

ADDING "NO PKG SLIP" COMMENTS AFTER RECEIVED

Skyward/FM/Purchasing/Receiving

Key in the po

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
850160080	12/12/2016	3:10 PM	06	O			PL-CS540H10 HANDS FREE HEADSET		2.00	BUSINESS TELECOM	0.00	FOGLESONG, ARLENE ROGE	Y		
850160080	12/12/2016	3:10 PM	06	O			PL-65116-01 INDICATOR LIGHT		2.00	BUSINESS TELECOM	0.00	FOGLESONG, ARLENE ROGE	Y		
850160077	12/07/2016	2:47 PM	18	O			3 BOXES OF LAMINATING POUCHES		3.00	JACKSON-HIRSCH IN	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	990333		Pendaflex(R) Hanging File Folder Plastic Tabs, Pink, Pack Of 25	PK	2.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	965232		Office Depot(R) Brand Side-Application Correction Tape, 1 Line x 3/4", Pack Of 12	PK	1.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	748822		Mr. Coffee(R) 12-Cup Programmable Coffeemaker With Brew Strength Selector, Black/Silver, FX14-09	EA	1.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	711044		Swingline(R) LightTouch(R) High-Capacity Paper Punch, Black/Silver	EA	1.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	675033		Neenah Excel(R) Vulcan Bristol Cover Stock, 8 1/2 x 11, 67 Lb., Ivory, Pack Of 250 Sheets	PK	1.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	655266		BIC(R) Soft Feel(R) Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black	DZN	4.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	459604		C-Line(R) Vinyl Top-Loading Sheet Protectors, 8 1/2 x 11, Box Of 50	BX	3.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	254089		Paper Mate(R) Liquid Paper(R) DryLine (R) Grip Correction Tape, Single Line, 3/5, White, Pack Of 2	PK	3.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	218970		Keurig(R) K155 Small/Medium Office Brewer	EA	1.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160072	09/30/2016	8:39 AM	16	H	213940		Scotch(R) 137 Photo Safe Double-Sided Tape, 1/2 x 400, Pack Of 4	PK	2.00	OFFICE DEPOT	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			641A-BK / C9720A BLACK		2.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			641A - Y / C9722C YELLOW		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			641A - M / C9723A MAGENTA		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			641A - C / C9721A CYAN		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			410X - HY Y / CF412X YELLOW		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			410X - HY Y / CF411X CYAN		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			410X - HY M / CF413X MAGENTA		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
850160001	09/30/2016	8:36 AM	30	O			410X - HY C / CF410X BLACK		1.00	LASERLITE INC	0.00	FOGLESONG, ARLENE ROGE	Y		
810160006	12/15/2016	8:05 AM	08	O			FFVP Refrigerator for George	EA	1.00	CENTRAL RESTAURAN	0.00	MILLS, MARGARET	Y		
810160007	12/15/2016	8:05 AM	08	O			FFVP refrigerator for Mr. View	EA	1.00	CENTRAL RESTAURAN	0.00	MILLS, MARGARET	Y		

Edit

QUINCY SCHOOL DISTRICT #144

Home Account Management Vendors Purchasing Accounts Payable Custom Reports

Receiving

Views: By Purchase Order Number Filter: Forward Default: Close

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
5471600034	11/10/2016	8:04 AM	27	O		30031	TEACHER RATING SCALES-CHILD 6-11 (PKG OF 25)	PKG.	1.00	PEARSON CLINICAL	0.00	MILLS, MARGARET	Y		NO PKG SLIP
5471600033	10/26/2016	8:24 AM	17	H		IM1192743	OtherBox Defender iPad Air 2 Case	EA	1.00	STAPLES ADVANTAGE	0.00	MILLS, MARGARET	Y		
5471600032	11/16/2016	1:16 PM	17	O		MNV22LL/A	IPAD AIR 2 WI-FI 32GB--SPACE GRAY	EA	1.00	APPLE COMPUTER INC	0.00	PETERSEN, SHELLY K	Y		
5471600030	11/15/2016	10:59 AM	07	H		PO-65370X	POKEY TRANSFER BELTS, DELUKE, PADDED, METAL BUCKLE QUOTE	EA	1.00	REHABMARK.COM	0.00	MILLS, MARGARET	Y		
5471600030	11/14/2016	8:23 AM	07	H		PO-65370X	POKEY TRANSFER BELTS, DELUKE, PADDED, METAL BUCKLE QUOTE	EA	1.00	REHABMARK.COM	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	10:47 AM	07	H		616445	Alloy NaturSmart Mousepad Retro Floral	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		895907	Alloy(R) Mouse Pad, 8.5, Blue	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		756769	HP 305A, Magenta Original Toner Cartridge (CE413A)	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		756724	HP 305A, Yellow Original Toner Cartridge (CE412A)	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		756766	HP 305A, Cyan Original Toner Cartridge (CE411A)	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		604748	Radisson(R) Steel Vertical File, 2-Drawer, 28 3/8" x 15" x 22", Black	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		508869	Alloy(R) Memory Foam Wrist Rest, Black	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600029	10/13/2016	9:07 AM	07	H		343749	Erigen(R) Mac(R) Alkaline AA Batteries, Pack Of 4	PK	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600028	10/07/2016	7:54 AM	27	H		978078256	EDGE LEVEL C GRAMMAR & WRITING PRACTICE BOOK BLACKLINE	EA	1.00	CENGAGE LEARNING	0.00	MILLS, MARGARET	Y		
5471600028	10/07/2016	7:54 AM	27	H		978078249	EDGE LEVEL C TEACHERS EDITION SET	EA	1.00	CENGAGE LEARNING	0.00	MILLS, MARGARET	Y		
5471600028	10/07/2016	7:54 AM	27	H		978078234	EDGE LEVEL C STUDENT EDITION	EA	12.00	CENGAGE LEARNING	0.00	MILLS, MARGARET	Y		
5471600027	10/03/2016	8:01 AM	27	H		353960	Kensington(R) Monitor Stand With Smart(R) System, Black	EA	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600027	09/30/2016	7:30 AM	27	H		944280	Avery(R) TruBlock(R) Color Permanent Inkjet/Laser File Folder Labels, 2 1/2 x 3 7/16, Blue, Box Of 1,000	BX	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600027	09/30/2016	7:30 AM	27	H		944264	Avery(R) TruBlock(R) Color Permanent Inkjet/Laser File Folder Labels, 2 1/2 x 3 7/16, Assorted, Box Of 750	PK	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		
5471600027	09/30/2016	7:30 AM	27	H		905095	Smead(R) CutLess(R) Color File Folders, Letter Size, 1/2 Cut, 30 Recycled, Assorted Colors, Box Of 100	BX	1.00	OFFICE DEPOT	0.00	MILLS, MARGARET	Y		

