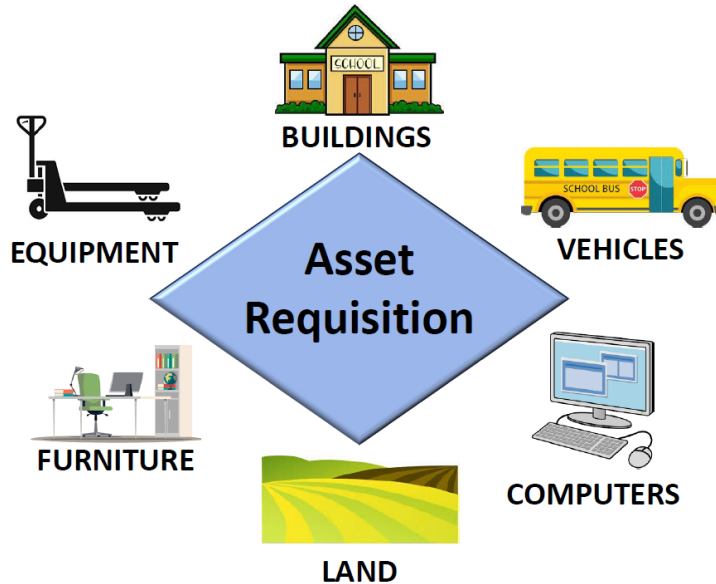


Asset Requisition



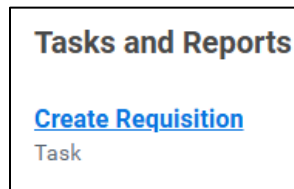
Policy:

- I. Furniture, large equipment, temporary walls and buildings **must be approved by Facilities** to ensure ADA **compliance** and electrical hookups are **compatible**. Attach approval email to requisition. Requisitions missing Facilities approvals will be returned and not processed.
- II. All Computers and technology equipment **must be approved by the Information Technology Department** prior to entering a requisition. Orders will not be placed for items not supported by the Information Technology Department.
- III. Reimbursement is Prohibited for assets
- IV. P-Cards cannot be used to purchase assets except when ordered by Purchasing.
- V. Multi-year Software cannot prepay more than one year. **No Exceptions**. Software must strictly comply with Financial Accounting Reporting.

1. Workday Task: Create Requisition



A search bar with a magnifying glass icon on the left and a close button (X) on the right. The text "create requisition" is entered into the search field.



- Assets are always a **regular Requisition**, including software that is over \$50,000.
 - Do not use Service and Goods lines at the same time on a REQ.



Goods

1 item

Order	Image	Item	Fulfillment Source

Services

1 item

Order	Image	Item	Fulfillment Source
			Purchase Order

Requisition Type: Regular Requisitions

Select an Option

- Request Non-Catalog Items
- Add a good or service that is not in the catalog


Do not use Both Goods and Service on the same REQ

2. Item Description:

- Combine all quoted items that build one unit
- Item description will show up on Inventory reporting. Use easy to identify naming conventions such as L Shape Desk, Task Chair, Sit to Stand Desk, Metal Storage Cabinet, Auto Lift, Network Server, etc.
- **Add shipping to Internal Memo – do not put Shipping/ Freight on its own line.**
- **Labor is included in single line asset amount, unless labor is for multiple items.**
 - When Labor is for **multiple** items use **same smartkey as the assets** and put on a separate **goods line**. DO NOT USE A SERVICE LINE.

Example:

- Original Quote broken out with individual parts

		Quote Number: 5699R1 Date: 8/15/2024 Prepared By: KR			
CUYAMACA COLLEGE CUYAMACA COLLEGE 900 RANCHO SAN DIEGO PKWY EL CAJON CA 92019		CUYAMACA COLLEGE OMNIA CONTRACT #R191804 Cuyamaca College - Food Pantry CUYAMACA COLLEGE 900 RANCHO SAN DIEGO PKWY EL CAJON, CA 92019			
Qty	Mfg	Part Number	Part Description	Sell	Ext Sell
4		HASLB1	ASTIR ONE+ SEAT LOUNGE: LOW BACK	\$ 1,266.75	\$ 5,067.00
		.B	Both Arms		
		\$(1)	Grade 1 Uph		
		.UR	Contourett		
		20	Iron		
		.PM	Post Metal		
		P8X	Solar Black		
1		H105493	10500 SERIES 72WX24DX29-1/2H CRED W/TWO STORAGE CAB	\$ 933.30	\$ 933.30
		\$(L1STD)	Grd L1 Standard Laminates		
		.PINC	Pinnacle		
		S	Charcoal		
1		HHATB3S2LC	3 STAGE 2 LEG RECTANGLE C FOOT	\$ 412.63	\$ 412.63
		\$(P1)	P1 Paint Opts		
		.P71	Black		
		.X	Standard Glide		
		.MEM	Memory Preset		
1		HHATW3072CT	72W X 30D RECT WORKSURFACE C/T BASE	\$ 257.94	\$ 257.94

