing staff, and turned over to the vendor to conduct their presentation. There is to be no communication between the selection committee and the vendor until the Q&A section that immediately follows the vendor presentation.
- During the vendor presentation, the selection committee members are refrained from communicating amongst each other until the selection committee meeting that follows the last presentation.
- The selection committee will not consider any of their previous scoring, and will score based on the vendor presentation.
- Immediately following the last vendor presentation, a formal selection committee meeting will be conducted in which the selection committee will review scoring and recommend a vendor to the Board to enter into contract.

PROFESSIONAL CONDUCT FOR ALL FORMAL SOLICITATION MEETINGS

- No telephone calls (business or personal)
- Do not be late for the meeting
- No leaving the room once a formal solicitation meeting has began
- No personal interaction with the outside attendees once the meeting has began.
 - This includes discussing another project in which that contractor/firm/vendor may be working on for the County. **We do not want it viewed as favoritism.**
- No contacting the winning vendor until the agreement has gone to the BOCC.

PROTESTS

- Vendors are given 72 hours after the recommendation to award is posted on Demand Star to file a protest.
- All protests are reviewed and handled by the County Administrator/Purchasing Agent.
- Selection Committee members may be questioned as to their scoring and asked for justification of their scoring during the protest procedure.
- Purchasing will retain all formal solicitation submittals along with a copy of all other related documents.

ADG Report Training

- **GL Master Inquiry**: To look up all information pertaining to this G/L:
 - G/L Reports & Inquires
 - Job Cost Reports & Inquires
 - 1. GL Master Inquiry

The screenshot shows the FMS - Fund Management System interface. On the left is a navigation menu with a 'Log Out' button at the top. Below it, the user is identified as '1 SUMTER BOARD OF COMMISSIONERS'. The menu is divided into 'Navigation', 'Favorites', and 'Jobs'. Under 'Navigation', there is a section for 'FMS PO REQ & TC APPROVAL' and a list of options. '1. GL Master Inquiry' is highlighted in yellow. Other options include '2. GL Status & History', '3. GL History By Date Range', '4. GL Chart OfAccounts', '5. G/L Trial Balance Inquiry', '6. Expense Accounts Over Budget', '7. New GLAccounts Created', '8. Simple GL Inquiry', '9. G/L Account Notes', '10. GL History Export', '11. Funds Master Inquiry', '12. Advanced Financial Reports', '13. GL History By Batch Number', '14. Balance Sheet / P&L Statement', '15. GL Summary By Batch/Type', '16. Year End Entries Reprint', '17. Department Inquiry', 'G/L Custom Reports', 'P/O Reports & Inquiries', 'Requisitions Main Menu', and 'TC STANDARD APPROVE ACCESS'. The main content area on the right has a title bar with 'Main' and 'Preferences & Support' tabs. Below the title bar, there is a 'Welcome' message: 'Welcome, Becky Segrest'. Below that is a 'Notes Under Review' section with the text: 'There are no notes under review for this Application'. At the bottom, there is a 'Scheduled Jobs' section with the text: 'You have no scheduled jobs'.

ADG Report Training, Cont.

Enter G/L Account for which you need information:

Use the Account Information tab (see below) for an available budget:

G/L Account Inquiry

G/L Account:
 G/L Description: OPERATING SUPPLIES
 Fiscal Year: 2020
 Submit

G/L Account Inquiry

G/L Account: 001-182-522-5200
 G/L Description: OPERATING SUPPLIES
 Fiscal Year: 2020
 Submit

Account Information

Account Information	
Previous Year Projected:	0.00
Original Budget:	0.00
User Budget:	0.00
Encumbrance Carry Over:	0.00
Active:	<input checked="" type="checkbox"/>
Requires Job Number:	
Create Asset From AP:	
Normal Balance:	DEBIT
Account Type:	Expense
Close To Account:	001-271000
Allow Over Spend:	
Expense Type:	E (Regular Expense)
Expense Group:	O (Operating)

