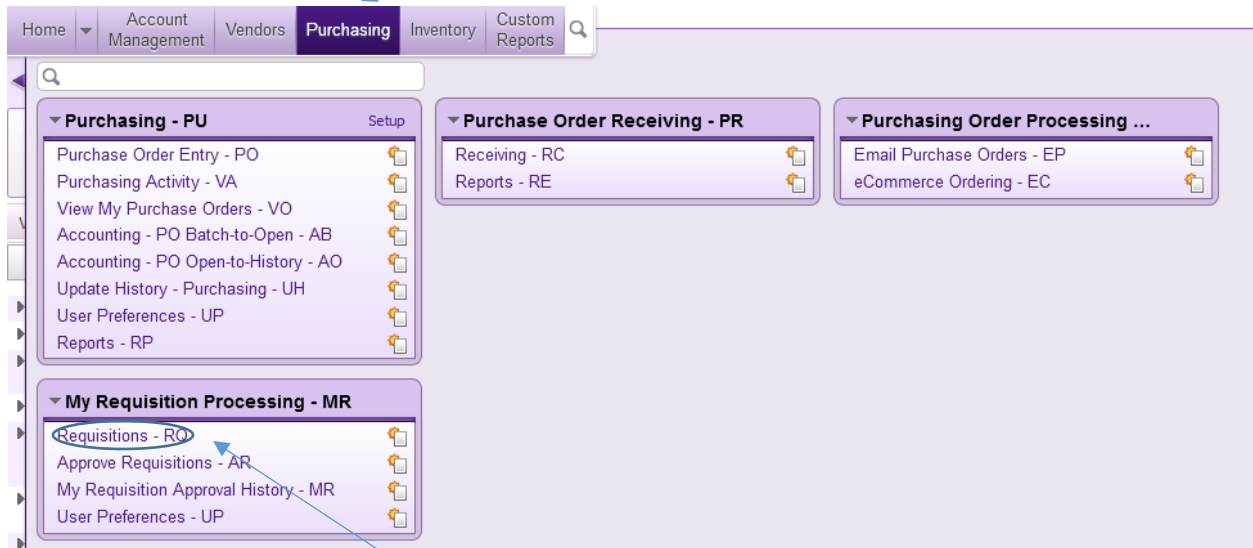
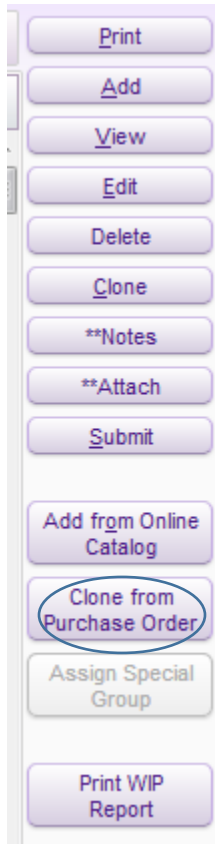


To start the requisition process, please find Purchasing on your menu bar.



1st – You will need to click on Requisitions - RQ



1st – You will need to click on “Clone from Purchase Order”

Select Purchase Order

Views: Req. Group: 002 - Grand Prairie High S Filters: *Current Fiscal Year

PO Number	Req Number	Status	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Disc	Approve/Deny Date	Project Number	N	A	BP	Last Updated	Req Group	Group Description	Entered Date
▶ 0021900037	0000191402	HIS	10	Instructional Supplies	OFFICE DEPOT	CA	232.47	JONES, MARLE Z	0.00	10/10/2018					10/10/2018	002	Grand Prairie High S	10/05/2018
▶ 0021900036	0000191372	HIS	10	ELA Instructional Supplies	STAPLES BUSINESS ADVANTAG.	TX	190.46	JONES, MARLE Z	0.00	10/10/2018					10/10/2018	002	Grand Prairie High S	10/05/2018
▶ 0021900034	0000191365	HIS	10	? # (Send) Pre-Conference/Conference Registration Fee - 2018 One Team One Dream Conference - December 6 - 8, 2018	JMP/INTERNATIONAL MEETING..	TX	260.00	JONES, MARLE Z	0.00	10/10/2018					10/11/2018	002	Grand Prairie High S	10/05/2018
▶ 0021900033	0000191286	HIS	09	(Garcia, Michael) October 13 - 15, 2018 - San Antonio, TX Travel Expenses for the 2018 TASSP Fall Leadership Academy	COMMERCE BANK	MO	494.72	JONES, MARLE Z	0.00	10/09/2018					10/09/2018	002	Grand Prairie High S	10/04/2018
▶ 0021900032	0000191282	HIS	10	? @ (Hold) Registration Fee - 2018 TASSP/LYS Fall Leadership Academy - October 13 - 15, 2018	TASSP	TX	246.00	JONES, MARLE Z	0.00	10/10/2018					10/09/2018	002	Grand Prairie High S	10/05/2018
▶ 0021900031	0000191275	HIS	10	Student ID Materials	SECURED MOBILITY LLC	TX	3,640.00	JONES, MARLE Z	0.00	10/10/2018					10/09/2018	002	Grand Prairie High S	10/04/2018
▶ 0021900030	0000191102	HIS	09	ELA Supplies	OFFICE DEPOT	CA	379.69	JONES, MARLE Z	0.00	10/09/2018					10/09/2018	002	Grand Prairie High S	10/03/2018
▶ 0021900029	0000190945	HIS	10	Student ID Materials	LSI, INC.	TN	590.00	JONES, MARLE Z	0.00	10/10/2018					10/09/2018	002	Grand Prairie High S	10/04/2018
▶ 0021900028	0000190724	HIS	03	? # Membership Fees	UNIVERSITY INTERSCHOLASTI..	TX	2,050.00	JONES, MARLE Z	0.00	10/03/2018					10/03/2018	002	Grand Prairie High S	09/27/2018