200 records displayed PO Number: 5471600027

Put "NO PKG SLIP" in receiving comments

www2.ncrdc.wa-k12.net/scripts/cgiip.exe/WService=wquincys71/fporeqdtf001.w?isPopUp=true

PO Receiving Detail Lines/Accounting

PO Detail Lines/Accounting

Requisition Master Information

Batch Number: 17
 Requisition Number: 5471600032
 Group: (547) SUPPORT SERVICES
 Fiscal Year: 2016 - 2017
 Vendor: APPLE COMPUTER INC
 12545 RIATA VISTA CIR
 AUSTIN TX 78727

Accounting: Account allocation by total requisition amount.
 Amount: 446.84
 Ship To: QUINCY MAINT DEPT SS/SPEED
 Description: IPAD

PO Detail Lines

Line Number: 100
 Line Type: Merchandise
 Catalog: MNV22LL/A
 Quantity: 1
 Unit of Measure: EA
 Unit Cost: 379.00000
 Total Amount: 379.00
 Description: IPAD AIR 2 WI-FI 32GB--SPACE GRAY

Receiving Information

Received By: PETERSEN, SHELLY K
 Date: 11/16/16
 Time: 1:16 PM

Quantity Received: 1 x
 Unit Cost: 379.00000
 Amount Received: 379.00
 Total Quantity Received: 1
 Total Amount Received: 379.00

Receiving Comment:

Save Back

SAVE

PO Receiving Detail Lines/Accounting

PO Detail Lines/Accounting

Requisition Master Information

Batch Number: **17**
Requisition Number: **5471600032**
Group: **(547) SUPPORT SERVICES**
Fiscal Year: **2016 - 2017**
Vendor: **APPLE COMPUTER INC**
12545 RIATA VISTA CIR
AUSTIN TX 78727

Accounting: **Account allocation by total requisition amount.**
Amount: **446.84**
Ship To: **QUINCY MAINT DEPT SS/SPED**
Description: **IPAD**

PO Detail Lines

Line Number: **100**
Line Type: **Merchandise**
Catalog: **MNV22LL/A**
Quantity: **1**
Unit of Measure: **EA**
Unit Cost: **379.00000**
Total Amount: **379.00**
Description: **IPAD AIR 2 WI-FI 32GB--SPACE GRAY**

Receiving Information

Received By: **PETERSEN, SHELLY K**
Date: **11/16/16**
Time: **1:16 PM**

Quantity Received:
Unit Cost:
Amount Received:
Total Quantity Received:
Total Amount Received:
Receiving Comment:

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The updated information will show in comments.

www2.ncrdc.wa-k12.net/scripts/cjip.exe/WService=wquincys71/f/poneqbrs001.w

QUINCY SCHOOL DISTRICT #144

Tina Olson Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Custom Reports

Receiving

Views: By Purchase Order Number Filters: Skyward Default Clone

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▶ 5471600032	11/16/2016	1:16 PM	17	O		MNV22LL/A	IPAD AIR 2 WI-FI 32GB--SPACE GRAY	EA	1.00	APPLE COMPUTER IN	0.00	PETERSEN, SHELLY K	Y		NO PKG SLIP
▶ 5471600030	11/15/2016	10:59 AM	07	H		PO-6537DX	POSEY TRANSFER BELTS, DELUXE, PADDED, METAL BUCKLE QUOTE QT10178E	EA	1.00	REHABMART.COM	0.00	MILLS, MARGARET	Y		
▶ 5471600030	11/14/2016	8:23 AM	07	H		PO-6537DX	POSEY TRANSFER BELTS, DELUXE,	EA	1.00	REHABMART.COM	0.00	MILLS, MARGARET	Y		

Buttons: Add, Edit, Delete, Notes, Attach