Creating a Requisition

CONTACT INFORMATION:
ACCOUNTS PAYABLE/PURCHASING
FABI LARA
Laraf@chelanschools.org
509-682-3515 EXT: 301
• Getting Started
• Ecommerce Requisition
• Advance Travel Requisition
• Lodging Requisition
• Virtual Card
• Adding a New Vendor
Getting Started

- Before you order or purchase anything you must have an approved purchase order. In order to get a purchase order, you must submit a requisition. Once a requisition goes through the appropriate approval process then it becomes a purchase order. Again, before you make any purchase it is necessary that you have a purchase order in place not a requisition.

- You will enter all requisitions in the Skyward System and will need the following:
  
  Your Skyward Login
  Your Skyward Password

- These are the same login/passwords that you use to enter your employee access. If you do not have these please contact Frank Phelps; his email address is phelpsfr@chelanschools.org

- Once you have your login and password you are ready to begin the process of entering your requisitions.
The process:

If this a new Vendor?

If Yes, Call vendor to make sure they accept purchase orders if they do please request a W9, phone and fax number and email the information to me at laraf@chelanschools.org

If no, Purchaser-Generates Requisition

Principal/Program Director
Receives request, once approved it go to the next approver.

If less than $1,000

Business Manager
Receives request after principal/directors approve.

If over $1,000

Superintendent
Received request for any requisition over $1,000.

Purchase order printed and sent to purchaser

You may now make your purchase.

Process can take up to two weeks. Please plan accordingly.
Ecommerce Requisitions

These are our current online catalog vendors. I will be working on setting more up throughout the school year as they become available.

Click on the vendor you would like to use for supplies.
Once you’ve selected the vendor you would like to use it will take you to this screen. Once you’ve filled out the information, click on save and add detail. On fiscal year especially the first month of school please make sure to select the correct school year.

### Requisition Master Information

<table>
<thead>
<tr>
<th>Requisition Setup Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Group: 100 - Fall</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year: 2018 - 2019</td>
<td></td>
</tr>
</tbody>
</table>

Account allocation by total requisition amount (YMA),

Account allocation by each requisition detail line (YDA).

### Requisition Information

- **Description:** FABIOLA LARA-CLASSROOM SUPPLIES
- **Vendor:** AMAZON BUSINESS
- **Ship To:** LAKE CHelan SD DISTRICT OFFICE 903 E JOHNSON CHelan WA 98814
- **Attention:** FABIOLA LARA
- **Due Date:** 08/20/2018
- **Ship Date:** 08/20/2018
- **Ship Via:**
- **Project/Grant:**
- **Contact:**

After you clicked on “save and add detail” it will take you to their website. If you are new Amazon will ask you to create an account before you can use them as a vendor. You will only have to sign up once and then it should be quicker the second time you process an order.
Amazon is the only vendor that will not allow you to update, add or delete items after you’ve checkout so please be mindful of that.

Once you are done shopping click on “view cart” and then “proceed to check out”

Click on “standard shipping” then “continue”

Select a payment method

Lake Chelan School District line of credit

Pay by Invoice

More Payment Options

Credit or Debit Cards
Amazon accepts all major credit and debit cards:

Add a Card
Once you hit “submit order for approval” it will take you back into the Skyward system. Click on “add requisition accounts” (this tells me what account you want me to use to pay the company)
Select the account code for supplies. Below is an example code, you will have a different number but 5610 is within the supplies budget code.

On the right hand side under account level description it will tell you what that particular code stands for.

Click on “save account distrib”
Click on “submit for approval” And you are done! 😊
Advance Travel Requisition

Advance travel is available for staff that would like meal per diem upfront. You can also get reimbursed after you return from your travel by filling out a travel expense form. This form needs to be filled out either way.

Click on “add mass detail” if you have more than one meal you are requesting advance travel for.
Per diem meals are set at:

Breakfast: $12
Lunch: $16
Dinner: $25

Please let me know when you will be picking up the check.
Final process is the same as above. The account code you are looking for has 8580 within it which means Employee Travel, Meals and Lodging.

**Virtual Credit Card Requisitions**

Virtual credit cards are designed to make online purchases. They are to be used with vendors who do not accept purchase order. These credit card have a limit of no more than $1,000.00 and are good for a one-time purchase.

