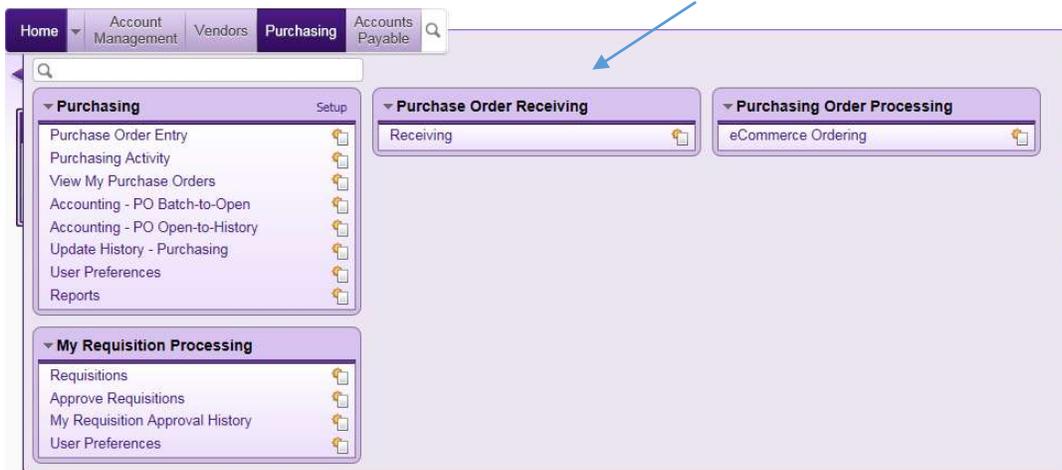


RECEIVING ITEMS

When receiving items online, go to PURCHASING/PURCHASE ORDER RECEIVING and click on RECEIVING.



You will then click on ADD



Then enter your PO # and click Enter on your keyboard



Then enter the Quantity Received for each item and click Save

The screenshot shows the 'PO Line Items' interface. At the top, there is a search bar with 'Enter PO Number: 0030170235' and buttons for 'Search by PO' and 'Search by Vendor'. Below this is a 'Views: General' dropdown and a 'Filters: *Skyward Default' dropdown. The main area is a table with columns: Line Number, Catalog, Description, U of M, Qty Ordered, Prev Received, Qty Received, Qty Remaining, and Com. There are two rows: line 100 for 'SUMMER CONFERENCE REGISTRATION' and line 110 for '6/19/17 ACT103-25 ACTIVITY FUND ACCOUNTIN'. The 'Qty Received' column for line 100 is highlighted in green and contains the value '0'. To the right of the table is a 'Save' button and a vertical stack of buttons: 'Receive All', 'Reset All Qty Received to Zero', 'Show All Detail Items', and 'Close'. A blue arrow points from the 'Qty Received' column of line 100 to the 'Save' button.

Line Number	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Com
▶ 100		SUMMER CONFERENCE REGISTRATION	EA	1	0	0	1	
▶ 110		6/19/17 ACT103-25 ACTIVITY FUND ACCOUNTIN	EA	1	0	0	1	

If you receive your items online, please remember to also send the OK TO PAY to Accounts Payable. Simply receiving items on-line will not generate an O.K to pay.

OKs to PAY

(After you have received the invoice)

-You can submit OKs to pay in one of two formats:

-If you have a larger invoice, you may stamp on the invoice itself with the OK to PAY stamp, completing all fields, and initialing.



INVOICE

Page: 1

Bill To:
TEXAS CITY ISD
OFC OF THE BUSINESS MGR
P.O. BOX 1150
Texas City, TX 77590

Invoice Number: 5024886
Invoice Date: 08/07/18

Ship To:
TEXAS CITY ISD
COACH HILL
ATHLETIC STADIUM
1501 9TH AVE N
Texas City, TX 77590
USA

Tax Ident. Type Legal Entity
Ship Via
Terms Net 30 days

Customer ID 6915
P.O. Number 040180539
Our Order No. 129295
SalesPerson 014

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
D55042NTB-E1 SPOT VITAL SIGNS W/ NIBP/TEMP/	Each	1.00	1.00	2,135.00	2,135.00
S55047006 SPOT VITAL SIGNS MOBILE STAND	Each	1.00	1.00	324.95	324.95

OK TO PAY
PO # 0140180539
INV # 5024886
INV AMT \$ 2459.95
DATE 8/13/18 *PMB*
 CLOSE OPEN

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 2,459.95

Subtotal: 2,459.95
Invoice Discount: 0.00
Total Sales Tax: 0.00

Total USD: 2,459.95

-If you have a smaller receipt, or a multi-invoice PO, you may stamp the PO with your OK to PAY stamp, and submit both items to accounts payable.

