

University of West Georgia

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Department: Work Information Center
Title: Standard Operating Procedure for FacilityFocus® Purchasing Module
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Approved By: Wanda Williams 3/13/2009
(Signature) (Date)

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1.0 PURPOSE

To outline procedure of those functions utilized in the FacilityFocus® Purchasing Module by AssetWorks.

2.0 SCOPE

This procedure applies to those functions that are documented in the FacilityFocus® Purchasing Module by AssetWorks.

3.0 RESPONSIBILITIES

It is the responsibility of all Work Information Center personnel to comply with this procedure.

4.0 PROCEDURE

Note: The following steps provide an outline to the instructions that are listed in the FacilityFocus® [Purchasing Module](#) by AssetWorks. Please refer to these instructions for further detail.

4.1 Material Request

- 4.1.1 [Entering a Materials Request](#)
- 4.1.2 [Required Global Data](#)
- 4.1.3 [Required Information for In-Stock Items](#)
- 4.1.4 [Required Information for Non-Stock Items](#)

4.2 Purchase Order

- 4.2.1 [Entering a PO](#)

- 4.3 Purchasing Card
 - 4.3.1 [Entering a Purchasing Card Transaction](#)
- 4.4 Petty Cash
 - 4.4.1 [Entering a Petty Cash Transaction](#)
- 4.5 Disbursement
 - 4.5.1 [Entering a Disbursement](#)
- 4.6 Reverse Disbursement
 - 4.6.1 [For Purchasing Card and Petty Cash](#)
 - 4.6.2 [For Purchase Orders](#)

5.0 DOCUMENTATION

Document Identification	Location of Completed Documents	Length of Storage	Responsible for Document Management
UWG Purchasing Module	Facilities Shared Folders/WIC/SOP CP&F Website	Annually; based upon renewal of contract	WIC Staff
Purchase Orders	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Purchasing Card Transactions	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Petty Cash Transactions	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Disbursements	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Work Requests	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Invoices	Purchasing Services	As required by purchasing guidelines	WIC Staff and Purchasing Staff