

From Melissa Barnes  
Subject  
To bjolly@rcsd.ms

Reply Reply All Forward Archive

**Date:** July 16, 2015 at 2:42:21 PM CDT  
**From:** <sam.ferrell@rcsd.ms>  
**To:** <MELISSA.BARNES@RCSD.MS>  
**Subject:** Requisitions

Requisitions have been submitted by SFERRELL for your approval. [Click here](#) to view these requisitions.

Begin forwarded message:

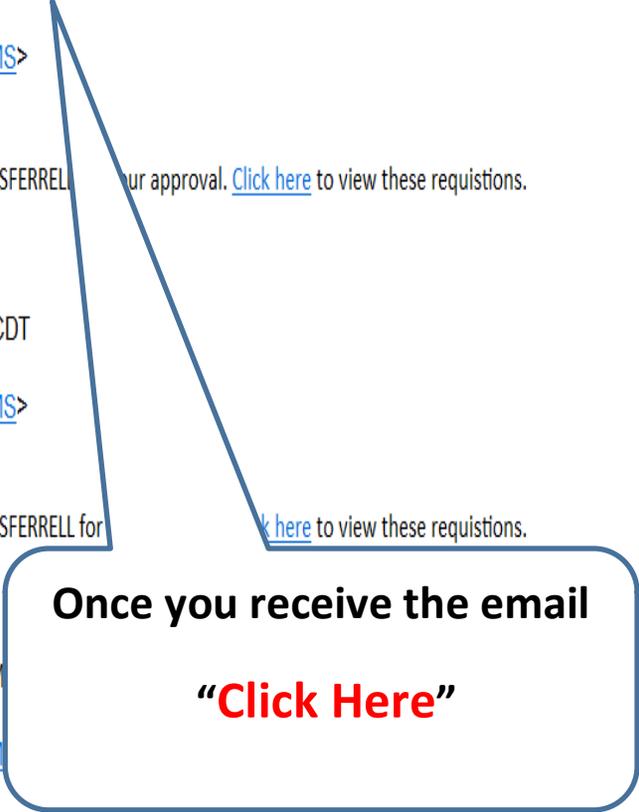
**Date:** April 7, 2015 at 8:19:44 AM CDT  
**From:** <sam.ferrell@rcsd.ms>  
**To:** <MELISSA.BARNES@RCSD.MS>  
**Subject:** Requisitions

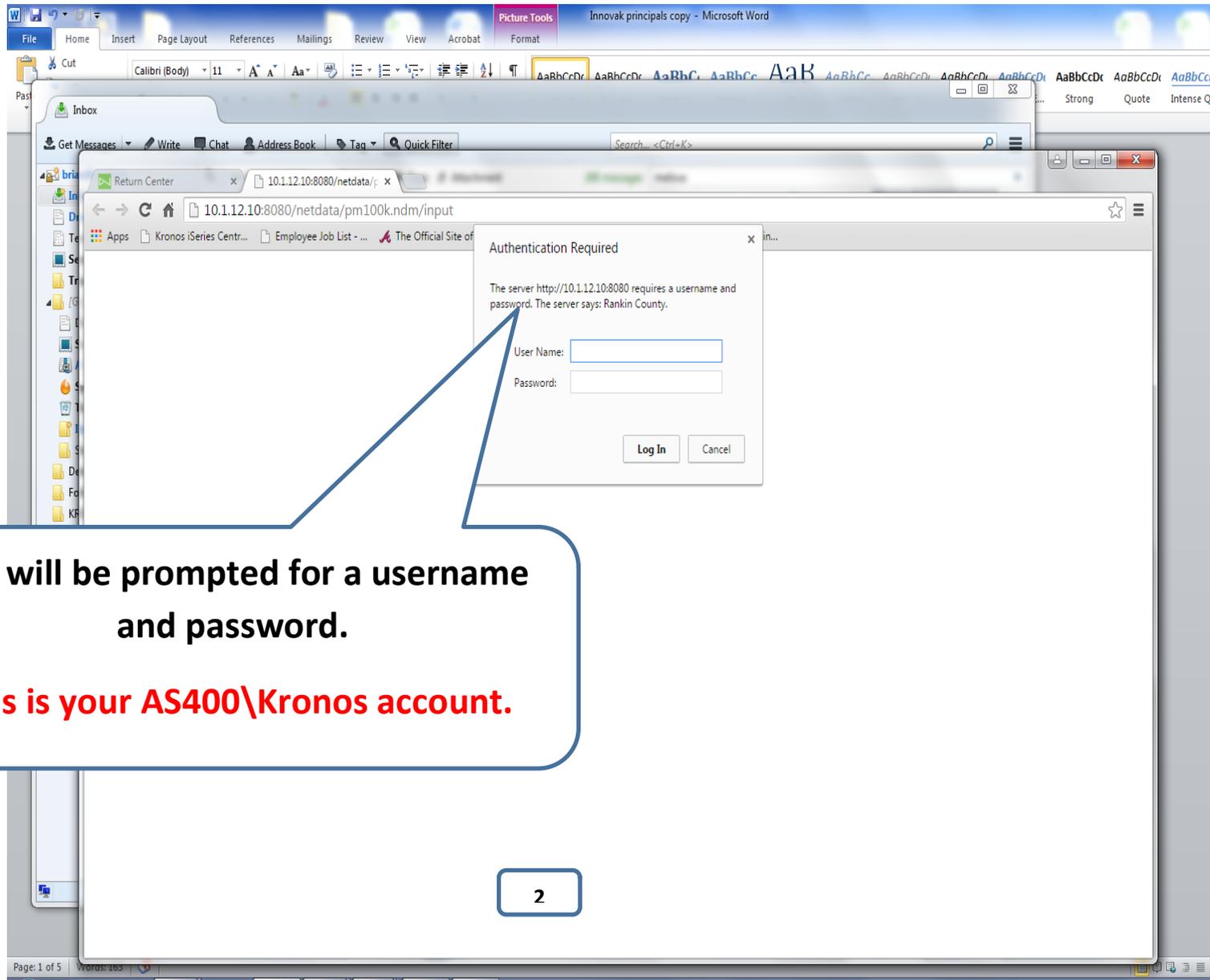
Requisitions have been submitted by SFERRELL for [Click here](#) to view these requisitions.

