

# InformedK12 Instructions Guide

## Submitting a Form

**You do not need an account to submit a form.** When submitting a form, all fields must be filled out as necessary. **Red fields** are required, while **yellow fields** are optional. Some forms may also require attachments.

1. Access the form you need to fill out here: <https://laspositascollege.edu/adminservices/forms.php>
2. Click the link to the corresponding form you need to submit.



<b>Administrative Services</b>
<a href="#">Administrative Services Home</a>
<a href="#">Bulletin Board</a>
<a href="#">Staff Directory</a>
<b>Forms</b>
▸ <a href="#">Procedures</a>
<a href="#">Grant Process</a>
<a href="#">Payroll, HR, and Hiring</a>
<a href="#">Employee Handbook</a>
<a href="#">Facilities Requests and Rentals</a>
<a href="#">Secure Shredding</a>
<a href="#">Certificate of Liability Insurance</a>
<a href="#">Student Insurance</a>
<a href="#">CARES Act Institutional Aid Reporting</a>
<a href="#">Cafeteria</a>
<a href="#">Child Development Center</a>
<a href="#">Information Technology</a>
<a href="#">Campus Safety</a>

## Forms

### [New!] InformedK12 Forms

The forms below are processed using the InformedK12 software that helps facilitate the completion and routing of forms. These forms will be automatically routed to the person you indicate on the submission screen.

To submit a form, simply (1) click the appropriate link below, (2) enter your full name and work email (no personal emails), (3) fill out the form, and then (4) select the appropriate person(s) to route it to. Once saved and/or submitted, you will receive a link to view the submission in the email you entered. For assistance in filling out these forms with this new online software, please see the instructions below.

**Please note: You do not need an account to submit a form. Accounts are only issued to employees that are reviewing or approving submissions (primarily Admin/Executive Assistants and Administrators).**

- [Budget Journal Form](#)
- [Conference Expense Claim Form](#)
- [Conference Leave Request Form](#)
- [Disbursement Request Form](#)
- [Personnel Action Form \(PAF\)](#)
- [Requisition Request Form](#)

## InformedK12 Instructions

All Users	Account-Holders
<a href="#">Instructions (Full)</a>	<a href="#">Returning for Corrections</a>
<a href="#">InformedK12 Initiator Guide</a>	<a href="#">Searching for Documents</a>
<a href="#">Submitting a Form</a>	<a href="#">Changing Approver</a>

# InformedK12 Instructions Guide

- Enter your first and last name and your college-issued email address. Do **not** enter your personal email address.

## Requisition Request Form

YOUR FULL NAME / SU NOMBRE COMPLETO

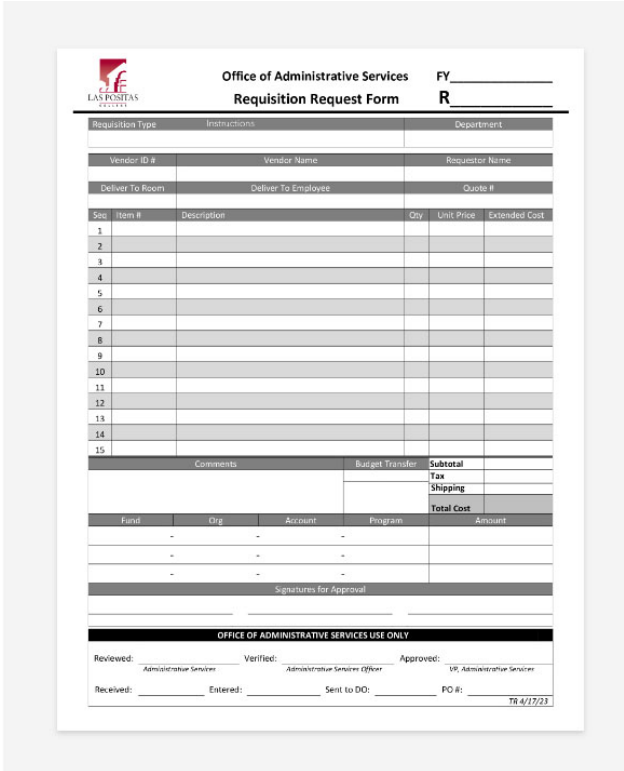
Jane Doe

YOUR EMAIL / SU CORREO ELECTRÓNICO


jdoe@laspositascollege.edu

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)



