

Creating a Requisition

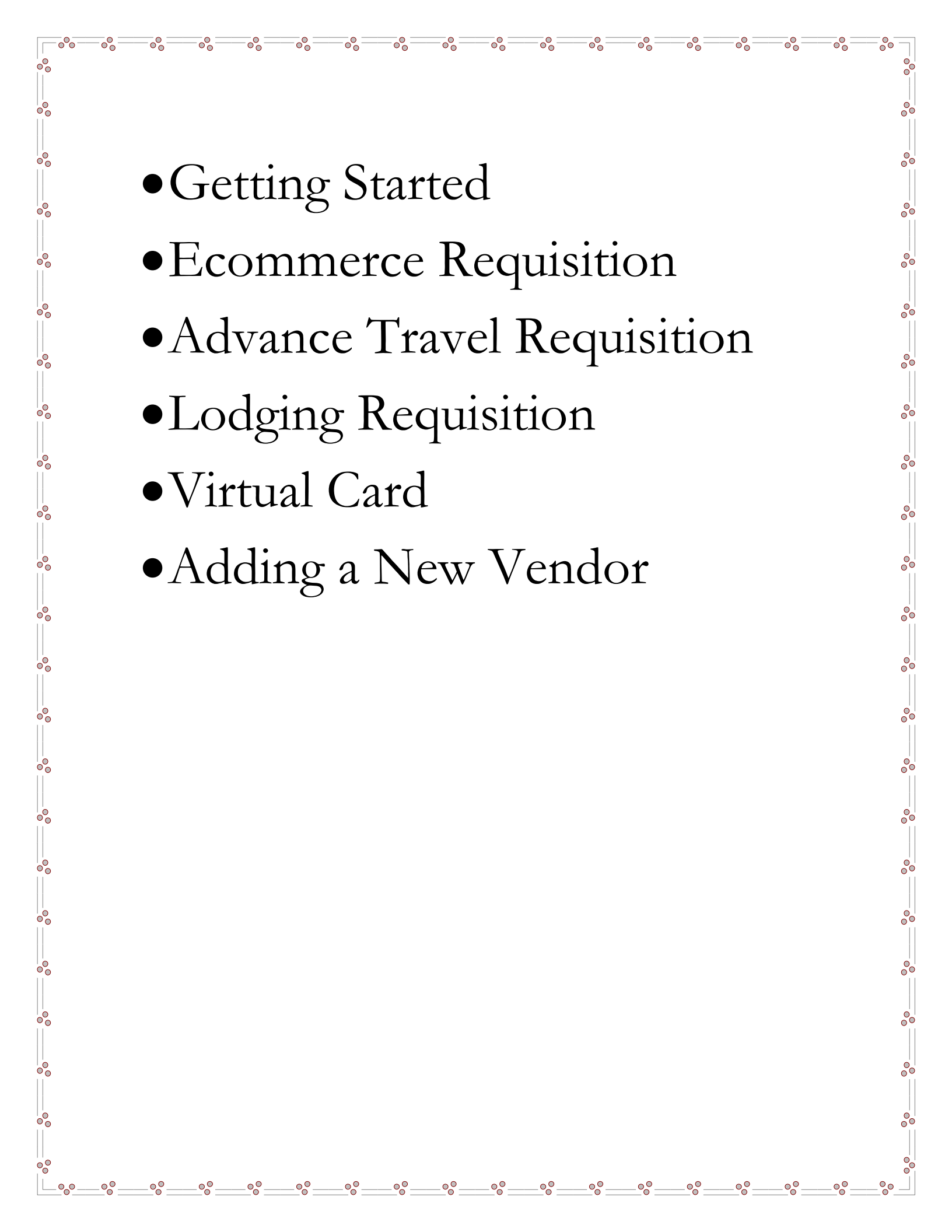
CONTACT INFORMATION:

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

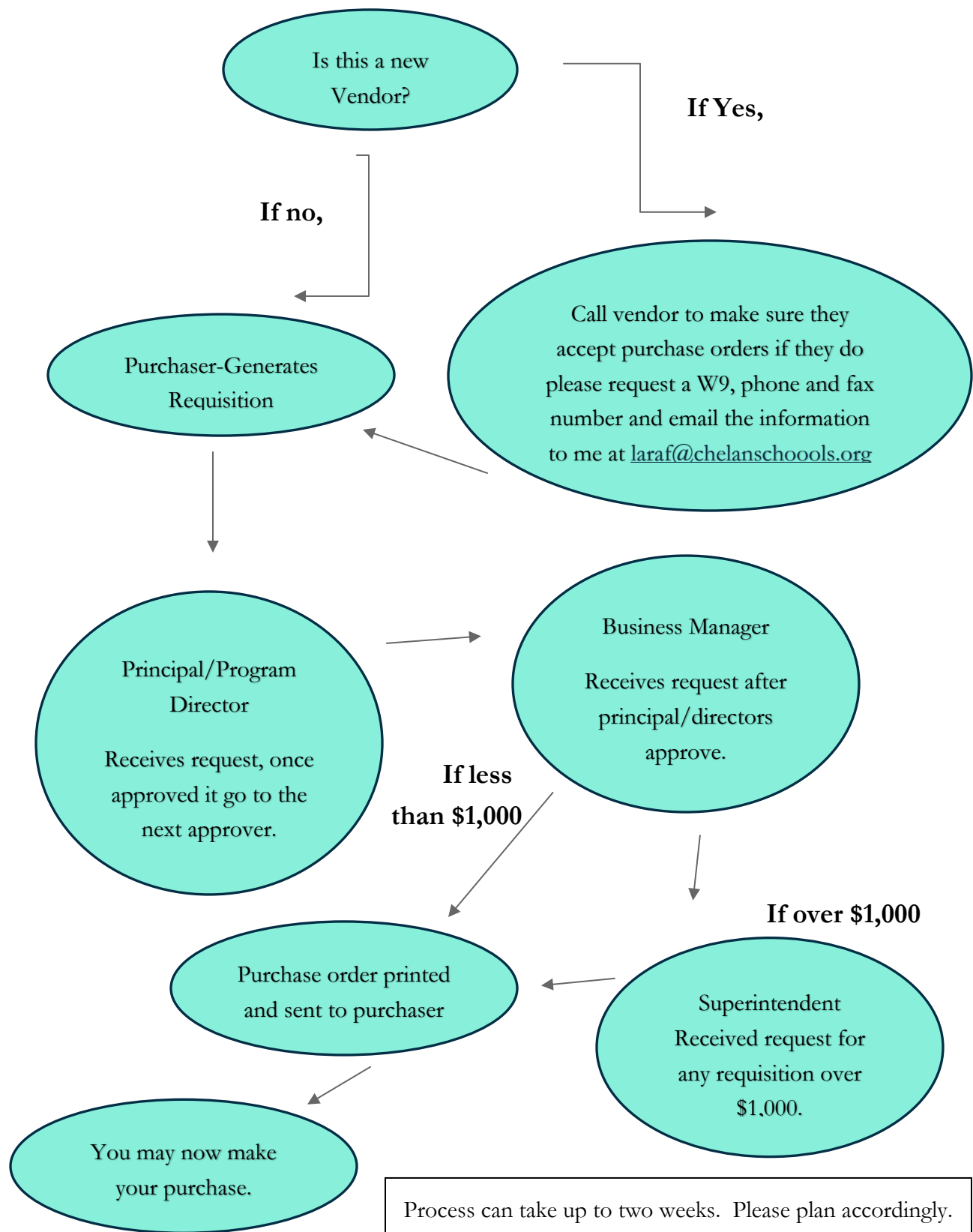
- Before you order or purchase anything you must have an approved purchase order. In order to get a purchase order, you must submit a requisition. Once a requisition goes through the appropriate approval process then it becomes a purchase order. Again, before you make any purchase it is necessary that 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 phelpsf@chelanschools.org
- Once you have your login and password you are ready to begin the process of entering your requisitions.

