



Frequently Asked Questions

- Where can I find the **Approved Vendor List** or how do I get on the Approved Vendor list?

*The School District of Palm Beach County **DOES NOT** have an approved vendor list. All schools and departments order supplies and services from awarded vendors that are on contract. To view our awarded contracts, click on the following link:*

<http://www.palmbeachschools.org/purchasing/bids/purch/contract/index.asp>

*To become a **registered vendor** with The School District of Palm Beach County please go to <http://www.palmbeachschools.org/purchasing/bids/purch/vendor/index.asp>*

This will give you the opportunity to bid on solicitations when available.

- Who do I call for **Fund Strips** or any other **Budget** questions?

South Area Schools call Michele Trout at PX 48835

Central Area Schools call Debbie Hardy at PX 48401

West Area Schools call Michele Trout at PX 48835

North Area Schools call Debbie Hardy at PX 48401

Charter & Alternative Education call Jason Elliott at PX 47669

All FHESC Departments call Stephanie Colodney at PX 48836

For Grants call Mary Ussery at PX 48834

School Age Child Care & Summer Camps call Susan Simcina at PX 21182

- Which Buyer/Purchasing Agent handles the commodity that I'm trying to put an order in for?

To view commodity listings please go to

<http://www.palmbeachschools.org/purchasing/bids/purch/manual/commodities.asp>

- How can I find my **PO number** in PeopleSoft?

Sign in to PeopleSoft

Click on Financials

Go to Manage Requisition and enter the Requisition number and take out the date

Expand the requisition and click on Purchase Orders and will see the PO #

For more information, please use the Purchasing PeopleSoft Training Guide

- What do I do when a **vendor** calls and wants to be registered to do business with us?

Direct them to the following link

<http://www.palmbeachschools.org/purchasing/bids/purch/index.asp>

- How do I search for a **vendor** in PeopleSoft?

Sign into PeopleSoft

Click on Financials

Click on Vendors and enter part of the beginning of vendors name in the short description field and click search

- When I am entering a requisition, if the vendor is not in the system, what do I do?

*When you are in your requisition, click on the magnifying glass and click on the **suggest vendor** link and enter all of the information.*

- How do I see/manage requisitions from a bookkeeper that is no longer with the district?

Sign in to PeopleSoft

Go to e-Procurement > Manage Requisitions


Enter the Requester (use the lookup). Populate the appropriate dates and Request Status. If unknown, leave blank.

Requisitions can be viewed but cannot be changed.

For more information or questions, please contact your FAST representative (Melanie Pitts group).

- How do I enter a receipt?

As goods are received, identify the PO to enter the receipt against

Use the  to expand the requisition and click on Purchase Orders to see the PO # to enter the receipt against

Go to e-Procurement > Receive Items

Click on Add New Receipt link and enter required information.

Note: if receipt is for an asset, please make sure serial number and tag number are entered.

For more information or questions, please contact your FAST representative (Melanie Pitts group).

- If I need to make a **change** to a Purchase Order, what do I do?

Contact the appropriate buyer/purchasing agent for any changes on Purchase orders. For funding issues, please contact your budget analyst.

- Where can I see the **invoices** pending and paid against my blanket Purchase Order?

*Print out your **Missing Receipts Report***

OR

Sign into PeopleSoft

Click on Financials

Click on Accounts Payable then on Review Accounts Payable Information

Click on Vouchers then scroll down and enter the Business Unit as SDPBC and enter Purchase Order # then search. This search may take a few minutes.

- How do I add an **attachment** to my requisition?

After you add the description, price, quantity, category, unit of measure and vendor click add item at the bottom of the page and then click on review and submit at the top of the page. At the end of the requisition line, click on the little white circle to add comments. Then click add attachment and browse for your document and then click upload.

- How can I cancel a receipt?

Sign into PeopleSoft and click on Financials

Click on eProcurement and then click on Receive Items

Click on Add New Receipt and then click the tab “Find an Existing Value”

Enter the PO number and click on search and the receipt will come up.

Click on the receipt that you need to cancel and it will open (if there is only one receipt against that purchase order it will automatically open)

Then click on the red X at the top of the page to cancel receipt

- Can I purchase a **computer** using my **PCard**?

NO – You will need to enter a requisition in PeopleSoft.

- Can I use my PCard to purchase **food**?

Yes, if the funds that you will using allow those types of expenditures.

- How do I change the **funding** once a **PCard** transaction is already approved?

Please send an email to “Purchasing Card System” and include the card holder name, the vendor name and the dollar amount (DO NOT send the PCard number)

- How do I get my PCard credit limit increased?

Your principal needs to send an email to “Purchasing Card System” and include the cardholder name, the dollar amount that you would like it to be increased to and how long the increase will be for.