After you click on the “Clone from Purchase Order” button, you will see the above screen.

1st – you will need to highlight the line (purchase order) you wish to clone.

2nd – you will need to click on the “Select” button.

Clone PO - WF\PU\MR\RE\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqedit005.w?isPopup=true

Clone PO

Clone FROM

PO Number: 0021900033 Status: History
Fiscal Year: 2018-2019 Liquidation: Fully Received
Description: (Garcia, Michael)October 13 - 15, 2018 - San Antonio, TXTravel Expenses for

Clone TO

Requisition Group and fiscal year will be determined on the next screen.

Batch #: WEBREQ Batch number set by district configuration.

Clone Notes
 Clone Attachments

Date Option

Clone Original Dates Entered Date: 02/13/2019 Wednesday
 Use Current Date Due Date: 02/13/2019 Wednesday
 Input Dates Ship Date: 02/13/2019 Wednesday

Clone
Back

After you click on the "Select" button, you will see the above screen.

1st – you will need to place a check mark in the box marked "Clone Notes".

2nd – you will need to place a check mark in the box marked "Clone Attachments".

3rd – you will need to click on the "Clone" button.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsis.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 002 - Grand Prairie High S
Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019

Account allocation by total requisition amount (YMA).
 Account allocation by each
 This is a Blanket Requisition
 This requisition is used to

Requisition Information

* Description: (Garcia, Michael)
October 13 - 15, 2018 - San Antonio
Travel Expenses for the 2018 TASS

* Vendor: COMMERCE BANK 811 MAIN STREET KANSAS CITY MO 64119
* Ship To: GRAND PRAIRIE HIGH SCHOOL 101 GOPHER BLVD. GRAND PRAIRIE TX 75050
Attention: MABLE JONES
* Due Date: 02/13/2019 Wednesday
Ship Date: 02/13/2019 Wednesday
Ship Via:
Project/Grant:
Contract:

Asterisk (*) denotes a required field

Read skywardbiz.gpsid.org

The batch number on the requisition being cloned does not meet the district specifications set in the configuration. The batch number will be assigned when the requisition is fully approved.

OK

After you click on the "Clone" button, you will see the above screen.

1st – you will need to click on the "OK" button.

COMMERCE BANK REQUISITIONS (FOR TRAVEL)

Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisadll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 002 - Grand Prairie High S
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).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: (Garcia, Michael)
October 13 - 15, 2018 - San Antonio, TX
Travel Expenses for the 2018 TASSP Fall Leadership Academy

* Vendor: COMMERCE BANK 811 MAIN STREET KANSAS CITY MO 64119
* Ship To: GRAND PRAIRIE HIGH SCHOOL 101 GOPHER BLVD. GRAND PRAIRIE TX 75050
Attention: MABLE JONES
* Due Date: 02/13/2019 Wednesday
Ship Date: 02/13/2019 Wednesday
Ship Via:
Project/Grant:
Contract:

Asterisk (*) denotes a required field

After you click on the "OK" button, you will see the above screen.