Please provide what website you will be using on first and second description.

Continue process as explained above under Ecommerce requisitions.
Once approved I will be sending you a credit card with instructions via email.

The credit card will look similar to this.

Transaction Amount: $368.78
Account Number: 5563-1234
Exp Date: 11/16
CVC2: 257
Valid from: Oct, 20 2016 07:00:00 UTC
Valid to: Oct, 28 2016 06:59:59 UTC
Single or Multi Use: Multiple
Cardholder Name: LAKE CHELAN SCHOOL DISTRICT
Cardholder Address: PO BOX 369
              CHelan, WA 98816
              USA
Lodging Requisition

• Vendor for lodging requisitions in First Bank-District Office.

ALL OF THE FOLLOWING INFORMATION MUST BE INCLUDED. **THIS INFORMATION MUST BE IN THE BODY OF THE REQUISITION; WHERE YOU ENTER THE ITEMS TO ORDER NOT THE FIRST DESCRIPTION BOX***

• Name of workshop/training/conference attending location
• Name of conference block if one is available
• Arrival date and departure date
• Your name and all staff traveling
• How many rooms and if rooming together put names of who will be staying in each room.
• If you have already reserved the hotel, please include your confirmation number.

After I book your hotel stay you will receive a confirmation via email. I will send you your white purchase order copy via interoffice mail and upon your return please attach a signed hotel receipt to your white purchase order and return to me.
Lodging Requisition

Click on “Financial management”
Click on “Purchasing” (drop down bar will appear)
Click on “Requisitions”
Click on “Add”

Verify the following fields
- Requisition Group
- Current Fiscal Year

Update the following fields
- Description: Please enter your name where you are traveling to.
- Vendor: First Bank-District Office or Hotel Name
- Ship to: Your ship address (school building address)
- Attention: Please enter your name

Click on “Save and Add Detail” (single item) or click “Save and Mass Add Detail” (up to 5 items). *** I highly recommend always using the “save and mass add” to ensure that you include the directions for the purchase order. ***

Update the following fields
- Quantity: number of nights you will be staying at hotel.
- Unit of Measure: Nights
- Unit Cost: Price per Night
- Description:
  - Name of workshop/training/conference attending location
  - Name of conference block if one is available.
  - Arrival date and departure date
  - Your name and all staff traveling
• How many rooms and if rooming together put names of who will be staying in each room.
• If you have already reserved the hotel, please include your confirmation number.

Click “Save” then click on “add Requisition Accounts”

Locate Account Code
10 E 530 0100 10 **8580** (for Employee Travel, Meals and Lodging)

Once you have located your correct account code; click on the box to the right of the account selected. Account will appear in the “selected accounts” section.

Click on “Save Account Distrib”
Click “Submit for Approval”
Requisition Master Information

Requisition Information

* Description: FABI LARA AND TAMAR BURNS WASWUG
                OCTOBER 11-14, 2018

* Vendor: FIRST BANK-DISTRICT OFFICE
          PO BOX 2289 OMAHA NE 68103

* Ship To: LAKE CHELAN SD DISTRICT OFFICE
          303 E JOHNSON CHELAN WA 98816

Attention: [Name] Tax: 8.200%
Other: 10.000 %

Due Date: 08/20/2018
Ship Date: 08/20/2018
Ship Via: [Ship Method]
Project/Grant: [Project/Grant]
Contract: [Contract]

* denotes a required field

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: WEBREQ
Request Number: D0000036665
Group: (150) Fabi
Fiscal Year: 2018 - 2019
Vendor: FIRST BANK-DISTRICT OFFICE
          PO BOX 2818 OMAHA NE 68103

Accounting: Account allocation by total requisition amount.
Subtotal: 0.00
Total: 0.00
Other: 0.00

Ship To: LAKE CHELAN SD DISTRICT OFFICE

Description: FABI LARA AND TAMAR BURNS WASWUG OCTOBER 11-14, 2018

Requisition Detail Lines

* Line Number: 100
Line Type: Merchandise

Catalog: [Catalog]

* Quantity: 3
Unit of Measure: NIGHT

* Unit Cost: 96.0000
Total Amount: 288.00

* Description: SINGLE ROOM DOUBLE BESD (WASWUG CONFERENCE)
                CHECK IN: 11/11/2018 CHECK OUT: 10/14/2018
                HOLIDAY INN YAKIMA 509-459-1111