Begin forwarded message:

**Date:** April 24, 2015 at 11:08:08 AM  
**From:** <sam.ferrell@rcsd.ms>  
**To:** <MELISSA.BARNES@RCSD.MS>  
**Subject:** Requisitions

Requisitions have been submitted by SFERRELL for your approval. [Click here](#) to view these requisitions.





**You will be prompted for a username  
and password.**

**This is your AS400\Kronos account.**

Requisition #:  Find

Requisition	Vendor	Date	Total	Approved?
<a href="#">500227</a> 	370990 - LEXAMI	05/06/2015	\$ 450.00	Yes
<a href="#">500249</a> 	705500 - WAL-MART STORES/REMITTANCE	05/08/2015	\$ 40.00	No
<a href="#">500309</a>	481380 - NORTH MS EDUCATION CONSORTIUM	05/18/2015	\$ 7200.00	No

[Add New Requisition](#)     
 [Print Unapproved Requisitions](#)     
 [Print Approved Requisitions](#)     
 [Print All Requisitions](#)

Submit All the Above Requisitions

Select the 1<sup>st</sup> Requisition Number

**Note:**

You should notice a few things on this screen.

The  (**PAPERCLIP**) means an attachment has been added. You may click on the paperclip to open any attachments.



Copyright Innovak International, Inc 2006-2014

Select **Print**

This will open the requisition up for you to view all of the details

Header | [Items](#) | [Distributions](#) | [Attachments](#)

Fiscal Year: 2015  
00227

05 06 2015

370990 LEXAMI Vendor Select

Requisition Approved: Yes Next

[View Requisition Notes](#)

[View List](#)

Sales Tax Percentage:

**SHIP-TO-INFORMATION:**

Location, Name: --- PELAHATCHIE ELEM. SCHOOL

Line 1: BOX 599/213-B BROOKS ST.

Line 2: PELAHATCHIE

Attention: CONNIE BRYANT

State, Zip, Phone: MS 39145 6018548060

**BILL-TO-INFORMATION:**

Location, Name: --- PELAHATCHIE ELEM. SCHOOL

Line 1: BOX 599/213-B BROOKS ST.

Line 2: PELAHATCHIE

Attention: CONNIE BRYANT

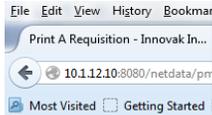
State, Zip, Phone: MS 39145 6018548060

Save and Continue Add/View Attachments Delete

This is the screen you will receive when you select **“Print”**. It will show you all of the details of the requisition on one page. Vendor information, Descriptions of items, Quantity, Prices, and Account Details.

