



**BoardDocs**  
A DILIGENT BRAND

## Purchase Requisition (PR) Backup Documents from BoardDocs

### Background

When submitting a purchase requisition for a procurement associated with a Board approved agenda item, proof of Board approval and a copy of the docket memo for that agenda item are required backup documents, which must be submitted to Purchasing Services. The adaptation of BoardDocs has changed how this documentation is obtained.

### How to Identify Board Approval on an Agenda Item in BoardDocs

If the top section of the Agenda Item Details page lists the Agenda item “Type” as “Action (Consent),” this indicates the Board approved the agenda item on the consent calendar for this meeting.

-or-

If not approved on consent, there will be a section on the bottom of the Agenda Item Details page, titled, “Motion & Voting” which indicates the final resolution of the item.

### Instructions for Saving Board Agenda/Approval Backup Documents

- 1 Open a web browser and navigate to the [RSCCD BoardDocs page](#).
- 2 In the upper right hand corner of the welcome page, click on the government-building icon and select “Board of Trustees” from the drop down menu. (image to the right)
- 3 Locate and click on the Board Meeting date you are looking for.
- 4 At the bottom of the Board Meeting summary page, click the link to “View the Agenda.” (image to the right)
- 5 In the left hand column of the Agenda page, locate and click on the docket item you are looking for.
- 6 Verify the item has been approved, then select the print icon at the top of the Agenda Item Details screen (image to the right)
- 7 A screen with multiple tabs will appear to confirm what portion of the agenda you would like to print. Continue with the default tab, “Current Agenda Item” and select the “Print” button on the bottom of the page.
- 8 To save an electronic copy of the document for emailing to the Purchasing Services department, choose the “Print to PDF” option and save the document to a convenient location. If a hard copy is needed, send the print job to your preferred printer. \*A hard copy is not needed by Purchasing Services