1st – you will need to change the traveler's name, dates, location and destination (the format for these items needs to match EXACTLY as above)

2nd – you will need to click on the "Save" button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000198375** Accounting: **Account allocation by total requisition amount.**

Group: **(002) Grand Prairie High S** Amount: **494.72**

Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL**

Vendor: **COMMERCE BANK** Blanket PO: **This is not a Blanket PO**

811 MAIN STREET Description: **(Garcia, Michael) October 13 - 15, 2018 - San Antonio, TX Travel Expenses for the 2018 TASSP Fall Leadership Academy**

KANSAS CITY MO 64119

Buttons: Edit Master, **Notes, **Attachments, Submit For Approval, Save and Finish Later, Back

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	Di
90		2018 TASSP Fall Leadership Academy in San Antonio, TX - October 13 - 15, 2018	0		0.00000	0.00		
100		MICHAEL GARCIA - Assistant Principal - michael.garcia@gpsid.org **Obligation Form Attached**	0		0.00000	0.00		
110		Hotel Accommodations Confirmation #53752370	2	NIGHTS	126.00000	252.00		
115		Hotel Tax	2	NIGHTS	13.86000	27.72		
120		Conference/Hotel Parking Fee	2	DAYS	50.00000	100.00		
130	OCTOBER 13-15, 2018	Travel/Non-Travel Day Meals **October 13, 2018 - \$34.50 Daily Rate **October 14, 2018 - \$46.00 Daily Rate **October 15, 2018 - \$34.50 Daily Rate **DO NOT EXCEED THE DAILY RATES ON YOUR MEALS**	1	TOTAL	115.00000	115.00		
140		AMOUNT TO LOAD ON CARD: \$643.00	0		0.00000	0.00		

Buttons: Add, Edit, Delete, Mass Add Detail, View Requisition Accounts

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen such as, destination change (narrative line #90), travelers information (narrative line #100), hotel confirmation #, # of nights and unit price (line #110), hotel tax # of nights and unit price (line #115), parking fee # of days and unit price (line #120) and meals. **(the format for the requisition needs to match EXACTLY as above)**

YOU CAN ADD OR DELETE ITEMS THAT ARE REFERENCED ON THE TRAVEL FORM SUCH AS LUGGAGE FEES, GASOLINE FOR RENTAL AND DISTRICT VEHICLES AND SHUTTLE/TAXI/UBER FEES.

2ND – you will need to click on the "View Requisition Accounts" button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000198375** Accounting: **Account allocation by total requisition amount.**

Group: **(002) Grand Prairie High S** Amount: **494.72**

Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL**

Vendor: **COMMERCE BANK** Blanket PO: **This is not a Blanket PO**

811 MAIN STREET Description: **(Garcia, Michael) October 13 - 15, 2018 - San Antonio, TX Travel Expenses for the 2018 TASSP Fall Leadership Academy**

KANSAS CITY MO 64119

Submit For Approval

Save and Finish Later

Back

Edit Master

**Notes

**Attachments

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 23 6411 00 002 0 99 002	\$494.72	100.00%	

Update Account Distrib

View Requisition Detail Lines

Add Asset Detail

After you click on the "View Requisition Accounts" button, you will see the above screen.

1st – if you need to change and/or add a budget code, you need to click on the "Update Account Distrib" button.

Account Distribution - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/facmtdist001.w?MenuIDOverride=0&isPopup=true

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	A	00	1108	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1110	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1112	00	000	0	00	000	\$5,514,113.43	<input type="checkbox"/>
199	A	00	1113	00	000	0	00	000	\$88.00	<input type="checkbox"/>
199	A	00	1114	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1115	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1116	00	000	0	00	000	\$102,872.94	<input type="checkbox"/>
199	A	00	1117	00	000	0	00	000	\$1,100.00	<input type="checkbox"/>
199	A	00	1118	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1120	00	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1120	03	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1120	EB	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1120	LS	000	0	00	000	\$0.00	<input type="checkbox"/>
199	A	00	1120	SC	000	0	00	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
199	GENERAL FUND
1108	PAYROLL CLEARING FROST BK
000	DISTRICT WIDE
0	FY
000	GENERAL

2018-2019 Available Funds By

Total Amount to Distribute: **\$494.72 100.00%**
 Total Distributed: **\$494.72 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 23 6411 00 002 0 99 002	494.72	100.00

After you click on the "Update Account Distrib" button, you will see the above screen.

1st – if you need to change the budget code from the one already listed, you will type your account number in the "Account Number" field.

2nd – after the account number has been typed into the "Account Number" field, it will display under the "Available Accounts" field.

3rd – after your account(s) have been added, you will click on the "Save Account Distrib" button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsis.dll/WService=wsFin/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000198379** Accounting: **Account allocation by total requisition amount.**

Group: **(002) Grand Prairie High S** Amount: **494.72**

Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL**

Vendor: **COMMERCE BANK** Blanket PO: **This is not a Blanket PO**

811 MAIN STREET Description: **(Garcia, Michael) October 13 - 15, 2018 - San Antonio, TX Travel Expenses for the 2018 TASSP Fall Leadership Academy**

KANSAS CITY MO 64119

Buttons: Edit Master, **Notes, **Attachments, Submit For Approval, Save and Finish Later, Back

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 23 6411 00 002 0 99 002	\$494.72	100.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines, Add Asset Detail

After you click on the "Save Account Distrib" button, you will see the above screen.