The process:



Ecommerce Requisitions

SKYWARD

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Federal/State Reporting Bid Management Administration

Requisitions

Views: My Requisitions Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
There are no records to display; check your filter settings.								

Print
Add
View
Edit
Delete
Clone
Notes
Attach
Submit
Add from Online Catalog
Clone from Purchase Order
Print WIP Report

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.

Office DEPOT
World's Leading Supplier of Office Products

STAPLES

Nasco
Dedicated to Delivery
Proven Provider of Educational Supplies

DELL™

Lakeshore®
products designed with learning in mind™

amazonbusiness

KCDA
Procurement Services That
Save You Time and Money

Really Good Stuff
fun tools for the classroom

School Specialty
EducationEssentials.

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
📷 📄 🖨️ ?

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Save and Add Detail
Back

Requisition Setup Information
 Requisition Group: 150 - Fabi
 Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019
 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 **Ecommerce Vendor**
 * Ship To: LAKE CHELAN SD DISTRICT OFFICE 303 E JOHNSON CHELAN WA 98816
 Attention: FABIOLA LARA
 * Due Date: 08/20/2018 Monday
 Ship Date: 08/20/2018 Monday
 Ship Via:
 Project/Grant:
 Contract:

Asterisk (*) denotes a required field

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.

All ▾
pencils

Punchout Group: E-commerce

Deliver to E-commerce
Chelan 98816
Departments ▾
Today's Deals
Gift Cards
Help
Sell

1-24 of over 10,000 results for Office Products : Office & School Supplies : Writing & Correction Supplies : "pencils"

FREE Shipping
 All customers get FREE Shipping on orders over \$25 shipped by Amazon

Show results for

< Any Category
 < Office Products
 < Office & School Supplies
Writing & Correction Supplies
 Mechanical Pencils
 Woodcase Lead Pencils
 Pencils
 Pencil-Top Erasers
 Wooden Colored Pencils
 Pencil Sharpeners
 Standard Pencil Erasers
[See more](#)

Refine by

SPONSORED BY ARTEZA
Color Your World With Arteza Pencils
 Shop now >

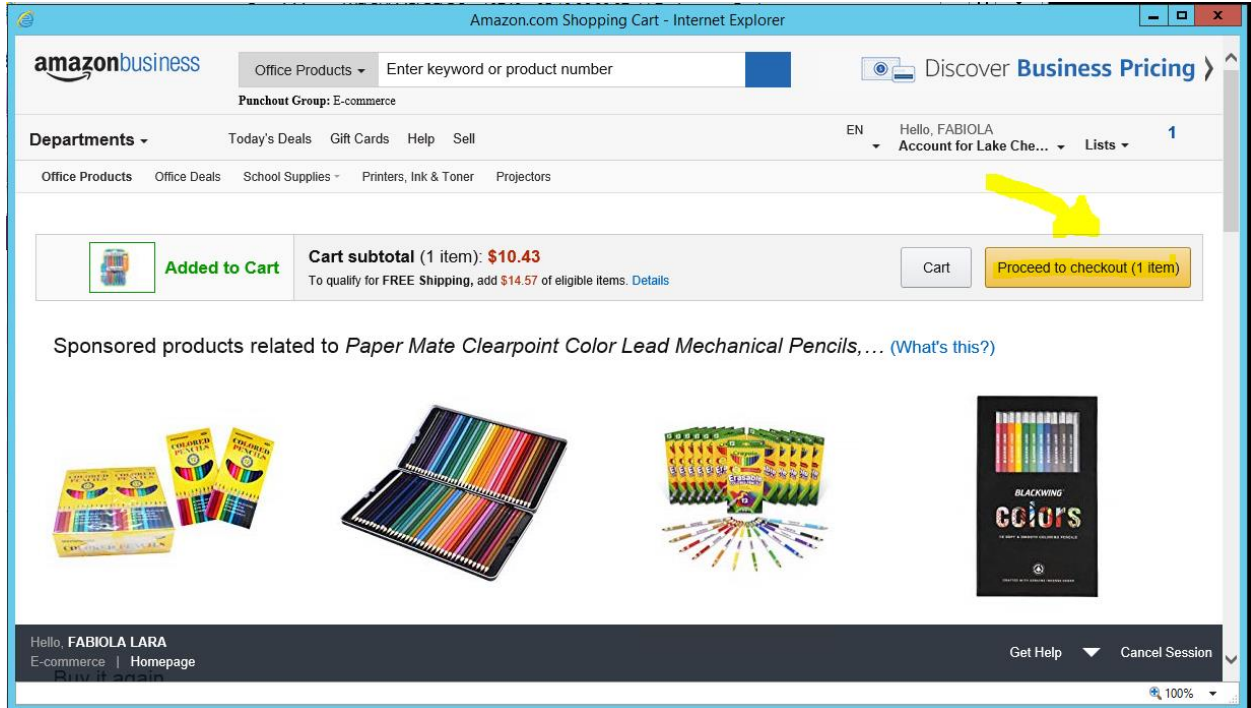
ARTEZA #2 HB Wood-Cased Pencils - Pre-Sharpended - Latex Free Erasers -
 Arteza Wo (Set of 24)
 66

