

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: **750 - ADMINISTRATION REGULAR**

Fiscal Year: 2013 - 2014 September 1, 2013 - August 31, 2014

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).
 This is a Blanket Requisition/Purchase Order.

- Save and Add Detail
- Save and Mass Add Detail
- Back

Requisition Information

* Batch Number: 16

* Description: **Business Office Laptop**

* Vendor: DELL COMPUTERS, INC ONE DELL WAY ROUND ROCK TX 78682

* Ship To: FRIENDSWOOD ISD ADMINISTRATION 302 LAUREL DR. FRIENDSWOOD TX 77546

Attention: Mary Taylor

* Due Date: 07/16/2014 **Wednesday**

Ship Date: 07/16/2014 **Wednesday**

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Requisition Group: Make sure if it is a technology purchase, choose your Technology Group in the drop down box

Description: Entries in this area do not appear on the purchase order, but will print on the check stub, check register and board report. Please put a brief, but descriptive information in this area.
 Ex. Supplies for principal office, student workbooks, etc.

Requisition Detail Lines/Accounting

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Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **16**
 Requisition Number: **0000010648**
 Group: **(750) ADMINISTRATION REGULAR**
 Fiscal Year: **2013 - 2014**
 Vendor: **DELL COMPUTERS, INC**
ONE DELL WAY
ROUND ROCK TX 78682

Accounting: **Account allocation by total requisition amount.**
 Amount: **0.00**
 Ship To: **FRIENDSWOOD ISD ADMINISTRATION**
 Blanket PO: **This is not a Blanket PO**
 Description: **Business Office Laptop**

Requisition Detail Lines

* Line Number:

Line Type: Merchandise
 Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description

Asterisk (*) denotes a required field

Qty & Unit Cost: Enter exact quantity and unit cost of each items to be purchased
Description: Only use "see attached list" if you have more than 8 items or you are purchasing from the coop catalog. List each line item separately. Please be descriptive and use item numbers if available. When entering workshops or conferences, always include the date and attendees.

Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **21**

Requisition Number: **0000010669**

Group: **(001) HIGH SCHOOL REGULAR**

Fiscal Year: **2013 - 2014**

Vendor: **AMAZON**

**DEPT30-2200192140 PO BOX 689020
DES MOINES IA 50368-9020**

Accounting: **Account allocation by total requisition amount.**

Amount: **0.00**

Ship To: **FRIENDSWOOD HIGH SCHOOL**

Blanket PO: **This is not a Blanket PO**

Description: **test**

Edit Master

Notes

Attachments

Submit For Approval

Save and Finish Later

Back

Requisition Detail Line Items

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



Add

Edit

Delete

Mass Add Detail

View Requisition Accounts

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		test	1		0.00000	0.00	

50 1 records displayed

Line:

Notes

Add/Edit Note for Requisition# 0000010644

* **Note Category:**

Entered Date:

Entered Time:

Entered By:

* **Note:**

Protected (Read only to all users except the user that entered it.)

Save

Back

Asterisk (*) denotes a required field

Notes: Alerts approver to any important information. This area is not used to alert business office that a check needs to be mailed or returned to the campus. Continue writing that information on your invoice or payment/voucher request. Ex. budget transfer or amendment is in progress

Requisitions Attachments

Edit Requisitions Attachment for Req Number 0000010624

* Type: PDF Document PO

Entered Date: 07/16/2014

Entered Time: 4:01 PM

Entered By: MARY S TAYLOR

* Description: Quote

* Attached File: Apple Proposal 2101357998.pdf

Change the file that is used for this attachment.

Email to Vendor with Purchase Order

Save

Back

Asterisk (*) denotes a required field

Always attach quotes to all technology related purchases