- Fill out all necessary fields. **Red fields** are required. **Yellow fields** are optional. If some required fields do not apply to your request, enter "N/A". If you are unsure of what should be entered in a field, such as the FOAP (funding source), you may either check with your Dean or VP's Office, or put "TBD." Those fields can be modified at a later step when it is reviewed.



### Office of Administrative Services

## Requisition Request Form

FY Select...

**R** GENERATE

Requisition Type		Instructions			Department
Select...		Standard PO	Contract For Services	Fund Type:	Select...
		Open PO	Professional Services	Select...	
Vendor ID #		Vendor Name		Requestor Name	
If known, on "N/A"		Enter name as appears in Banner or on W9		First & Last Name	
Deliver To Room		Deliver To Employee		Quote #	
E.g. Rm 1695		First & Last Name (employee only)		Standard PO only. Otherwise, "N/A"	
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1		Enter item name as appears on quote OR	Qty	Amount	
2		Enter "Open Purchase Order" on line 1 OR	Qty	Amount	
3		Enter "Contract for Services" on line 1 OR	Qty	Amount	
4		Enter "Professional Services" on line 1	Qty	Amount	
5			Qty	Amount	
6			Qty	Amount	
7			Qty	Amount	
8			Qty	Amount	
9			Qty	Amount	
10			Qty	Amount	
11			Qty	Amount	

[Submit form / Enviar formulario](#)

# InformedK12 Instructions Guide

- Forms may allow for attachments to be included. In some cases, attachments may be required (the attachment button will be outlined in red if required). If applicable, include any attachments relevant to the request (e.g. quote, invoice, contract, receipt). InformedK12 accepts many file types (Word, Excel, PDF, JPG, and more).

<b>OFFICE OF ADMINISTRATIVE SERVICES USE ONLY</b>					
Reviewed: _____	Verified: _____	Approved: _____			
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>			
Received: _____	Entered: _____	Sent to DO: _____	PO #: _____		
TR 4/17/23					


Add Attachments

Choose file(s)



- Once your form is complete, click on the **Submit form** button.

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**Office of Administrative Services**

**Requisition Request Form**

FY 2024

R R0000106

Requisition Type		Instructions			Department	
Open PO	Standard PO	Contract For Services	Fund Type	District-Clearing	VP Administrative Services	
	Open PO	Professional Services				

Vendor ID #	Vendor Name		Requestor Name		
N/A	Grad Central, LLC		Jane Doe		
Deliver To Room		Deliver To Employee		Quote #	
1689	Jane Doe		N/A		

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	N/A	Open Purchase Order for graduation supplies	1	500.00	500.00
2		Enter "Open Purchase Order" on line 1 OR	Qty	Amount	
3		Enter "Contract for Services" on line 1 OR	Qty	Amount	
4		Enter "Professional Services" on line 1	Qty	Amount	
5			Qty	Amount	
6			Qty	Amount	
7			Qty	Amount	
8			Qty	Amount	
9			Qty	Amount	
10			Qty	Amount	
11			Qty	Amount	
12			Qty	Amount	
13			Qty	Amount	
14			Qty	Amount	
15			Qty	Amount	

Comments		Budget Transfer		Subtotal	500.00
The FDAP below is an example ONLY. Do not use this FDAP on your submissions. Reach out to your Dean or VP's Office for assistance on funding.		N/A		Tax	0.00
		N/A		Shipping	0.00
				Total Cost	500.00