Showing results in Office Products. Show instead results in [All Departments](#).

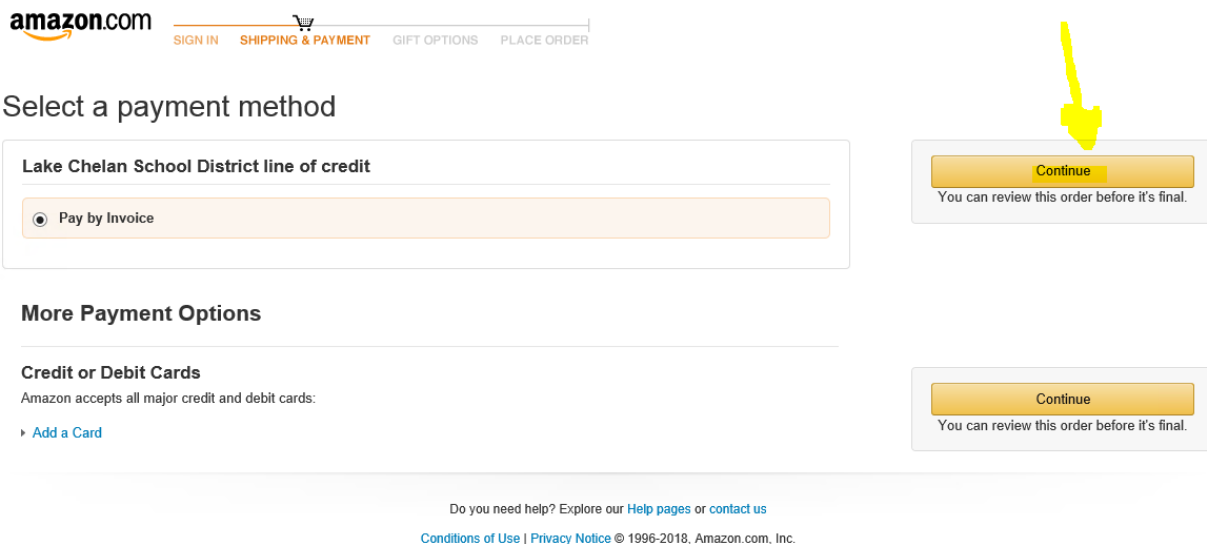
Sponsored
See more choices

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”



Review your order

This order requires approval.

Save your settings for future orders
 Use these delivery and payment settings as defaults for future orders.

