

Creating a Requisition In Skyward

1. Sub fund

2. Description insert

- Title I (101)
- School Name
- General description of purchase

3. Vendor

4. Ship To: your school or Central Rec.

5. "Attention" box: your name

SAVE AND ADD DETAIL

Line number starts at "100"

6. Quantity (must have number)

7. Unit Cost

8. Description

Line 100 should have "1" as the quantity, \$0 as "unit cost" and Information such as ***SIP Goal ****phone and FAX NUMBER to the vendor ****Board approval date, ****teacher name and room number if equipment.

- SAVE

9. Click Add (to enter next item)

Line "110" This is where you begin your actual order

- Enter quantity
- Enter Unit Cost
- Enter description

Be very descriptive here (item number, color, discount information etc.)

Click Add (to enter next item)

- Shipping and handling charges should be added as a line item
- If you are receiving a discount from the vendor, you will manually calculate the savings and enter the discounted amount.

10. Click Add Requisition Accounts (to add funding code)

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 000012037
Account: Account allocation by total requisition amount.
Group: (011) T04 I
Fiscal Year: 2015 - 2016
Vendor: FOUNDATIONS FOR LEARNING, LLC
246 W PAXSON HWY., PHD 144
CHILAN WA 98015
Description: AES-Go Physics Kit

Requisition Detail Line Items

Line #	Category Code	Description	Quantity	Unit	Unit Cost	Total Cost	Comm Code	%	Original Unit Cost	Original Total Cost	Line Type
100		GP PHYSICS Go Physics Book Kit Teacher Edition with Blackline Master	1		325.0000	325.00		0			Merchandise
110		GP200402 New word card Set of 96	1		24.0000	24.00		0			Merchandise
120		Shipping and handling	1		19.0000	19.00		0			Merchandise

11. Choose funding code then click Save Account Distrib.

Remember: Amounts in these funding lines are DISTRICT amounts...not school level amounts. Be careful not to overspend.

Account Distribution

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

Fund	Acct	Qty	Unit	Emp	Funds Available	Selected
142	B 71200 429 101 00000 000				\$35,721.23	
142	E 71100 722 101 00000 000				\$41,610.30	
142	E 72110 999 101 00000 000				\$10,106.62	
142	E 72210 355 101 00000 000				\$5,676.07	
142	E 72210 200 101 00000 000				\$9,200.00	
142	E 72210 999 101 00000 000				\$6,000.00	
142	E 72210 524 101 00000 000				\$40,162.51	
142	E 72210 799 101 00000 000				\$76,228.63	
142	E 72210 722 101 00000 000				\$0.00	
142	E 72210 790 101 00000 000				\$2,353.57	
142	E 09100 504 101 00000 000				\$37,127.72	
142	E 99100 390 101 00000 000				\$60,591.27	

Total Amount to Distribute: \$360.00 100.00%
Total Distributed: \$360.00 100.00%
Account Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
142 E 72210 524 101 00000 000	360.00	100.00

12. Add attachments (FE Proposal, Quote, etc.)

13. Submit for approval

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14. Once the requisition goes through ALL approvals, you a purchase order will be printed.

You will receive a hard copy of your PO from Heather once the official PO is printed by the finance department. When your items are received, you and your principal will sign the hard copy and return (with packing slips) to Federal Programs to okay payment.