

REQUISITION INPUT - REMINDER

1. Select the "Requisition Group" (school or office)
2. The current "Fiscal Year" –end of year and beginning of each new school year this needs to be carefully selected due to both years are available.
3. "Description" should be a simple description using a NOUN or two i.e., COPY MACHINE, TEXTBOOKS, COMPUTER, FURNITURE, etc. This is to be all capitalized.
4. Select "Vendor". The down arrow gives you an alphabetical listing of all vendors in system. There is also a "Default Vendor" if you do not know who to get supplies from.
5. "Ship To" is usually your school/office unless specific instructions are needed to go to Warehouse or elsewhere.
6. "Attention" – put who requested the item.
7. "Ship Date" & "Due Date" default to the date you enter requisition. PLEASE change. Ship Date is when you want item(s) shipped. Due Date is when you expect to receive item(s).
8. "Save and Add Detail".

Requisition Master Information - WF\PU\MR\RE\REQ - 10740 - 04.12.02.00.10 - Mozilla Firefox

canyonsdistrict.org https://business.canyonsdistrict.org/scripts/wsisa.dll/VService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 010 - DEPUTY SUPERINTENDEN 1

Fiscal Year: 2011 - 2012 July 1, 2011 - June 30, 2012 2

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

This requisition is used to restock a warehouse.

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Requisition Information

* Description: 3

* Vendor: 4

* Ship To: C CENTRAL 9150 S 500 WEST SANDY UT 84070 5

Invoice To: 6

Attention:

* Due Date: 04/26/2012 Thursday

Ship Date: 04/26/2012 Thursday 7

Ship Via:

Contract:

Asterisk (*) denotes a required field