Payer
 E-commerce (Lake Chelan School District)
[Change](#)

Payment method [Change](#)
 Pay by Invoice

Promotional Codes:

Shipping address [Change](#)
 LAKE CHELAN SD DISTRICT OFFICE
 303 E JOHNSON
 CHELAN, WA 98816
 United States
 Phone:

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary

Items:	\$10.43
Shipping & handling:	\$5.99
Total before tax:	\$16.42
Estimated tax to be collected:	\$1.35
Order total:	\$17.77

[How are shipping costs calculated?](#)

Estimated Delivery: Depends on Approval
 (For example, if approved now, Friday, Aug. 24, 2018)

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)

Requisition Detail Lines/Accounting - 05.18.06.00.07-11.7 - Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000039666**

Group: **(150) Fabi**

Fiscal Year: **2018 - 2019**

Vendor: **AMAZON CAPITAL SERVICES**
 PO BOX 035184
 SEATTLE WA 98124

Accounting: **Account allocation by total requisition amount.**

Subtotal: **17.77** Tax: **0.86**

Total: **19.67** Other: **1.04**

Ship To: **LAKE CHELAN SD DISTRICT OFFICE**

Description: **FABIOLA LARA-CLASSROOM SUPPLIES**

*** This is an Ecommerce Requisition ***

Views: **General** Filters: ***Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc	Original Unit Cost	Original Total Cost	Line
100	B01NSH8TD5	Paper Mate Clearpoint Color Lead Mechanical Pencils, 0.7mm, Assorted Colors, 6 Count	1	EA	10.43000	10.43		0			Mer
110		Shipping - Cost of shipping, not including shipping tax.	1		5.99000	5.99		0			Mer
120		Tax - Cost of tax, including shipping tax.	1		1.35000	1.35		0			Mer

Buttons:

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”

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Gl	Ppss	Aa	Obbb	Llll	4444	5555	S	Funds Available	Selected
10	E	530	0100	31	7330	2689	1170	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	31	7580	2689	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	31	8580	2689	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	31	8580	2689	1170	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0110	27	5610	2689	0010	0000	0	\$0.00	<input checked="" type="checkbox"/>

5 records displayed

Account Number:

Quick Key:

Account Level Description
General Supplies

Account Number Information

Code	Description
10	General Fund
530	EXPENDITURES
0110	Kindergarten
27	TEACHING
5610	General Supplies
2689	MOE
0010	KINDERGARTEN
0000	Unassigned

2018-2019 Available Funds By Individual Account




Save Account Distrib

Back

Total Amount to Distribute: **\$1.00 100.00%**
 Total Distributed: **\$1.00 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts		
Account Number	Amount	Percent
+ 10 E 530 0110 27 5610 2689 0010 0000 0	1.00	100.00

Click on “submit for approval” And you are done! 😊

Requisition Detail Lines/Accounting   

[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ** WA Fund: **10**

Requisition Number: **0000043777** Accounting: **Account allocation by total requisition amount.**

Group: **(103) HOLDEN** Subtotal: **25.00** Tax: **2.05**



Fiscal Year: **2018 - 2019** Total: **29.55** Other: **2.50**

Vendor: **KCDA PURCHASING** Ship To: **HOLDEN VILLAGE SCHOOL**

18639 80TH AVE S Description: **Office Supplies**

ORTING WA 98360

Requisition Accounts

Requisition Accounting  

Account Number ▲	Account Amount	Account Percent	Over Budget
10 E 530 0100 23 5610 3861 0000 0000 0	\$25.00	100.00%	

Submit For Approval

Save and Finish Later

Back

Edit Master

Notes

Attachments

Update Account Distrib

View Requisition Detail Lines

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.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 150 - Fabi
Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Description: FABIOLA LARA
WASWUG CONFERENCE
OCTOBER 11, 2018- OCTOBER 14, 2018 (MEALS)
3 * Vendor: ADVANCE TRAVEL
* Ship To: LAKE CHELAN SD DISTRICT OFFICE 303 E JOHNSON CHELAN WA 98816
4 Attention: FABIOLA LARA
* Due Date: 08/20/2018 Monday
Ship Date: 08/20/2018 Monday
Ship Via:
Project/Grant:
Contract:

Tax: 0.0000%
Other: 0% \$

Asterisk (*) denotes a required field

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

Requisition Detail Lines

* Line Number: Taxable: [View Tax](#) [Reset](#) [Save](#) [Back](#)

Line Type: Merchandise
 Narrative

Catalog:

* Quantity: Unit of Measure:

* Unit Cost: Total Amount:

* Description:

Requisition Detail Lines

* Line Number: Taxable: [View Tax](#) [Reset](#)

Line Type: Merchandise
 Narrative




Catalog:

* Quantity: Unit of Measure:

* Unit Cost: Total Amount:

* Description:

Please let me know when you will be picking up the check.

Requisition Detail Lines/Accounting   

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
Requisition Number: **0000039667** Accounting: **Account allocation by total requisition amount.**
Group: **(150) Fabi** Subtotal: **52.00** Tax: **0.00**
Total: **52.00** Other: **0.00**
Fiscal Year: **2018 - 2019** Ship To: **LAKE CHELAN SD DISTRICT OFFICE**
Vendor: **ADVANCE TRAVEL** Description: **FABIOLA LARA WASWUG CONFERENCE OCTOBER 11, 2018- OCTOBER 14, 2018 (MEALS)**

Requisition Detail Lines

* Line Number: [Save](#) [Back](#)

Line Type: Merchandise
 Narrative

Narrative: [?](#)

Quantity: Unit of Measure:

Unit Cost: Total Amount:

Description:

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.

The screenshot shows a web-based form titled "Requisition Master Information". It is divided into two main sections: "Requisition Setup Information" and "Requisition Information".

Requisition Setup Information:

- Requisition Group: 150 - Fabi
- Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019
- Account allocation options:
 - Account allocation by total requisition amount (YMA).
 - Account allocation by each requisition detail line (YDA).

Requisition Information:

- Description: FABI LARA-WALMART.COM CLASSROOM SUPPLIES
- * Vendor: FIRST BANK-VIRTUAL PO BOX 2818 OMAHA NE 68103
- * Ship To: LAKE CHELAN SD DISTRICT OFFICE 303 E JOHNSON CHELAN WA 98816
- Attention: FABIOLA LARA
- Due Date: 08/20/2018 Monday
- Ship Date: 08/20/2018 Monday
- Ship Via: (empty)
- Project/Grant: (empty)
- Contract: (empty)
- Tax: 8.2000%
- Other: 10.0000% 0 \$

Asterisk (*) denotes a required field

Handwritten annotations in blue ink are present: a '2' next to the Fiscal Year dropdown, a '3' next to the Description field, and '4', '5', and '6' next to the Vendor, Ship To, and Attention fields respectively.

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:	5563-1788-1234
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”

SKYWARD

Home Purchasing

Requisitions

Views: My Requisitions Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
There are no records to display; check your filter settings.								

Print

Add

View

Edit

Delete

Clone

Notes

Attach

Submit

Add from Online Catalog

Clone from Purchase Order

20 0 records displayed

Requisition Number:

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 150 - Fabi

Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019

- Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

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

* Vendor: FIRST BANK-DISTRICT OFFICE PO BOX 2818 OMAHA NE 68103

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

Attention: FABIOLA LARA

* Due Date: 08/20/2018 Monday

Ship Date: 08/20/2018 Monday

Ship Via:

Project/Grant:

Contract:

Tax: 8.2000%

Other: 10.0000%

0 \$

Asterisk (*) denotes a required field

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

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: 0.00

Tax: 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

Narrative

Catalog:

* Quantity: 3

Unit of Measure: NIGHT

* Unit Cost: 90.00000

Total Amount: 270.00

* Description: SINGLE ROOM DOUBLE BEDS (WASWUG CONFERENCE)
CHECK IN: 10/11/2018 CHECK OUT: 10/14/2018
HOLIDAY INN YAKIMA 509-888-1111

Save

Back

Taxable: View Tax

Asterisk (*) denotes a required field

Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

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:
 Line Type: Merchandise
 Narrative
 Narrative:
 Quantity:
 Unit of Measure:
 Unit Cost:
 Total Amount:
 Description:

Save
 Back

Asterisk (*) denotes a required field

Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

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**

Submit For Approval
 Save and Finish Later
 Back

Edit Master
 Notes
 Attachments

Requisition Detail Line Items

Views: Filters:



Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100		SINGLE ROOM DOUBLE BEDS (WASWUG CONFERENCE) CHECK IN: 10/11/2018 CHECK OUT: 10/14/2018 HOLIDAY INN YAKIMA 509-888-1111	3	NIGHT	90.00000	270.00		0
110		DISTRICT OFFICE MAKE RESERVATION BLOCK NAME: WASWUG	0		0.00000	0.00		

Add
 Edit
 Delete
 Mass Add Detail
 Add Requisition Accounts

Code is an example. Travel codes will have an **8580** within them.

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Gl	Ppss	Aa	Obbb	Llll	4444	5555	S	Funds Available	Selected
10	E	530	0100	23	5610	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	23	7310	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	23	7530	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	23	8580	3861	0000	0000	0	\$0.00	<input checked="" type="checkbox"/>
10	E	530	0100	23	9739	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	0059	3861	0000	1170	1	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	5610	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	5610	3861	5000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	5640	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	7310	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	7330	3861	0000	1170	1	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	7441	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	8580	3861	0000	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	9733	3861	0000	0000	0	\$0.00	<input type="checkbox"/>

20 records displayed

Account Number:

Quick Key:

Account Level Description
Travel, Meals & Lodging

Account Number Information

Code	Description
10	General Fund
530	EXPENDITURES
0100	BASIC EDUCATION
23	PRINCIPAL'S OFFICE
8580	Travel, Meals, Lodging
3861	Holden
0000	Unassigned
0000	Unassigned

2018-2019 Available Funds By Individual Account

Total Amount to Distribute: **\$57.00 100.00%**
 Total Distributed: **\$57.00 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
* 10 E 530 0100 23 8580 3861 0000 0000 0	57.00	100.00

[Remove](#)
[Remove All](#)

10 E 530 0100 10 **7330-REGISTRATION**

10 E 530 0100 10 **8580-TRAVEL**

10 E 530 0100 10 **5610-SUPPLIES**

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.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ** WA Fund: **10**

Requisition Number: **0000039665** Accounting: **Account allocation by total requisition amount.** [Edit Master](#)

Group: **(150) Fabi** Subtotal: **270.00** Tax: **22.14** [Notes](#)

Fiscal Year: **2018 - 2019** Total: **319.14** Other: **27.00** [Attachments](#)

Vendor: **FIRST BANK-DISTRICT OFFICE** Ship To: **LAKE CHELAN SD DISTRICT OFFICE**

PO BOX 2818 Description: **FABI LARA AND TAMAR BURNS WASWUG OCTOBER 11-14, 2018**

OMAHA NE 68103

[Submit For Approval](#) [Save and Finish Later](#) [Back](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 530 0100 27 8000 000 0000 0000 0	\$270.00	100.00%	

[Update Account Distrib](#) [View Requisition Detail Lines](#)

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

LAKE CHELAN SCHOOL DISTRICT Fabiola Lara Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Federal/State Reporting Bid Management Administration

Requisitions [Print](#) [Add](#) [View](#) [Edit](#)

Views: My Requisitions Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000039665	WIP	0	WEBREQ	FABI LARA AND TAMAR BURNS WASWUG OCTOBER 11-14, 2018	FIRST BANK-DISTRICT OFFICE	NE	319.14	LARA, FABIOLA D

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.