1st – you will need to click on the "Notes" button and keep the existing Play and CIP/DIP references or update them by clicking on the "Edit" button and then the "Save" button.

2nd – you will need to click on the "Attachments" button and attach your new hotel confirmation, approved travel form and signed obligation form to the requisition. You will need to delete all of the prior documents from the requisition by clicking on the "Delete" button.

3rd – you will need to click on the "Submit For Approval" button in order to process your requisition for approval.

COMMERCE BANK REQUISITIONS (FOR WAL-MART)

Requisition Master Information - WF\PU\MR\RE\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 002 - Grand Prairie High S
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).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: (Wal-Mart) AS-NEEDED PO for Student Recognition Items

* Vendor: COMMERCE BANK 811 MAIN STREET KANSAS CITY MO 64119
* Ship To: GRAND PRAIRIE HIGH SCHOOL 101 GOPHER BLVD. GRAND PRAIRIE TX 75050
Attention: MABLE JONES
* Due Date: 02/14/2019 Thursday
Ship Date: 02/14/2019 Thursday
Ship Via:
Project/Grant:
Contract: 17-01 RFP - Grocery/Retail Merchandise - No Expiration

Asterisk (*) denotes a required field

1st – you will need to change your purchase description (leave the (Wal-Mart) AS-NEEDED PO information)

2nd – you need to select contract #17-01.

3rd – you need to click on the “Save” button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000198380** Accounting: **Account allocation by total requisition amount.**

Group: **(002) Grand Prairie High S** Amount: **500.00**

Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL**

Vendor: **COMMERCE BANK** Blanket PO: **This is not a Blanket PO**

811 MAIN STREET Description: **(Wal-Mart) AS-NEEDED PO for Student Recognition Items**

KANSAS CITY MO 64119

Contract: **17-01 RFP**

Submit For Approval
Save and Finish Later
Back
Edit Master
**Notes
**Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	Di
100		JESSICA WEEMS - Academic Facilitator - Jessica.weems@gpsid.org **Obligation Form Attached**	0		0.00000	0.00		
110	WALMART	*****PO USER: Please make sure you go to the Customer Service desk BEFORE doing your shopping. You will be required to show the district tax exempt form to the Wal-Mart employee. They will then give you a tax exempt card to give to the cashier upon check out*****	0		0.00000	0.00		
120		"AS-NEEDED PO" for Student Recognition Items (Wal-mart) PO Amount: Not to Exceed \$500.00 PO Items: Beats Powerbeats3 Wireless Earphones and Sony Play Station 4	1	TOTAL	500.00000	500.00		
130	WALMART #1	**The credit card may only be used at Walmart (Any DFW Location - ONLINE PURCHASES ARE NOT AUTHORIZED WITH THIS CARD) - user will be responsible for all charges that are charged to any other vendor other than the one listed above**	0		0.00000	0.00		

Add
Edit
Delete
Mass Add Detail
View Requisition Accounts

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen: the card user information (narrative line #100), and the "AS-NEEDED PO" purchasing information, and dollar amount (line #120). THE REMAINING NARRATIVE LINES (#110 AND #130) NEED TO STAY ON YOUR REQUISITION.

(The format for the requisition needs to match EXACTLY as above)

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198380**
 Group: **(002) Grand Prairie High S**
 Fiscal Year: **2018 - 2019**
 Vendor: **COMMERCE BANK**
811 MAIN STREET
KANSAS CITY MO 64119
 Contract: **17-01 RFP**

Accounting: **Account allocation by total requisition amount.**
 Amount: **500.00**
 Ship To: **GRAND PRAIRIE HIGH SCHOOL**
 Blanket PO: **This is not a Blanket PO**
 Description: **(Wal-Mart) AS-NEEDED PO for Student Recognition Items**

Buttons: **Submit For Approval**, **Save And Finish Later**, **Back**, **Edit Master**, ****Notes**, ****Attachments**

Requisition Detail Line Items

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

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	Di
100		JESSICA WEEMS - Academic Facilitator - Jessica.weems@gpsid.org **Obligation Form Attached**	0		0.00000	0.00		
110	WALMART	*****PO USER: Please make sure you go to the Customer Service desk BEFORE doing your shopping. You will be required to show the district tax exempt form to the Wal-Mart employee. They will then give you a tax exempt card to give to the cashier upon check out*****	0		0.00000	0.00		
120		"AS-NEEDED PO" for Student Recognition Items (Wal-mart) PO Amount: Not to Exceed \$500.00 PO Items: Beats Powerbeats3 Wireless Earphones and Sony Play Station 4	1	TOTAL	500.00000	500.00		
130	WALMART #1	**The credit card may only be used at Walmart (Any DFW Location - ONLINE PURCHASES ARE NOT AUTHORIZED WITH THIS CARD) - user will be responsible for all charges that are charged to any other vendor other than the one listed above**	0		0.00000	0.00		

Buttons: **Add**, **Edit**, **Delete**, **Mass Add Detail**, **View Requisition Accounts**

1st – if you need to change the information under the “View Requisition Accounts” button, please refer to Pages 7-9 of this document for instructions.

