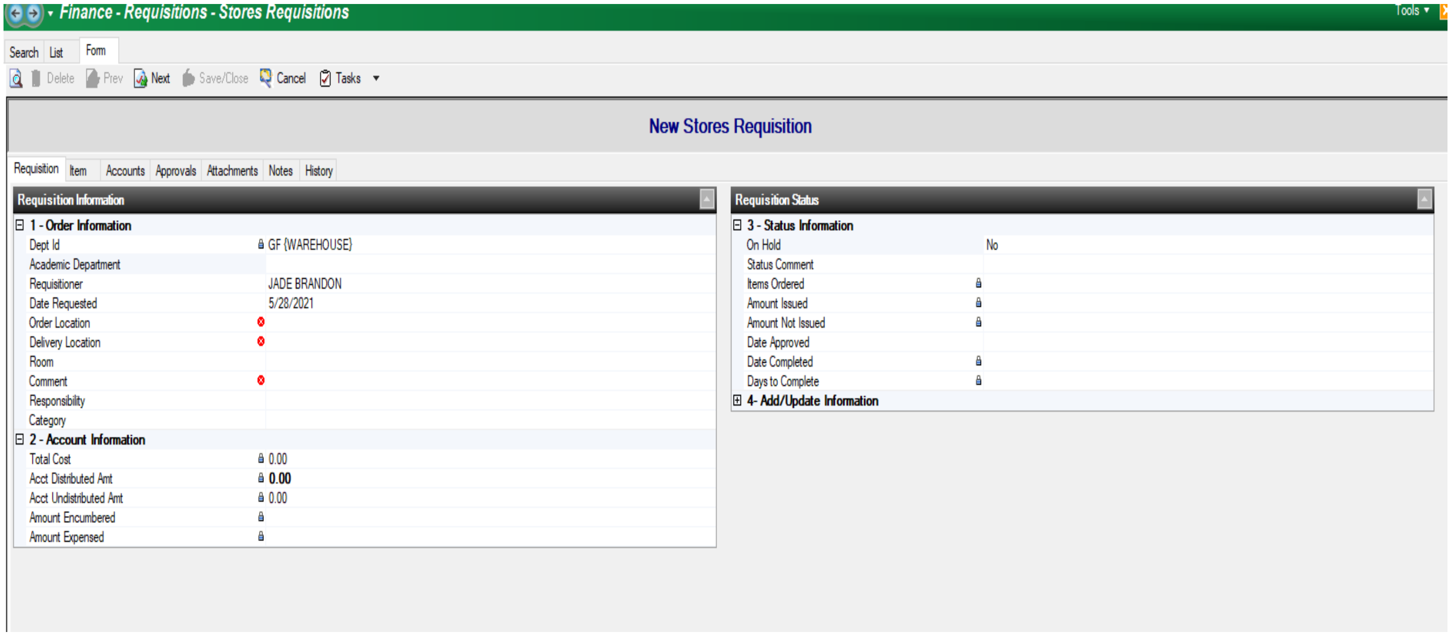
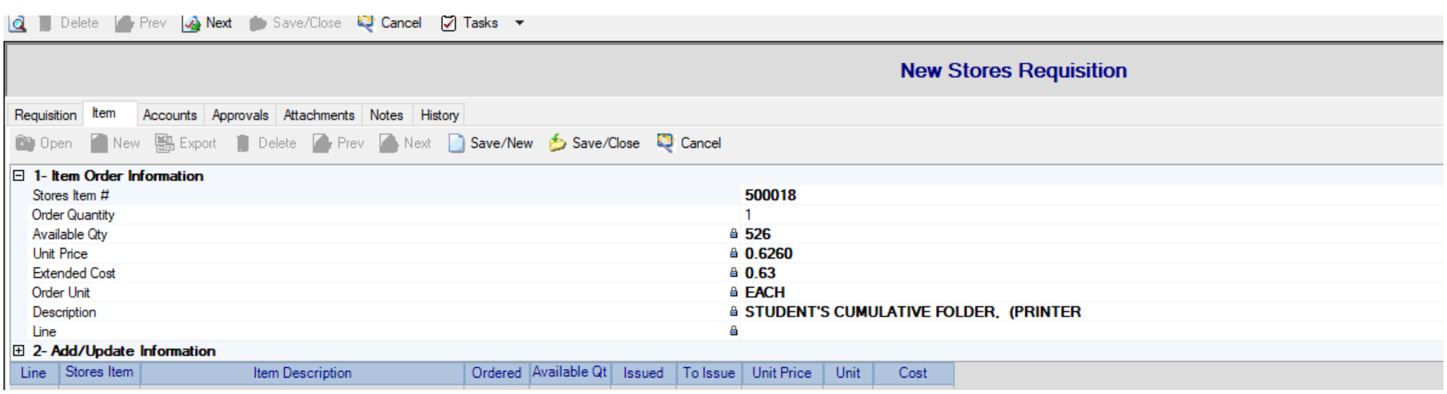
Creating a Stores Requisition