* denotes a required field
Requisition Master Information
Batch Number: WEBREQ
Requisition Number: 0000039665
Group: (150) Fabi
Fiscal Year: 2018 - 2019
Vendor: FIRST BANK-DISTRICT OFFICE
PO BOX 2818
OMAHA NE 68103

Accounting: Account allocation by total requisition amount.
Subtotal: 270.00
Tax: 22.14
Total: 319.14
Other: 27.00
Ship To: LAKE CHELAN SD DISTRICT OFFICE

Description: FABI LARA AND TAMAR BURNS WASWUG OCTOBER 11 - 14, 2018

Requisition Detail Lines

* Line Number: 110
  Line Type: Merchandise
  Narrative: DISTRICT OFFICE MAKE RESERVATION BLOCK NAME: WASWUG
  Quantity: 1
  Unit of Measure: 0
  Unit Cost: 0.00
  Total Amount: 110.00
  Description: DISTRICT OFFICE MAKE RESERVATION BLOCK NAME: WASWUG

Asterisk (*) denotes a required field.

Requisition Master Information
Batch Number: WEBREQ
Requisition Number: 0000039665
Group: (150) Fabi
Fiscal Year: 2018 - 2019
Vendor: FIRST BANK-DISTRICT OFFICE
PO BOX 2818
OMAHA NE 68103

Accounting: Account allocation by total requisition amount.
Subtotal: 270.00
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Total: 319.14
Other: 27.00
Ship To: LAKE CHELAN SD DISTRICT OFFICE

Description: FABI LARA AND TAMAR BURNS WASWUG OCTOBER 11 - 14, 2018

Requisition Detail Line Items
Views: General Filters: Skyward Default

<table>
<thead>
<tr>
<th>Line</th>
<th>Catalog Code</th>
<th>Description</th>
<th>Quantity</th>
<th>U of M</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Comm Code</th>
<th>% Disc</th>
<th>Add</th>
<th>Edit</th>
<th>Delete</th>
<th>Mass Add Detail</th>
<th>Add Requisition Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td></td>
<td>SINGLE ROOM DOUBLE BEDS (WASWUG CONFERENCE) CHECK IN 10/11/2018 CHECK OUT: 10/14/2018 HOLIDAY INN YAKIMA 509-988-1111</td>
<td>3 NIGHT</td>
<td>90.00</td>
<td>90.00</td>
<td>270.00</td>
<td>0</td>
<td>0</td>
<td>Add</td>
<td>Edit</td>
<td>Delete</td>
<td>Mass Add Detail</td>
<td>Add Requisition Accounts</td>
</tr>
<tr>
<td>110</td>
<td>DISTRICT OFFICE MAKE RESERVATION BLOCK NAME: WASWUG</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>Add</td>
<td>Edit</td>
<td>Delete</td>
<td>Mass Add Detail</td>
<td>Add Requisition Accounts</td>
<td></td>
</tr>
</tbody>
</table>
Code is an example. Travel codes will have an **8580** within them.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 E 530 0100 10</td>
<td>7330-REGISTRATION</td>
</tr>
<tr>
<td>10 E 530 0100 10</td>
<td>8580-TRAVEL</td>
</tr>
<tr>
<td>10 E 530 0100 10</td>
<td>5610-SUPPLIES</td>
</tr>
</tbody>
</table>
Once you’ve selected the correct code and clicked the account distribution it will take you to this screen, you can now submit for approval.

After your requisition has been submitted you will be able to see the status of the requisition.

WIP-Work in progress (requisition has not been submitted)
WFM-Waiting for my approval
WFL-Waiting for approval at a level below mine
WFH-Waiting for approval at level above mine
APP-Requisition has been approved
DEN-Requisition has been denied
Adding a New Vendor

- Double check to make sure this vendor is not in the system already. If it is an address change send me old address, new address, new phone, new fax. (this will help eliminate duplication of vendors.)
- Call the vendor and make sure they take purchase orders and if they do get a W9.
- Send me an email with their business name, address, phone, fax number and attach the W9 or have them fax it to me to (509) 682-5842.

***As always, I’m happy to assist you through the process. My extension is 301.***