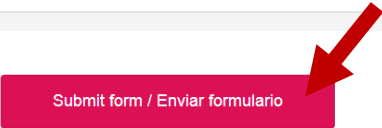
Fund	Org	Account	Program	Amount
103001	30001	4301	499900	500.00
6 digits	5 digits	4 digits	6 digits	Amount
6 digits	5 digits	4 digits	6 digits	Amount

Signatures for Approval

<b>OFFICE OF ADMINISTRATIVE SERVICES USE ONLY</b>					
Reviewed: _____	Verified: _____	Approved: _____			
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>			
Received: _____	Entered: _____	Sent to DO: _____	PO #: _____		
TR 4/17/23					

Add Attachments

Choose file(s)



## InformedK12 Instructions Guide

7. Some forms will prompt you to select a single employee to review your submission, while others will prompt you to select multiple approvers. Some forms may also prompt a question in which the answer will determine if additional routing is necessary. For each form you submit, please be sure to select the appropriate recipients for that form to be routed to. Once the appropriate person(s) are selected for routing, click the **large red button** to submit your form for review.

### Forwarding for Review

Select the appropriate person in your division to send your form forward for review.

Please select next recipient for **Assistant (review)**

[Back to question](#)

NAME/EMAIL [Customize message](#)

Administrative Services | Kiley Zieker [Executive Assistant] (kzieker@laspositascollege.edu) ▼

Send to recipient

[Add people to notify](#)

### Responding to Optional Routing Questions

In the example below, answering “**Yes**” to the question will trigger an additional routing step for a coordinator to approve. It will take you to another page with a drop-down list to select that additional person for routing. Answering “**No**” will skip that step and prompt you to forward your submission to an Admin or Executive Assistant for review. Certain steps within the workflow of each form may have different questions.

Does your request need coordinator approval?

# InformedK12 Instructions Guide

## Selecting Multiple Approvers

In the example below, Steps 2-5 are optional approvers and should be selected only when necessary or appropriate. Step 6 is required and must be selected. Enable or disable the optional routing steps, as necessary, and select the appropriate person in each dropdown list.

### Next steps/approvers

Enter the necessary approvers and uncheck any steps that aren't needed. [Learn more](#)

<input type="checkbox"/>	STEP	NAME	EMAIL
<input checked="" type="checkbox"/>	Step 2 - IT review? (all technology & software)	IT   Steve Gunderson [Manager]	(sgunderson@laspositascollege.edu)
<input type="checkbox"/>	Step 3 - M&O review? (installation, large equipment, etc.)	M&O   John Seybert [Director]	(jseybert@clpccd.org)
<input type="checkbox"/>	Step 4 - Categorical Program Assistant (review)	Select Approver...	
<input checked="" type="checkbox"/>	Step 5 - Coordinator/Director (approval)	Veterans   Evelyn Andrews [Program Supervisor]	(eandrews@laspositasc
<input checked="" type="checkbox"/>	Step 6 - Assistant (review) (this step is required)	Administrative Services   Kiley Zieker [Executive Assistant]	(kzieker@las

Approvers of Step 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16 can not be specified by you and are not shown.

## Confirmation

### Reviewed and approved

Requisition Request Form initiated by Test Submission (lpc-businessoffice@laspositascollege.edu)

### Next approvers

This form will be sent to the following people in this order:

- Step 2 - IT review? (all technology & software) - IT | Steve Gunderson [Manager] (sgunderson@laspositascollege.edu)
- Step 5 - Coordinator/Director (approval) - Veterans | Evelyn Andrews [Program Supervisor] (eandrews@laspositascollege.edu)
- Step 6 - Assistant (review) - Administrative Services | Kiley Zieker [Executive Assistant] (kzieker@laspositascollege.edu)

Approve this form



Thank you for submitting your form!