2nd – if you need to change the information under the “Notes” button, please refer to page 10 of this document for instructions.

3rd- you will need to add the new signed obligation form under the “Attachments” button of the requisition – please refer to page 10 of this document for instructions.

4th – after all of the above have been completed, please click on the “Submit For Approval” button.

SAM'S CLUB REQUISITIONS

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpisd.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 802 - SBA-GPHS School Activity
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).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: **February 13 - 19, 2019 - P.O. Term**
AS-NEEDED PO for CIC Meeting Snacks

* Vendor: SAMS CLUB #8269 - OLD 2325 W INTERSTATE 20 GRAND PRAIRIE TX 75052
* Ship To: GRAND PRAIRIE HIGH SCHOOL 101 GOPHER BLVD. GRAND PRAIRIE TX 75050
Attention: MABLE JONES
* Due Date: 02/14/2019 Thursday
Ship Date: 02/14/2019 Thursday
Ship Via:
Project/Grant:
Contract: 17-01 RFP - Grocery/Retail Merchandise - No Expiration

Asterisk (*) denotes a required field

Save
Back

1st – you will need to change your date range and purchase description (your format needs to match the above EXACTLY.)

2nd – you need to select contract #17-01.

3rd – you need to click on the “Save” button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000198382** Accounting: **Account allocation by total requisition amount.**

Group: **(802) SBA-GPHS School Activity** Amount: **75.00**

Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL**

Vendor: **SAMS CLUB #8269 - OLD** Blanket PO: **This is a Blanket PO**

2325 W INTERSTATE 20 Description: ****February 13 - 19, 2019 - P.O. Term** "AS-NEEDED PO for CIC Meeting Snacks"**

GRAND PRAIRIE TX 75052

Contract: **17-01 RFP**

Submit For Approval
Save and Finish Later
Back
Edit Master
**Notes
**Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
80	JANUARY 17	**Board Approved January 17, 2019**	0	0.00	0.00		
90		**PO Term: February 13, 2019 through February 19, 2019**	0	0.00	0.00		
95		**PLEASE ASK FOR GRAND PRAIRIE HIGH SCHOOL'S CARD**	0	0.00	0.00		
100	Sam's Club	*Please go to the Club Pick-up Kiosk located at the front of the store to obtain the campus/department card.** **Please tell the supervisor/manager at the kiosk that you are with Grand Prairie ISD and then state campus/department name in order for the supervisor/manager to get your correct membership card.** **When you are at the cashier checking out, the supervisor/manager will swipe the membership card - DO NOT TAKE THE MEMBERSHIP CARD WITH YOU** *Verify Tax Exempt status is on receipt.** **Hand write the purchase order number on the receipt and give it to your school/department secretary to send to Accounts Payable**	0	0.00	0.00		
110		"AS-NEEDED PO" for CIC Meeting Snacks PO Amount Not to Exceed \$75.00 PO Items: Cookies, Chips, Drinks, etc. PO User: Jessica Weems	1	75.00	75.00		0

Add
Edit
Delete
Mass Add Detail
View Requisition Accounts

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen: the date range information (narrative line #90), the school card information (narrative line #95) and the "AS-NEEDED PO" purchasing information, dollar amount and p.o user name (line #110). THE REMAINING NARRATIVE LINES (#80 AND #100) NEED TO STAY ON YOUR REQUISITION.

(The format for the requisition needs to match EXACTLY as above)

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198382** Accounting: **Account allocation by total requisition amount.** Edit Master
 Group: **(802) SBA-GPHS School Activity** Amount: **75.00** **Notes
 Fiscal Year: **2018 - 2019** Ship To: **GRAND PRAIRIE HIGH SCHOOL** **Attachments
 Vendor: **SAMS CLUB #8269 - OLD** Blanket PO: **This is a Blanket PO**
2325 W INTERSTATE 20 Description: ****February 13 - 19, 2019 - P.O. Term** "AS-NEEDED PO for CIC Meeting Snacks"**
 Contract: **17-01 RFP**