Account Totals		
YTD Through: May Fiscal Year: 2020		
	Year-To-Date	Fiscal Year
Re-Encumbered Amount:	0.00	0.00
Budget Amount:	146,728.00	146,728.00
Budget Adjustment:	141,729.00	141,729.00
Revised Budget:	288,457.00	288,457.00
Outstanding Encumbrance:	30,631.97	30,631.97
Total Expenses:	180,803.05	180,803.05
Pre-Encumbrance:	811.30	811.30
Available Budget:	76,210.68	76,210.68
Statistics:	0.00	0.00

Monthly Totals									
Mon	Actuals	Accumulated Total	Net Encumbrance	Accumulated Encumbrances	Budget Amount	Budget Adjustment	Accumulated Budget	Statistics	Accumulated Statistics
Beg		0.00					0.00		
Oct	847.80	847.80	9,749.09	9,749.09	146,728.00	0.00	146,728.00	0.00	0.00
Nov	1,044.00	1,891.80	8,992.75	18,741.84	0.00	0.00	146,728.00	0.00	0.00
Dec	12,519.36	14,411.16	7,046.84-	11,695.00	0.00	0.00	146,728.00	0.00	0.00
Jan	2,298.01	16,709.17	224.65-	11,470.35	0.00	9,479.00	156,207.00	0.00	0.00
Feb	10,130.33	26,839.50	1,455.59	12,925.94	0.00	0.00	156,207.00	0.00	0.00
Mar	153,892.25	180,731.75	4,622.20-	8,303.74	0.00	132,250.00	288,457.00	0.00	0.00
Apr	1,218.06-	179,513.69	13,132.57	21,436.31	0.00	0.00	288,457.00	0.00	0.00
May	1,269.36	180,803.05	9,195.66	30,631.97	0.00	0.00	288,457.00	0.00	0.00
Jun	0.00	180,803.05	0.00	30,631.97	0.00	0.00	288,457.00	0.00	0.00
Jul	0.00	180,803.05	0.00	30,631.97	0.00	0.00	288,457.00	0.00	0.00
Aug	0.00	180,803.05	0.00	30,631.97	0.00	0.00	288,457.00	0.00	0.00
Sep	0.00	180,803.05	0.00	30,631.97	0.00	0.00	288,457.00	0.00	0.00
Year		0.00							

ADG Report Training, Cont.

Click the + boxes to expand the details of the report.

G/L Account Inquiry

G/L Account: 001-182-522-5200
 G/L Description: OPERATING SUPPLIES
 Fiscal Year: 2020

Account Information

Monthly Summary From History

Mon	Debits	Credits	Net	Encumbrance Placed	Encumbrance Liquidated	Net Encumbrance	Budget Amount	Budget Adjustment	Statistics
Oct	847.80	0.00	847.80	10,596.89	847.80	9,749.09	146,728.00	0.00	0.00
Nov	1,044.00	0.00	1,044.00	10,251.75	1,259.00	8,992.75	0.00	0.00	0.00
Dec	12,519.36	0.00	12,519.36	4,438.52	11,485.36	7,046.84	0.00	0.00	0.00
Jan	2,298.01	0.00	2,298.01	1,854.10	2,078.75	224.65	0.00	9,479.00	0.00
Feb	10,130.33	0.00	10,130.33	8,095.09	6,639.50	1,455.59	0.00	0.00	0.00
Mar	158,930.18	5,037.93	153,892.25	6,943.24	11,565.44	4,622.20	0.00	132,250.00	0.00
Apr	2,981.94	4,200.00	1,218.06	13,828.07	695.50	13,132.57	0.00	0.00	0.00
May	1,289.36	0.00	1,289.36	9,965.40	789.74	9,185.66	0.00	0.00	0.00
Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	190,040.98	9,237.93	180,803.05	65,973.06	35,341.09	30,631.97	146,728.00	141,729.00	0.00