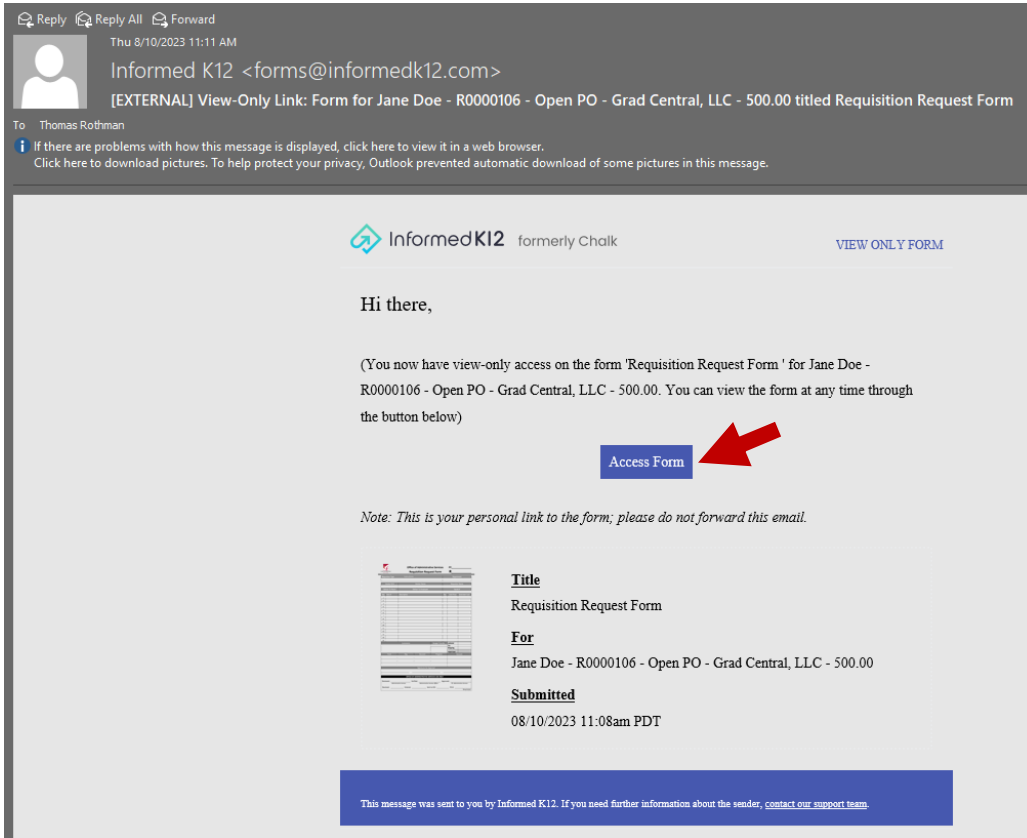
[Fill out another copy](#)

[View/Print PDF](#)

[See my completed form](#)

# InformedK12 Instructions Guide

- Once your form has been submitted, you will receive an email with a link to view a live copy of your form. You are encouraged to save this link as it serves as your access to view your submission. Any changes to the form, along with the current status, will be updated and shown whenever the link is accessed.



- If you wish to view the status of your form, simply click the link provided in the email and view the top section of your form. In the example below, the form is currently on Step 6, waiting for an Administrative or Executive Assistant to review the form. Some steps may indicate if it is waiting for review or approval while other steps may indicate if it is pending entry into Banner or awaiting Banner approval. **When your form is fully processed and marked complete, you will receive a separate email from InformedK12 letting you know that the submission has been marked complete.**

## Requisition Request Form

Initiated 08/10/2023 10:51 am  
PDT

Currently on **Step 6: Assistant (review)** of 16

Submitted on 08/10/2023



For: Jane Doe - R0000106 - Open PO - Gr...

[View/Print PDF](#)

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**Office of Administrative Services**

**Requisition Request Form**

FY 2024

R R0000106

Requisition Type	Instructions	Department
Open PO	<a href="#">Standard PO</a> <a href="#">Contract For Services</a> <a href="#">Open PO</a> <a href="#">Professional Services</a>	VP Administrative Services
	Fund type: District-Clearing	
Vendor ID #	Vendor Name	Requestor Name
N/A	Grad Central, LLC	Jane Doe
Deliver To Room	Deliver To Employee	Quote #