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
80	JANUARY 17	**Board Approved January 17, 2019**	0	0.00	0.00		
90		**PO Term: February 13, 2019 through February 19, 2019**	0	0.00	0.00		
95		**PLEASE ASK FOR GRAND PRAIRIE HIGH SCHOOL'S CARD**	0	0.00	0.00		
100	Sam's Club	*Please go to the Club Pick-up Kiosk located at the front of the store to obtain the campus/department card.** **Please tell the supervisor/manager at the kiosk that you are with Grand Prairie ISD and then state campus/department name in order for the supervisor/manager to get your correct membership card.** **When you are at the cashier checking out, the supervisor/manager will swipe the membership card - DO NOT TAKE THE MEMBERSHIP CARD WITH YOU** *Verify Tax Exempt status is on receipt.** **Hand write the purchase order number on the receipt and give it to your school/department secretary to send to Accounts Payable**	0	0.00	0.00		
110		"AS-NEEDED PO" for CIC Meeting Snacks PO Amount Not to Exceed \$75.00 PO Items: Cookies, Chips, Drinks, etc. PO User: Jessica Weems	1	75.00	75.00		0

Submit For Approval
 Save and Finish Later
 Back
 Add
 Edit
 Delete
 Mass Add Detail
 View Requisition Accounts

1st – if you need to change the information under the “View Requisition Accounts” button, please refer to Pages 7-9 of this document for instructions.

2nd – if you need to change the information under the “Notes” button, please refer to page 10 of this document for instructions.

3rd- if you have any documents that need to be attached to the requisition, you will need to click the “Attachments” button of the requisition – please refer to page 10 of this document for instructions.

4th – after all of the above have been completed, please click on the “Submit For Approval” button.

HOBBY LOBBY REQUISITIONS

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: B63 - SBA-Zavala El Schl Activity
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).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: AS-NEEDED PO for Engineering Club Materials

* Vendor: HOBBY LOBBY STORES CREATIVE CENTER 7707 S.W 44TH STREET OKLAHOMA CITY OK 73179

* Ship To: DE ZAVALA ELEMENTARY SCHOOL 3410 KIRBY CREEK GRAND PRAIRIE TX 75052

Attention: DORIS TOONE

* Due Date: 02/14/2019 Thursday
Ship Date: 02/14/2019 Thursday
Ship Via:

Project/Grant:

Contract: 17-01 RFP - Grocery/Retail Merchandise - No Expiration

Asterisk (*) denotes a required field

1st – you will need to change your purchase description (your format needs to match the above EXACTLY.)

2nd – you need to select contract #17-01.

3rd – you need to click on the “Save” button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpisd.org/scripts/wsisadll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198387**
 Group: **(863) SBA-Zavala El Schl Activity**
 Fiscal Year: **2018 - 2019**
 Vendor: **CREATIVE CENTER HOBBY LOBBY STORES**
7707 S.W 44TH STREET
OKLAHOMA CITY OK 73179-0070
 Contract: **17-01 RFP**

Accounting: **Account allocation by total requisition amount.**
 Amount: **200.00**
 Ship To: **DE ZAVALA ELEMENTARY SCHOOL**
 Blanket PO: **This is a Blanket PO**
 Description: **AS-NEEDED PO for Engineering Club Materials**

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, **Notes, Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
120	HOBBY LOBB	****PO User: Purchase order MUST be accompanied by District ID and Tax Exempt Card which are available for PICK-UP ONLY from the Purchasing department****	0	0.00	0.00		
130		"AS-NEEDED PO" for Engineering Club Materials PO Amount: Not to Exceed \$200.00 PO Items: Solid wash tape, cutting matt & knife set, gray foam board, etc. PO User: Jorge Garcia	1	200.00	200.00		0

Buttons: Add, Edit, Delete, Mass Add Detail, View Requisition Accounts

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen: the "AS-NEEDED PO" purchasing information, dollar amount, p.o. items and p.o user name (line #130). THE REMAINING NARRATIVE LINE (#120) NEEDS TO STAY ON YOUR REQUISITION.

(The format for the requisition needs to match EXACTLY as above)

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198387**
 Group: **(863) SBA-Zavala El Schl Activity**
 Fiscal Year: **2018 - 2019**
 Vendor: **CREATIVE CENTER HOBBY LOBBY STORES**
7707 S.W 44TH STREET
OKLAHOMA CITY OK 73179-0070
 Contract: **17-01 RFP**

Accounting: **Account allocation by total requisition amount.**
 Amount: **200.00**
 Ship To: **DE ZAVALA ELEMENTARY SCHOOL**
 Blanket PO: **This is a Blanket PO**
 Description: **AS-NEEDED PO for Engineering Club Materials**

Buttons: **Submit For Approval**, **Save and Finish Later**, **Back**, **Edit Master**, ****Notes**, **Attachments**

Requisition Detail Line Items

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

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
120	HOBBY LOBB	****PO User: Purchase order MUST be accompanied by District ID and Tax Exempt Card which are available for PICK-UP ONLY from the Purchasing department****	0	0.00	0.00		
130		"AS-NEEDED PO" for Engineering Club Materials PO Amount: Not to Exceed \$200.00 PO Items: Solid wash tape, cutting matt & knife set, gray foam board, etc. PO User: Jorge Garcia	1	200.00	200.00		0

Buttons: **Add**, **Edit**, **Delete**, **Mass Add Detail**, **View Requisition Accounts**

1st – if you need to change the information under the “View Requisition Accounts” button, please refer to Pages 7-9 of this document for instructions.