History

Open Purchase Orders

GL Account Notes

Vendor Totals

G/L Budget Items

A/P Workfile

P/O Workfile

Pre Encumbrance REQ

Requisitions Issued

G/L Account Inquiry

G/L Account: 001-182-522-5200
 G/L Description: OPERATING SUPPLIES
 Fiscal Year: 2020

Account Information

Monthly Summary From History

History

Open Purchase Orders

Records Per Page: 20

PO Number	Order Date	Line Number	Description	Open Quantity	Open Amount
9117591	09/30/19	1	PPE-Structural Boots	1.00	0.00
9117591	09/30/19	2	PPE-Midland/Station Boots	1.00	1,113.50
9117874	11/04/19	1	Honor Guard Uniforms	1.00	1,560.00
9118029	11/27/19	1	FY 19/20 Bunker Gear Purchase - 52 Sets	52.00	5,410.00
9118189	01/16/20	1	Scott ISG TIC Battery	1.00	140.00
9118206	01/17/20	1	Citation Bars for Years of Service	1.00	490.00
9118514	04/03/20	1	(9) Swiftwater Rescue Tech Pro Packages - Drysuit	1.00	10,295.00
9118602	04/21/20	1	Multi-Gas Cartridges & CBRN Canisters for Hazmat	1.00	538.40
9118603	04/21/20	1	Hazproof Boots, PPE, Steel Toe	5.00	411.70
9118616	04/23/20	1	Hazmat Chlorine Sensor & Chemical agent Detector Paper	1.00	520.97
9118617	04/23/20	1	Hazmat Calibration Gasses	1.00	562.00
9118672	05/05/20	1	HAZCLASS 2 Hazardous Material Test Kit	1.00	1,725.00
9118677	05/06/20	1	AccuRad Personal Radiation Detectors	6.00	7,865.40

1 to 13 of 13 Records

ADG Report Training

- **PO Reports & Inquires**: To look up Purchase Orders by the PO number or the vendor:
 - PO Reports & Inquires
 - 1. Purchase Order Inquiry

The screenshot displays the FMS - Fund Management System interface. The left sidebar contains a navigation menu with the following items: Log Out, FMS Fund Management System, 1 SUMTER BOARD OF COMMISSIONERS, Navigation, Favorites, Jobs, FMS PO REQ & TC APPROVAL, SUMTER PO & INQUIRY, AP Reports & Inquiries, G/L Reports & Inquiries, G/L Custom Reports, P/O Reports & Inquiries (highlighted in yellow), 1. Purchase Order Inquiry (highlighted in yellow), 2. Vendor/Invoice Inquiry, 3. Purchase Order Status Report, 4. Reprint Purchase Order, 5. Issued Summary Report, 6. Open PO By G/L Number, 7. PO Receipts By Vendor, 8. Vendor /Sic Inq-Rpt-Labels, 9. Vendor Minority Purchases, 10. Job Costing Inquiry, 11. PO Encumbrances As Of Date, 12. Post PO Receipts, 13. Vendor Purchases By G/L #, 14. Open Requisitions Report, 15. Warehouse/Ship-To Address, 16. PO Buyer Statistics, 17. PO Description Search, 18. Requisition Inquiry, Requisitions Main Menu, and TC STANDARD APPROVE ACCESS.

The main content area is titled "FMS - Fund Management System" and has tabs for "Main" and "Preferences & Support". The "Main" tab is active, showing a "Welcome" message to Becky Segrest and a "Copyright" notice. Below the welcome message is a "Notes Under Review" section with a scrollable area containing the text "There are no notes under review for this Application". At the bottom, there is a "Scheduled Jobs" section stating "You have no scheduled jobs".

ADG Report Training

To look up Purchase Orders by the PO number or the vendor:

- To look up by the PO, enter the PO number in the appropriate box and click submit.