**“You will need to select “Print” for each requisition separately”.**

You can print this screen for a copy if you like, but it is not required. Click your **“Back”** button on the browser to return to the requisition listing.



## Rankin County Schools On The Web

Requisition

Number: 500886

Vendor #: 723585  
 Vendor: WHEELER'S JANITORIAL SUPPLIES  
 Address: P.O. BOX 958  
 City/St/Zip: CRYSTAL SPRINGS, MS 39059  
 Phone/Fax: 6019064141 6018920685

Date: 07/12/2015  
 Location: RICHLAND HIGH SCHOOL  
 Address: 1202 HWY 49 SOUTH  
 City/St/Zip: RICHLAND, MS 39218  
 Attn:  
 Phone: (601) 939-5144

Catalog Number	Description	Quantity	Unit Price	Amount
NP RM4071-W	33/x39 garbage bags	50	17.50	875.00
NP RM3858XXH	38X58 garbage bags	20	36.90	738.00
NP RT2432H	24X32 bags	30	34.40	1032.00
SAL39200	busboy blue wiper	6	50.45	302.70
KRY1--1	cherry urinal screen	6	13.29	79.74
REC74828	lysol crisp Linen	2	77.89	155.78
ins32	plastic bottles	6	.65	3.90
UNS5910-9	triggers	6	.69	4.14
AMLX346100	large gloves	5	5.89	29.45
AMLX348199	xlarge gloves	5	5.89	29.45
UNS932A	yellow broom	6	8.95	53.70
BWK6217	toilet brush	12	3.89	46.68
SA442782	facial tissue	2	22.89	45.78
AMR A239-20-SB	misty summer breeze air	5	48.60	243.00
<b>TOTAL:</b>				<b>3639.32</b>

This is NOT a Purchase Order

Distributions 1120-9002620-000-610-056-0000	3639.32
--	---------

Send Invoice To:  
 RICHLAND HIGH SCHOOL  
 JEAN RUSSELL  
 1202 HWY. 49 SOUTH  
 RICHLAND, MS 39218  
 PH (601) 939-5144

Keyed by: RH5BK  
 Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_



# Rankin County Schools On The Web

Header | [Items](#) | [Distributions](#) | [Attachments](#) | [N](#)

   
View List

### HEADER-INFORMATION:

Fiscal Year: 2015  
Requisition #: 500227  
Date: 05 06 2015  
Vendor: 370990 LEXAMI [Vendor Select](#)  
Sales Tax Percentage:   
[View Requisition Notes](#)  
Requisition Approved: Yes

### SHIP-TO-INFORMATION:

Location, Name: --- PELAHATCHIE ELEM. SCHOOL  
Line 1: BOX 599/213-B BROOKS ST.  
Line 2: PELAHATCHIE  
Attention: CONNIE BRYANT  
State, Zip, Phone: MS 39145 6018548060

### BILL-TO-INFORMATION:

Location, Name: --- PELAHATCHIE ELEM. SCHOOL  
Line 1: BOX 599/213-B BROOKS ST.  
Line 2: PELAHATCHIE  
Attention: CONNIE BRYANT  
State: S

If everything looks ok change Approval from  
**“No”** to **“Yes”**  
Once you select **“Yes”** it will prompt for the  
next requisition

File Edit View History Bookmarks Tools Help

Select a Requisition x +

10.1.12.10:8080/netdata/pm100k.ndm/input

Most Visited Getting Started Employee Job List - In... Kronos iSeries Central ... NASCAR Drivers, Stan... The Official Site of The... Fox News - Breaking N...

# Rankin County Schools On The Web

July 22, 2015

Requisition #:  Find

Password Expires in 105 Days

Requisition	Vendor	Date	Total	Approve
<a href="#">501024</a>	266590 - GTM SPORTSWEAR	07/16/2015	\$ 490.00	Yes
<a href="#">501026</a>	327560 - JAZZY DANCER	07/16/2015	\$ 1277.00	Yes

[Add New Requisition](#) [Requisitions](#) [Print Approved Requisitions](#) [Print](#)

Once you have approved the requisitions select  
**“Submit All the Above Requisitions”**

7

**INNOVAK**  
INTERNATIONAL

Copyright [Innovak International, Inc](#) 2006-2014