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**From:** Pattie Grela  
**Sent:** Monday, June 25, 2007 1:53 PM  
**Subject:** BPO's & Requisitions for FY2007-2008  
**Importance:** High

**Subject: 2008 – BPO'S & REQUISITIONS**  
**Message No: 7**

The Tentative Budget for FY 2007-2008 has been approved. Initiators may enter requisitions into the Colleague Financial system for next year's Blanket Purchase Orders, as well as for standard Requisitions. Enter 7/1/07 in the Requisition Date field.

Approvers need to remember to enter "2008" at the fiscal year lookup prompt. Also make sure any/all pending transactions waiting for your approval in "2007" are reviewed.

Email [Ann Cavaliere](#) to RSVP for any of the following training classes:

**Requisitions for Blanket Purchase Orders – LAST CLASS**

Friday, June 29, 2007, 9-11 am, Z-505,

**Requisitioning 101 – for New Users and a refresher for others**

Monday, July 9, City R-301, 9:30 – 11:30 am

Tuesday, July 10, DO Muir Z-406, 10:00 am -12:00 pm

Tuesday, July 10, Miramar T-102, 2:00 – 4:00 pm

Wednesday, July 11, Mesa LRC-432, 12:00 – 1:30 pm

Thursday, July 12, ECC-132, 2:30 – 4:00 pm

**Requisitioning 202 – for Advanced Users**

Monday, July 9, City R-301, 1:20 – 4:00 pm

Monday, July 16, DO Muir Z-406, 9:00 – 11:00 am

Tuesday, July 17, ECC-132, 2:30 – 4:00 pm

Wednesday, July 18, Miramar T-102, 2:00 – 4:00 pm

*It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to Initiators, Approvers, and Receivers and will be issued from time to time. We invite you to peruse our website <http://busssrv.sdccd.edu/purchasing/> which has information for employees and vendors.*