The screenshot shows a web application interface for a Purchase Order Inquiry. At the top left, there is a star icon followed by the text "Purchase Order Inquiry". Below this, there are several input fields and a dropdown menu:

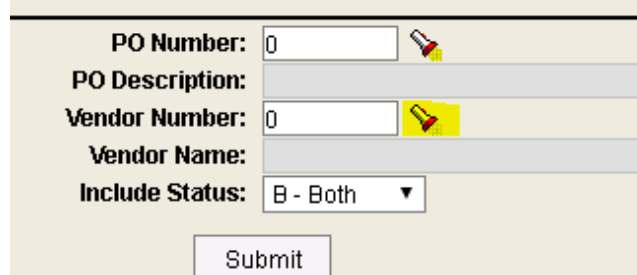
- PO Number:** 9118706 (highlighted in yellow)
- PO Description:** Owner Direct Purchase for the
- Vendor Number:** 2710
- Vendor Name:** CITY ELECTRIC SUPPLY
- Include Status:** B - Both (dropdown menu)


Below these fields is a "Submit" button. Underneath the form is a list of expandable sections, each with a plus sign icon and a gear icon:

- PO Header** PO Total: \$ 51,600.00 Open Encumbrance: \$ 51,600.00 Amount Expensed: \$ 0.00
- PO Detail**
- Invoice History**
- Receipts**
- Changes**
- G/L**
- PO Notes**
- Requisitions**


ADG Report Training

To look up Purchase Orders by the vendor number you must enter the vendor number or click the flashlight and start entering the vendor name.



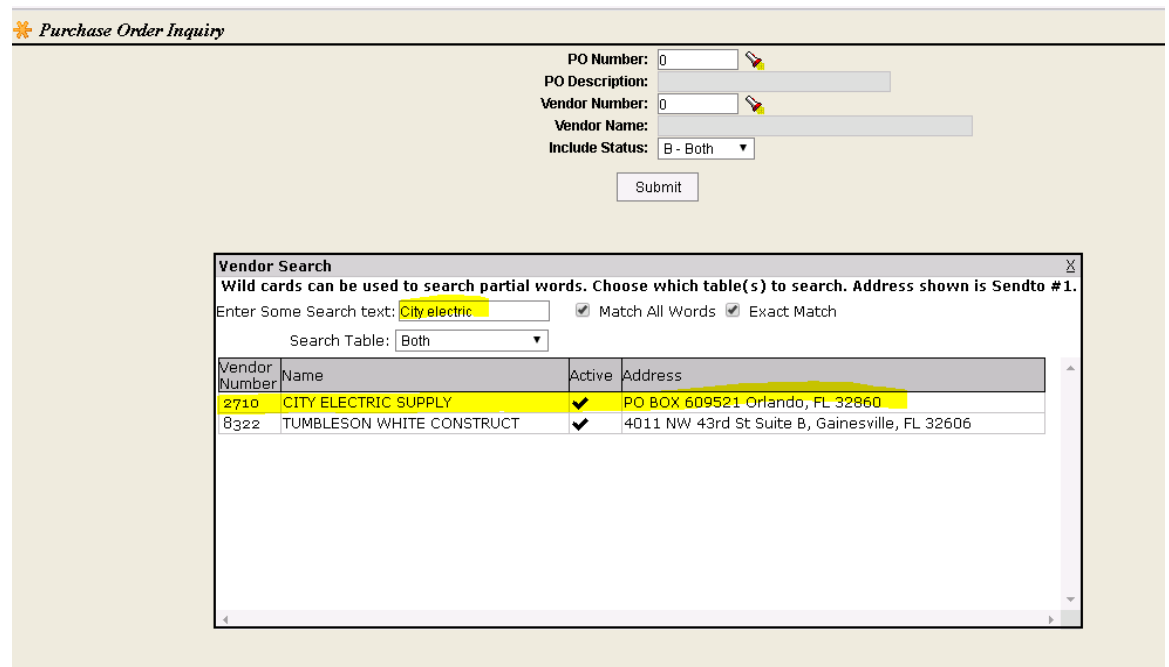
PO Number: 

PO Description:


Vendor Number: 

Vendor Name:


Include Status:



Purchase Order Inquiry

PO Number: 

PO Description:

Vendor Number: 

Vendor Name:

Include Status:

Vendor Search

Wild cards can be used to search partial words. Choose which table(s) to search. Address shown is Sendto #1.

