

PURCHASE AUTHORIZATION PROCESS

Riverside Community College District utilizes Galaxy, the Riverside County Office of Education Electronic Financial System, which allows for online requisitioning. The initiating department enters a requisition in Galaxy. Requisitions are routed to approval queues based on the Fund/School/Resource/Goal/Function segments of the Chart of Accounts. Galaxy approval queues allow automatic routing of financial transactions from the transaction originator to one or more individuals for approval. Once a requisition enters an approval queue, the system distributes the requisition to all the appropriate queues/levels necessary for final approval.

Use of Galaxy Financial System ensures that appropriate review of the financial transaction is conducted before the transaction is posted to specific funds and accounts in the General Ledger. Only after the transaction is approved at all appropriate levels is it routed to the Galaxy Purchasing Queue for purchase order processing.

Approvers will be able to either approve or disapprove requisitions. When an approver disapproves a requisition, the approver can add a message outlining the reasons for the disapproval. The originator can revise the returned requisition and complete it, which re-initiates the approval process.

To assure yourself that the purchase has been authorized and will be paid for, do not purchase materials or services without first obtaining an APPROVED purchase order.

Listed below are the links to the purchasing policies, outlining the varying levels of approvals and process for obtaining bids/quotes.

AP 6100 - DELEGATION OF AUTHORITY

[6100 Delegation of Authority](#)

AP 6150– DESIGNATION OF AUTHORIZED SIGNATURES

[6150 Designation of Authorized Signatures](#)

AP 6340- BIDS AND CONTRACTS

[6340 Bids and Contracts](#)

AP 6345 BIDS AND CONTRACTS UNDER THE UPCCA

[6345 Bids and Contracts Under the UPCCA](#)

AP 6350 CONTRACTS – CAPITAL CONSTRUCTION

[6350 Contracts - Capital Construction](#)

AP 6352 CHANGE ORDERS - DELEGATION OF AUTHORITY

[6352 Change Orders - Delegation of Authority](#)

BP 6600 CAPITAL CONSTRUCTION

[6600 Capital Construction](#)