

Moreno Valley College

Food Services Internal Requisitions Galaxy steps

Requisitions are to be processed in Galaxy (Clubs and external customers will not be able/required to do a Galaxy req.) Please allow as much advance notice as possible; **a week in advance is optimal**. *Please note that this request is for food and food services only.*

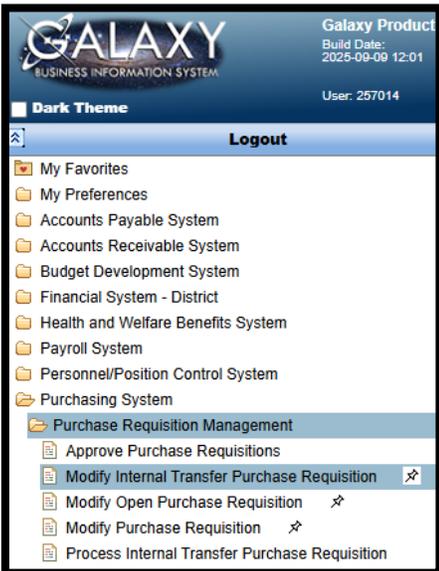
Summary:

1. Submit an Internal Transfer Purchase Requisition.
2. Upload the catering order and event flyer.

Step by step:

Step 1

From the Navigation Menu in Galaxy, select Modify Internal Transfer Purchase Requisition and click OK.



Step 2

To add an internal transfer purchase requisition, click Add.



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Step 3

On the Details tab, enter the following:

1. Category-Catering
2. P.R. Requestor – enter: Event Date, E#xxxx - your name [example: **08/18/25 E100477– Nader Gabriel**]
3. Contact Phone Number
4. Ship to Location: Select “MFSV”
5. Ref./Invoice – Enter: “Event Date, MV and E#xxxx”. For example, **08.18.25 MV E100477 – Nader Gabriel**
6. Contact Phone for the requester entering the requisition.

The screenshot shows the 'Modify Internal Transfer Purchase Requisition' form with the following fields and callouts:

- 1**: Category dropdown menu.
- 2**: P.R. Requestor text field containing 'NADER GHOPREAL'.
- 3**: Contact Phone Nbr. text field containing '9515216237'.
- 4**: Ship To Location dropdown menu showing 'MFSV'.
- 5**: Ref. / Invoice text field containing '08.18.25 MV E100477'.
- 6**: Contact Phone text field.

Other visible fields include: County (33 - RIVERSIDE COUNTY), District (07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT), Fiscal Year (2026), P.R. Number (R0159882), P.R. Type (T - INTERNAL TRANSFER), Date Due (10/25/2025), P.R. Status (N - NEW (NOT SUBMITTED FOR APPROVAL)), Bill To Location (CORPORATE), P.R. Amount (200.00), Approval List, P.R. Originator User ID (257014), GHOPREAL, NADER, Board Rpt. Desc, Update User ID (257014), Update Timestamp (09/25/2025 9:20 AM), In Rev, and Rev Cmt.

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Step 4

On the Items tab, select an Internal Transfer Type.

1. Select “Catering MVC (Chargeback) 32-F00-32000-0-0000-0771-8844”
2. Add line

The screenshot shows the 'Items' tab of the 'Modify Internal Transfer Purchase Requisition' form. The 'Internal Transfer Type' dropdown menu is open, showing the following options:

- CATERING MVC (CHARGEBACK) 32-F00-32000-0-0000-0771-8844
- CATERING NC (CHARGEBACK) 32-E00-32000-0-0000-0771-8844
- CATERING R (RIVERSIDE) 32-D00-32000-0-0000-0771-8844

The 'Add Line' button is highlighted with a blue arrow. Other buttons at the bottom include 'SACS Description', 'Add Acct.', 'Add Fav.', 'Dup', and 'Print'.

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Step 5

In the pop-up box, enter the following:

- Item Name – enter “Exxxx” for example: **E100477**
- Description – enter “Catering”
- Quantity – enter 1.
- Unit Price – enter the value of the catering order

The screenshot shows a form titled "Add a P.R. Line Nbr." with the following fields and values:

- Line Nbr.: 0002
- Item Name: [Redacted]
- Description: [Redacted]
- Quantity: [Redacted]
- Unit Price: [Redacted]
- U/M: EACH
- Delivery Instructions: [Empty]
- Asset Location Code: [Redacted]

Press **Save** and then click **Add Acct**

Step 6

Enter the budget code. Use object code **4590** for Fund 11 “General fund” OR **4710** for Fund 12 “Grants”. **Do not put anything in Amount or Percent (Percent will auto-fill with 1.00).**

The screenshot displays the internal requisition system interface. At the top, it shows County: 33 - RIVERSIDE COUNTY, District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT, and Fiscal Year: 202. The Internal Transfer Type is MEAL TCKT MV (CHARGEBACK) 32-F00-3200-0-0000-0770-8844. A table shows the requisition details:

Delete	Line Nbr	Item Name	Description	Quantity	Unit Price	U/M	Amount
<input type="checkbox"/>	0001	[Redacted]	[Redacted]	[Redacted]	[Redacted]	EACH	200.00

Below the table, there is a detailed budget breakdown table with columns: Delete, Fund, School, Resource, Project Year, Goal, Function, Object, Amount, Percent, Acct. Amount.

Delete	Fund	School	Resource	Project Year	Goal	Function	Object	Amount	Percent	Acct. Amount
<input type="checkbox"/>	11	[Redacted]	1000	0	[Redacted]	0000	[Redacted]	0.00	100.0000%	200.00
TOTAL:								0.00	100.0000%	200.00

At the bottom of the screen, there are buttons for SACS Description, Add Line, Add Acct., Add Fav., Dup, and Print. A blue arrow points to the "Add Acct." button.

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Step 7

- Click Add Line again to enter the tax line. In the pop-up box, enter the following:
- Item Name – enter the E number
- Description – enter “Tax”
- Quantity – enter “1”
- Unit Price – enter the tax amount shown on your catering request form.
- Then click Add Acct. again and enter the same budget code as line 1.

Step 8

- On the “Notes” tab enter the following:
 - Event Number: Exxxx.
 - Catering Invoice for: xxxxxxxxxx on MM/DD/YY and the contact person

Step 9

- On the “**Attachments**” tab, follow these steps:
 - Click “Upload” and select the file with:
 - Catering order [Enter the Requisition number on the order]
 - Event Flyer or invite.
 - Click Save on the bottom right of the screen and click “Ok” to submit.

*If you receive a Budget Override error, click No.

Step 10

Enter the requisition number from Galaxy on the Catering Invoice, save it as a PDF and email the PDF to Edwin.Valenzuela@mvc.edu

Note:

Follow your normal procedures for getting a requisition through the approval process.

Once the catering service has been provided, the Food Services Manager will charge your department. This will typically take place on or after the 5th of the following month. However, funds are encumbered after the first approval of the Galaxy Internal Transfer Purchase Requisition.

*If the final cost of the catering event is different than the approved internal transfer requisition (due to revisions to the order, errors, etc), the Food Services Manager may obtain approval from the department manager to update the requisition without sending it back through approvals. The manager will add an internal note to the requisition asserting that they have obtained approval before charging the department