Enter Some Search text: Match All Words Exact Match

Search Table:

Vendor Number	Name	Active	Address
2710	CITY ELECTRIC SUPPLY	✓	PO BOX 609521 Orlando, FL 32860
0322	TUMBLESON WHITE CONSTRUCT	✓	4011 NW 43rd St Suite B, Gainesville, FL 32606

ADG Report Training

By searching by either of these methods, you should get a full list of all Purchase Orders that have been opened for this vendor.

Purchase Order Inquiry

PO Number:

PO Description:

Vendor Number:

Vendor Name: CITY ELECTRIC SUPPLY

Include Status: B - Both

Records Per Page:

	PO Number	Order Date	Status	Original Amount	Open Amount	Expensed Amount	History Description	Requisition Number	Options
<input type="checkbox"/>	9118706	05/14/20	Open	51,600.00	51,600.00	0.00	Owner Direct Purchase for the	00019730	
<input type="checkbox"/>	9117690	10/10/19	Open	81,500.00	134.00	81,366.00	ODP for Lot Lighting - Garage	00018701	
<input type="checkbox"/>	9117688	10/10/19	Closed	113,057.00	0.00	113,057.00	ODP for Lot Site Lighting	00018691	
<input type="checkbox"/>	9117617	10/02/19	Closed	9,888.55	0.00	9,888.55	ODP for Lot Gear, Edison Fuse,	00018697	
<input type="checkbox"/>	9117547	09/20/19	Closed	81,500.00	0.00	0.00	ODP for Lot Lighting - Garage	00018515	
<input type="checkbox"/>	9117545	09/20/19	Closed	113,057.00	0.00	0.00	ODP for Lot Site Lighting	00018514	
<input type="checkbox"/>	9117452	08/30/19	Closed	9,888.55	0.00	0.00	ODP for Lot Gear, Edison Fuse,	00018516	
<input type="checkbox"/>	9108183	04/08/15	Closed	17,398.08	0.00	17,398.08	ELECTRICAL SUPPLIES	00008506	
<input type="checkbox"/>	9107364	11/26/14	Closed	76,179.08	0.00	35,475.72	ELECTRICAL SUPPORT	00007694	
<input type="checkbox"/>	9107360	11/26/14	Closed	44,759.93	0.00	44,759.93	ELEC SUPPLIES-N VVVV FIRE STA	00007712	
<input type="checkbox"/>	9105980	05/14/14	Closed	129,514.06	0.00	8,575.05	ELECTRICAL SUPPLIES-N VVVV FS	00006277	
<input type="checkbox"/>	46830	01/06/06	Closed	685.55	0.00	685.55			
<input type="checkbox"/>	45342	03/28/05	Closed	697.89	0.00	697.89			
<input type="checkbox"/>	45247	02/14/05	Closed	573.00	0.00	573.00			
<input type="checkbox"/>	44924	12/06/04	Closed	611.40	0.00	611.40			
<input type="checkbox"/>	44923	12/06/04	Closed	857.50	0.00	857.50			
<input type="checkbox"/>	44922	12/06/04	Closed	618.46	0.00	618.46			
<input type="checkbox"/>	44535	09/30/04	Closed	77.50	0.00	77.50			
<input type="checkbox"/>	44405	09/09/04	Closed	557.45	0.00	0.00			
<input type="checkbox"/>	44176	08/30/04	Closed	557.45	0.00	557.45			

1 to 20 of 33 Records

**Change the
"Records Per Page"
from 20 to 33 to get
the full list.**