2nd – if you need to change the information under the “Notes” button, please refer to page 10 of this document for instructions.

3rd- if you have any documents that need to be attached to the requisition, you will need to click the “Attachments” button of the requisition – please refer to page 10 of this document for instructions.

4th – after all of the above have been completed, please click on the “Submit For Approval” button.

MARDEL REQUISITIONS

The screenshot shows a web browser window with the URL <https://skywardbiz.gpisd.org/scripts/wsis.dll/WService=wsFin/foreqmast001.w?isPopup=true>. The page title is "Requisition Master Information". The breadcrumb trail is "Requisition Master Information | Requisition Detail Lines/Accounting".

Requisition Master Information

Requisition Setup Information

Requisition Group: 119 - Zavala Elementary Sc
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).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: AS-NEEDED PO for Instructional Materials

* Vendor: MARDEL STORE #12 4652 S COOPER STREET ARLINGTON TX 76017
* Ship To: DE ZAVALA ELEMENTARY SCHOOL 3410 KIRBY CREEK GRAND PRAIRIE TX 75052
Attention: DORIS TOONE
* Due Date: 02/14/2019 Thursday
Ship Date: 02/14/2019 Thursday
Ship Via:
Project/Grant:
Contract: 17-08 RFP - Classroom/Instructional Materials/Equip. Etc-Exp. 8/31/2022

Asterisk (*) denotes a required field

Annotations: Blue circles highlight the "Save" and "Back" buttons, the description field, and the contract field. Blue arrows point from the yellow instruction box to these elements.

1st – you will need to change your purchase description (your format needs to match the above EXACTLY.)

2nd – you need to select contract #17-08.

3rd – you need to click on the “Save” button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpisd.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198388** Accounting: **Account allocation by total requisition amount.**
 Group: **(119) Zavala Elementary Sc** Amount: **200.00**
 Fiscal Year: **2018 - 2019** Ship To: **DE ZAVALA ELEMENTARY SCHOOL**
 Vendor: **MARDEL STORE #12** Blanket PO: **This is a Blanket PO**
4652 S COOPER STREET Description: **AS-NEEDED PO for Instructional Materials**
ARLINGTON TX 76017
 Contract: **17-08 RFP**

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
100	MARDEL	****PO User: Purchase order MUST be accompanied by District ID and Tax Exempt Card which are available for PICK-UP ONLY from the Purchasing department**** **Two (2) copies of the purchase order MUST be taken with the shopper - Mardel requires one (1) copy of the purchase order to stay at the store**	0	0.00	0.00		
110		AS-NEEDED PO" for Instructional Materials PO Amount: Not to Exceed \$200.00 PO Items: Book markers, boarders, student journals, etc. PO User: Syrenna Archer	1	200.00	200.00		0

200 2 records displayed Line:

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen: the "AS-NEEDED PO" purchasing information, dollar amount, p.o. items and p.o. user name (line #110). THE REMAINING NARRATIVE LINE (#100) NEEDS TO STAY ON YOUR REQUISITION.

(The format for the requisition needs to match EXACTLY as above)

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpisd.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198388**
 Group: **(119) Zavala Elementary Sc**
 Fiscal Year: **2018 - 2019**
 Vendor: **MARDEL STORE #12**
4652 S COOPER STREET
ARLINGTON TX 76017
 Contract: **17-08 RFP**

Accounting: **Account allocation by total requisition amount.**
 Amount: **200.00**
 Ship To: **DE ZAVALA ELEMENTARY SCHOOL**
 Blanket PO: **This is a Blanket PO**
 Description: **AS-NEEDED PO for Instructional Materials**

Buttons: **Submit For Approval**, **Save and Finish Later**, **Back**, **Edit Master**, ****Notes**, **Attachments**

Requisition Detail Line Items

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

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
100	MARDEL	****PO User: Purchase order MUST be accompanied by District ID and Tax Exempt Card which are available for PICK-UP ONLY from the Purchasing department**** **Two (2) copies of the purchase order MUST be taken with the shopper - Mardel requires one (1) copy of the purchase order to stay at the store**	0	0.00	0.00		
110		AS-NEEDED PO" for Instructional Materials PO Amount: Not to Exceed \$200.00 PO Items: Book markers, boarders, student journals, etc. PO User: Syrenna Archer	1	200.00	200.00		0

Buttons: **Add**, **Edit**, **Delete**, **Mass Add Detail**, **View Requisition Accounts**

200 2 records displayed Line:

1st – if you need to change the information under the “View Requisition Accounts” button, please refer to Pages 7-9 of this document for instructions.

