

Online Requisitions (TURN ON CAPS LOCK)

Make sure the fiscal year in the top right corner is correct! If it's not, click on it and change it to the correct year.

General Fund = 11 Activity Fund = 60

1. Click on **Login**: User is your vendor number; your password is the first two letters of your last name.
2. Click on **Unsubmitted** Tab.
3. Click on **Insert** button.
4. Tab over to **Purpose**. Briefly describe the purpose for your request.
5. Tab down to **Vendor**. Once you begin typing in a vendor, a box will appear and take you to the nearest vendor in alphabetical order. If the vendor is not listed, email Stacy Roberts with the vendor information in order to add it. If there are two listings of the same vendor contact Stacy to find out which one to use.
6. Select **Approval**. This will be your site.
7. **Contact** is not required.
8. Click on **Post Edit** button (it's a button with a red arrow at the top of the page).
9. Click on the **Insert** tab. Enter in the first item. **Catalog** is the item number; please include if necessary. Enter in the quantity and unit price. The full amount will be extended. Click on the **New Classification** tab. Enter in the coding as instructed. (For General fund, most teachers have been instructed to enter zeros and site. Note: the unit is the same as site.) Click the **OK** button. If more items are needed, then click on the **Post and Insert** tab, and repeat the steps. Once all items are entered click on **OK To Post**.
10. Review information. If everything is correct click the **Ok** tab at the bottom of the page.
11. Double click the box under selected to mark the request with a check mark. Click the **Submit** button, and you're done!

TIPS

- *Under **Status** column S=**Submitted**, A=**Approved**, E=**Encumbered**, D=**Disapproved**
- *You can see whose desk the requisition is sitting on by looking in the Supervisor box.
- *If paperwork is necessary, send them to Lynette with the request number.
- *Use Notes to be more specific, or to give ordering instructions.
- *If the wrong approval code is selected the online requisition must be returned to the original person in order to change the selection
- *Any questions email KelloggJ@mustangps.org, or you can call 376-9047.