1. Enter your *User Name* and *Password*
2. On the left hand side of the screen click the arrow next to *Requisitions*. This will bring down 4 options.
3. Double click on *Stores Requisitions*
4. Under *Fiscal Year* put the current year. Under *Department* put *Warehouse*.
5. Select *Go* at the top of the screen.
6. Select New drop down menu>Warehouse (applicable fiscal year)
7. Your screen should look like the picture above. Under the *Comment* section, change the date to reflect the date your order will be delivered.
8. Please select your *Order Location* and your *Delivery Location*.
9. Select the second tab marked *Items.* Here using your **MASTER LIST**, provided to you at the beginning of the Fiscal Year, enter the item number and quantity needed. Select New and enter the new *Order Quantity* and *Stores Item #.*
    a. If you have more item numbers to enter, select Save/New and repeat the step above.
    b. If you have no more item numbers to enter, select Save/Close.



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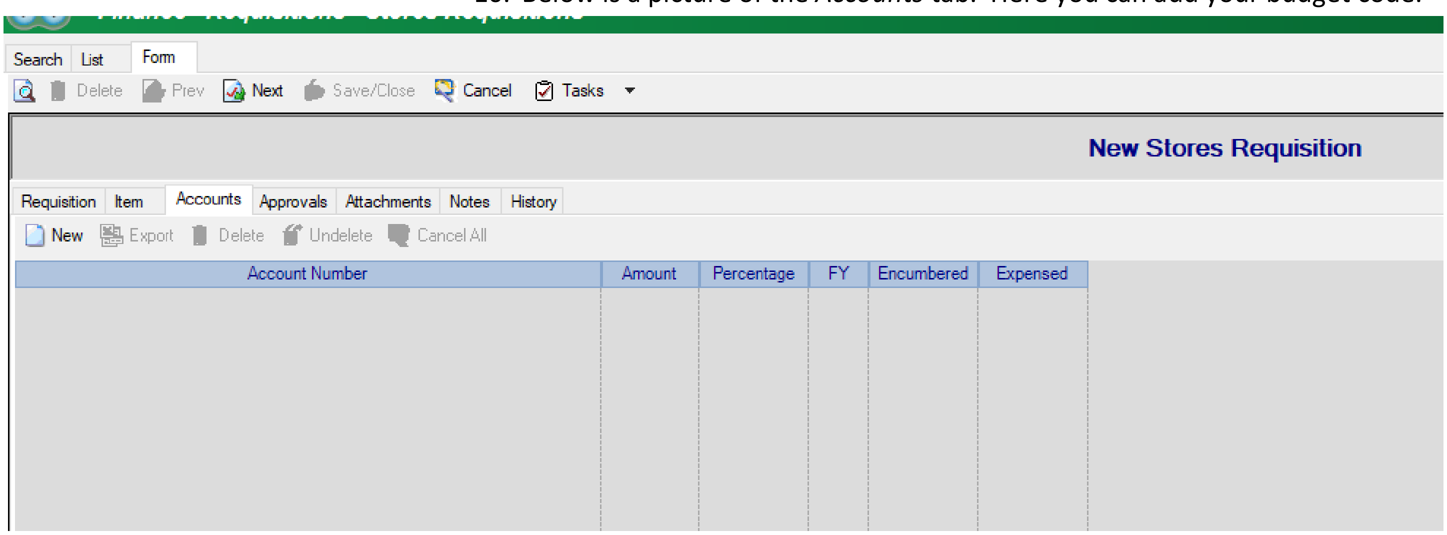
