**PROCESSING A REQUISITION FOR VISA-WA TRUST/COSTCO**

Skyward: Purchasing/Requisitions

Add

**Requisition Group** – Select the appropriate requisition group

**Requisition Information**

**Description - Vendor name & a *brief* description of items (i.e. COSTCO - Classroom Supplies).**

**Vendor name** - WA TRUST Spokane address – USE WA TRUST004

**Ship to** – your building

**Attention** – your name

**Tax**

**Other**

Save & Add Detail

**Detail Lines**

**Line Type:** Select Narrative - must be the first line BEFORE you begin entering your LINE items

**Description:** Enter COSTCO/SUPPLIES

The reason for listing the vendor name for a second time is that it prints on different reports.

SAVE

ADD

Enter Quantity

Unit of Measure

Unit Cost

Description (brief description of items you are purchasing

SAVE

ADD REQUISTIONS ACCOUNTS



SUBMIT FOR APPROVAL