- Quote combining items that make one unit

HON	Description per Complete Set	How Many	Contact/Room	Contract Per Unit (\$)	Total Price
Asset 1 L Shape Desk					
HPWRTRGH17	CABLE MANGEMENT TRAY	2	Kaylin AN-001	\$32.93	\$65.86
HHN831118	Flat Bracket 18D	1	Kaylin AN-001	\$29.50	\$29.50
HLSLZ5SC66	54W External Stiffener	1	Kaylin AN-001	\$64.80	\$64.80
HLSLZ5SC72	60W External Stiffener	1	Kaylin AN-001	\$70.20	\$70.20
HMASD	DUAL DYNAMIC MONITOR ARMS	1	Kaylin AN-001	\$407.14	\$407.14
H15923R	FLAGSHIP MOBILE PED 22Hx15WX22-7/8D R PULL	1	Kaylin AN-001	\$273.37	\$273.37
HHATB3S3LT	3 STAGE 3 LEG RETANGLE T FOOT	1	Kaylin AN-001	\$680.17	\$680.17
HWR2430P	SYSTEMS REC WORKSURFACE 24DX30W	1	Kaylin AN-001	\$145.43	\$145.43
HWW95AARP	SYSTEMS CORNER WORKSURFACE 72X48X24X24RT	1	Kaylin AN-001	\$356.38	\$356.38
				Subtotals:	\$2,092.85
Asset 2 File Cabinet					

- Combined into ONE Line Item on REQ

Description	Spend Category	Quantity	Unit of Measure	Unit Cost
L Shape Desk ...more	4311 Furniture	Ordered 1	Each	2,092.85

- Shipping/ Deliver/ Freight **does not** get a line. Note amount in internal memo.

DELIVERY AND INSTALLATION - NORMAL Z	\$ 3,080.00	\$ 3,080.00
BUSINESS HOURS, PREVAILING WAGE		
(7) 33x12x36 WALL MOUNTED CABINETS		
(238) LINEAR INCHES OF CONTINUOUS PHENOLIC		

3. Spend Category

- 4310 General Supplies
- 4311 Furniture – less than \$10k
 - Use same object code for install
 - Combine quote lines to one line on REQ that are installed into one unit
- 4510 Equipment- Non Computer Instructional less than \$10k
 - Use same object code for install
 - Requisition goods line including for installation or assembly
- 4520 Equipment- Non Computer – Non Instructional less than \$10k
 - Use same object code for install
 - Requisition goods line including for installation or assembly
- 4550 Computer Equipment – Instructional less than \$10k
 - Use same object code for install
 - Requisition goods line including for installation or assembly
- 4553 Computer Equipment- Non instructional less than \$10k
 - Use same object code for install
 - Requisition goods line including for installation or assembly
- 5350 Software under \$50k and less than 1 year
 - Platforms, renewals, memberships, access to digital materials, subscriptions (excluding ISBNs)
 - **Service** line on requisition
 - **Cannot** prepay more than 1 year
- 6210 Building Alterations
 - Roofs, fire protection and alarm systems, security systems, construction
- 6120 Site Improvements
 - paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting, HVAC, playground, radio towers, swimming pools, paved parking areas
- 6410 Equipment, Additional – over \$10k
 - Musical Instruments (pianos, string, brass, percussion)
 - Athletic Equipment (weight machines, gymnastics, football, wrestling)
 - Audio Visual Equipment (projectors, cameras (still and digital))
 - Business Machines (fax, duplicating, and printing equipment)
 - Communications Equipment (mobile, portable radios, non-computerized)
 - Furniture and accessories (classroom and office) over \$10k
 - Use same object code for install
 - Combine quote lines to one line on REQ that are installed into one unit
- 6420 Equipment – Non Computer – over \$10k
 - mowers, tractors, appliances, floor scrubbers, vacuums, tools, maintenance equipment

- Use same object code for install
- 6421 Equipment – Non computer Mgr Equip
 - Use same object code for install
- 6430 Equipment – Networked Copiers
 - Use same object code for install
- 6450 Computer Equipment – Instructional
 - Use same object code for install
- 6452 Computer Equipment – Technology
 - Use same object code for install
- 6453 Computer Equipment – Non Instructional
 - Use same object code for install
- 6454 Software
 - More than 1 year and a total of \$50k
 - **Cannot** prepay multiple years
 - Requisition **Goods** Line
 - GASB 96 and Government Code sections 13400-13407 – Auditors will determine if being capitalized
 - Single Upfront payment of \$50,000 (SAM Section 8615.5) regardless of years
 - **Must be approved by IT- Information Security**
- 6470 Golf Carts
- 6471 Vehicles
- 4. **Quantity**
 - Use quantity of complete assets, not how many parts are included.
- 5. **Unit Cost**
 - Total value of Asset
- 6. **Unit of Measure: Each on a goods line. Do not use Service lines.**

Non-Catalog Request Type

Request Goods

Unit of Measure * Each ▼

- 7. Registration of an Asset and tag assignment is performed by the District Warehouse.