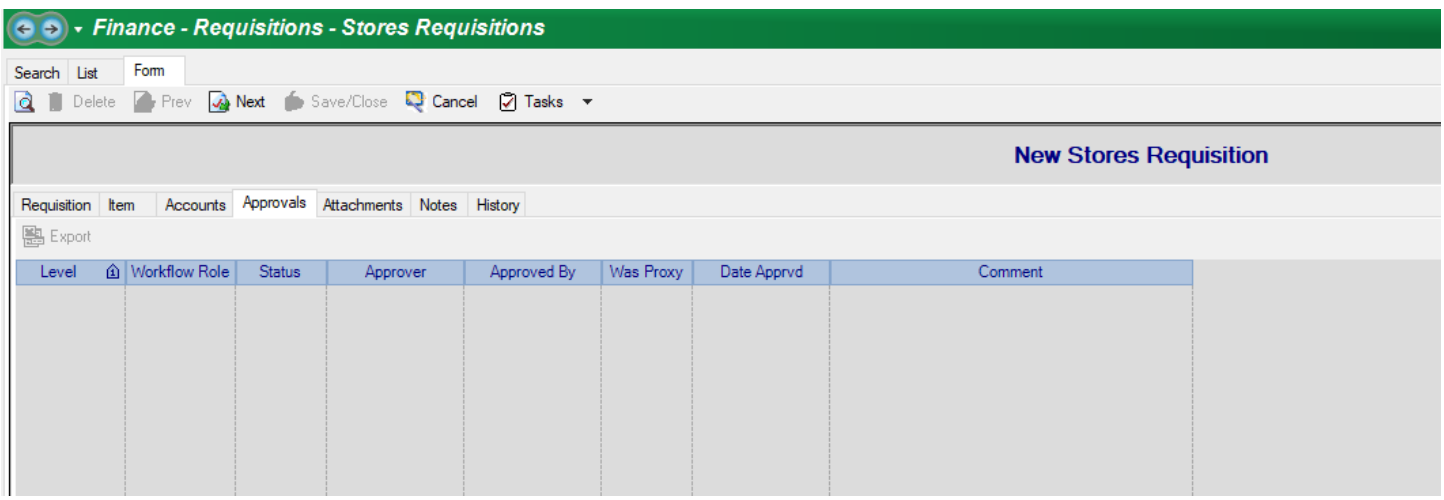
10. Below is a picture of the *Accounts* tab. Here you can add your budget code.



11. In the picture below you will see the *Approvals* tab. Here is where you can see who will need to approve your *Vendor Requisition* so it can move from *Submitted* to *Approved* to *Printed*.



12. Once you are all done with these steps select the *Tasks* pull down arrow and select *Submit.*
13. Once your *Stores Requisition* is submitted, email **the next person in the approval path** and ask them to approve your Requisitions.
14. After your *Stores Requisition* has made it through the approval path, it will be pulled at the WAREHOUSE and staged for delivery.
15. Upon delivery, please sign and date provided paperwork. A copy of the paperwork will be left with you for your records.

All Stores Requisitions must be submitted by the last working day in May. If you have any questions about existing *Stores Requisitions* or how to questions, please email Steve Geringer, Warehouse Operations Lead at sgeringer@vcusd.org.