2nd – if you need to change the information under the “Notes” button, please refer to page 10 of this document for instructions.

3rd- if you have any documents that need to be attached to the requisition, you will need to click the “Attachments” button of the requisition – please refer to page 10 of this document for instructions.

4th – after all of the above have been completed, please click on the “Submit For Approval” button.

HOME DEPOT REQUISITIONS

Requisition Master Information - W\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpisd.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 965 - Teaching and Learnin

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).

This is a Blanket Requisition/Purchase Order.

This requisition is used to restock a warehouse.

Requisition Information

* Description: AS-NEEDED PO for GPCI STEM Materials

* Vendor: HOME DEPOT - CAMPUS USE ONLY 3820 S CARRIER PARKWAY GRAND PRAIRIE TX 75043

* Ship To: Grand Prairie ISD 2602 S BELT LINE RD GRAND PRAIRIE TX 75052

Attention: TEREAS WIEDERKEHR - TEACHING & L

* Due Date: 02/15/2019 Friday

Ship Date: 02/15/2019 Friday

Ship Via:

Project/Grant:

Contract: 16154 - U.S. COMMUNITIES - Maintenance & Hardware Supplies - Expires 12/31/2021

Asterisk (*) denotes a required field

1st – you will need to change your purchase description (your format needs to match the above EXACTLY.)

2nd – you need to select contract #16154.

3rd – you need to click on the “Save” button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198437**
 Group: **(965) Teaching and Learnin**
 Fiscal Year: **2018 - 2019**
 Vendor: **HOME DEPOT - CAMPUS USE ONLY**
 Contract: **16154 - U.S. COMMUNITIES**

Accounting: **Account allocation by total requisition amount.**
 Amount: **200.00**
 Ship To: **Grand Prairie ISD**
 Blanket PO: **This is a Blanket PO**
 Description: **AS-NEEDED PO for GPCI STEM Materials**

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
130	HOME DEPOT	ID #972-237-5403 Promotion Rewards #972-237-5403 **PO USER: Using your Buyer ID Card, check out through the Pro Service Desk or Commercial Service Desk - Do not use the general checkout register**	0	0.00	0.00		
140		"AS-NEEDED PO" for GPCI STEM Materials PO Amount: Not to Exceed \$200.00 PO Items: Mini infrared thermometer, PVC pipe & coupling, wiring, etc. PO Users: Nancy McGee, STEM Director	1	200.00	200.00		0

200 2 records displayed Line:

After you click the "Save" button, you will see the above screen.

1st – you will need to make the necessary changes to the screen: the "AS-NEEDED PO" purchasing information, dollar amount, p.o. items and p.o user name (line #140). THE REMAINING NARRATIVE LINE (#130) NEEDS TO STAY ON YOUR REQUISITION.

(The format for the requisition needs to match EXACTLY as above)

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.10.00.10-11.7 - Mozilla Firefox

https://skywardbiz.gpsid.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
 Requisition Number: **0000198437**
 Group: **(965) Teaching and Learnin**
 Fiscal Year: **2018 - 2019**
 Vendor: **HOME DEPOT - CAMPUS USE ONLY**
3820 S CARRIER PARKWAY
GRAND PRAIRIE TX 75052
 Contract: **16154 - U.S. COMMUNITIES**

Accounting: **Account allocation by total requisition amount.**
 Amount: **200.00**
 Ship To: **Grand Prairie ISD**
 Blanket PO: **This is a Blanket PO**
 Description: **AS-NEEDED PO for GPCI STEM Materials**

[Edit Master](#)
[**Notes](#)
[Attachments](#)

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

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code	% Disc
130	HOME DEPOT	ID #972-237-5403 Promotion Rewards #972-237-5403 **PO USER: Using your Buyer ID Card, check out through the Pro Service Desk or Commercial Service Desk - Do not use the general checkout register**	0	0.00	0.00		
140		"AS-NEEDED PO" for GPCI STEM Materials PO Amount: Not to Exceed \$200.00 PO Items: Mini infrared thermometer, PVC pipe & coupling, wiring, etc. PO Users: Nancy McGee, STEM Director	1	200.00	200.00		0

200 2 records displayed Line:

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[View Requisition Accounts](#)

1st – if you need to change the information under the “View Requisition Accounts” button, please refer to Pages 7-9 of this document for instructions.

2nd – if you need to change the information under the “Notes” button, please refer to page 10 of this document for instructions.

3rd- if you have any documents that need to be attached to the requisition, you will need to click the “Attachments” button of the requisition – please refer to page 10 of this document for instructions.

4th – after all of the above have been completed, please click on the “Submit For Approval” button.