

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** PeopleSoft Financials for Purchasing

**Policy Number:** 405.07

**Effective Date:** 09/03/2020

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Administration and Finance  
Division (Purchasing)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

To provide information for the electronic software system used to create a Request for Quote (RFQ), RFQ Addenda, Purchase Order (PO), Purchase Order Change Order, Receiving Report, Purchasing Query and Vouchers.

**II. Authority:**

- A. O.C.G.A §50-5-1, *et seq.*;
- B. D.O.A.S. Georgia Procurement Manual;
- C. Georgia Department of Corrections (GDC) Purchasing Manual;
- D. S.A.O. PeopleSoft Financials for Purchasing;
- E. GDC Standard Operating Procedures (SOPs): 405.01 GDC Purchasing Manual, 405.06 Open Market Purchases, 405.08 Purchasing Card, 405.11 Restricted Purchases Requiring Special Approval, and 405.12 Emergency Purchases; and
- F. ACA Standard: 4-ACRS-7D-25.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. Employees needing access to the PeopleSoft Financial System for the purpose of creating purchasing processes must first complete the "PeopleSoft FN Security Application" form. It is located on the GDC intranet (CAPTIVA). Under GDC Info, (center page) click on the link "PeopleSoft Forms". Next, click on "PeopleSoft FN Security Application Information" and print form. All fields must be completed including a signature from the employee's supervisor. Instructions for submittal are at the bottom of the page. Next, submit the form to the agency's Security Officer for approval. This form should **also** be submitted when staff transfer or terminate employment with the Department.

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B. All Purchase Orders (PO's), Purchase Order Change Orders, Request for Quotes (RFQ's), RFQ Addenda, Notice of Awards (NOA's), Receivers and Vouchers must be processed in PeopleSoft.

C. Detailed instructions for PeopleSoft processes are located in the State Accounting Office Financial User Productivity Kit- Module #9. ([www.saofnupk.state.ga.us](http://www.saofnupk.state.ga.us))

D. For further assistance, contact the Business Processes Unit of GDC. You may also contact the "HELP" desk of the State Accounting Office at (404) 657-3956 or (1-888) 896-7771 or email [FSCM@sao.ga.gov](mailto:FSCM@sao.ga.gov).

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.