PO DATE
08/03/2018



PAGE 1 OF 1
PURCHASE ORDER NUMBER
0030180350
FISCAL YEAR : 2017-2018
ENTERED BY : HOWARJUL000
ORIGINAL REQ # : 000028075

PRINTED 08/10/2018
'REPRINTED PO'

VENDOR:
GALVESTON CO DAILY NEWS
PO BOX 628
GALVESTON, TX 77553

SHIP TO:
TEXAS CITY ISD
1700 9TH AVE N
TEXAS CITY, TX 77590

ATTN: JULIE-ANN HOWARD

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		ANNUAL BUDGET AND TAX RATE ADVERTISEMENT MUST BE AT LEAST 1/4 PAGE HEADLINE MUST APPEAR IN 18 POINT TYPE OR LARGER DO NOT PUBLISH IN LEGAL OR CLASSIFIED	700.00000	700.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
199 E 41 6499 00 750 0 99 000		700.00		
DO NOT SHIP BACKORDERS. BACKORDERS WILL BE RETURNED TO THE VENDOR.				
		6/7/18 300885962	100.14	
		7/2/18 30088599	26.10	
		7/31/18 300886125	525.09	
			PAGE TOTAL	700.00
			TOTAL	700.00

SHIP COMPLETE ORDERS. NO BACKORDERS.
BILL TO: TEXAS CITY ISD, PO BOX 1150, TE.

OK TO PAY
PO # 0030180350
INV # 300886125
INV AMT \$ 525.09
DATE 8/13/18
CLOSE OPEN

APPROVED BY:

Margaret Lee

STATE SALES TAX EXEMPTION CERTIFICATE
claims an exemption from taxes under Chap
Revised Civil Statutes of Texas, for purchase o
property described in this numbered order, pu
connector and/or shipper listed above, as this pr
secured for the exclusive use of a political sub-division of the
State of Texas.

Advertising Invoice

The Galveston County Daily News 1/1

P.O. Box 628
Galveston, TX 77553-0628

Phone: (409) 683-5200
Fax: (409) 744-6268
URL: www.galvnews.com

Texas City ISD- Legals
P.O. Box 1150
Texas City, TX 77592-1150

Cust #: 14102795
Phone #: (409)942-2610
Post Date: 07/31/2018
Due Date: 08/27/2018
Invoice #: 300886125

Classification: 006 Legal Notices Acct Type: cr Salesperson: 021 Ad Taker: 021

Ad #	Text	Start	Stop	Amount	Prepaid	Due
00457657	2018-2019 Dawn T.	07/31/2018	07/31/2018	525.09	0.00	525.09

EITHER WAY, we ask that you submit your invoices and OKs to PAY via email to either:

mcolasont@tcisd.org for vendors A-M

kelliott@tcisd.org for vendors (N-Z)

*****EXCEPTION*****

Audit requires that any in-person, **cash register type invoices** (receipts) MUST have original receipt submitted. These receipts must be sent inter-office, with the OK to PAY. Examples include: Kroger, Walmart, Sam's, Hobby Lobby.

ACCOUNTS PAYABLE

Checks are cut twice a week (Tuesdays and Thursdays) during the school year, once a week (Wednesday) during the summer. Cut-off for Tuesday's check run is close of day Friday. Cut-off for Thursday's check run is close of day Tuesday.

Invoices received in Accounts Payable will be forwarded to you, requesting an OK to PAY. You need not return the invoice to us, as we keep the original.

If you receive an invoice directly from vendor, forward it to accounts payable, along with your OK to PAY.

Remember to submit OKs to PAY once you have *received* all items on an invoice.

Do not hold on to invoices. If you have received an incomplete or incorrect invoice, please let accounts payable know the reason for delay in payment.

Invoices greater than 10% over the original PO amount must have a Letter of Explanation from the budget director submitted for approval and included with the OK to PAY.