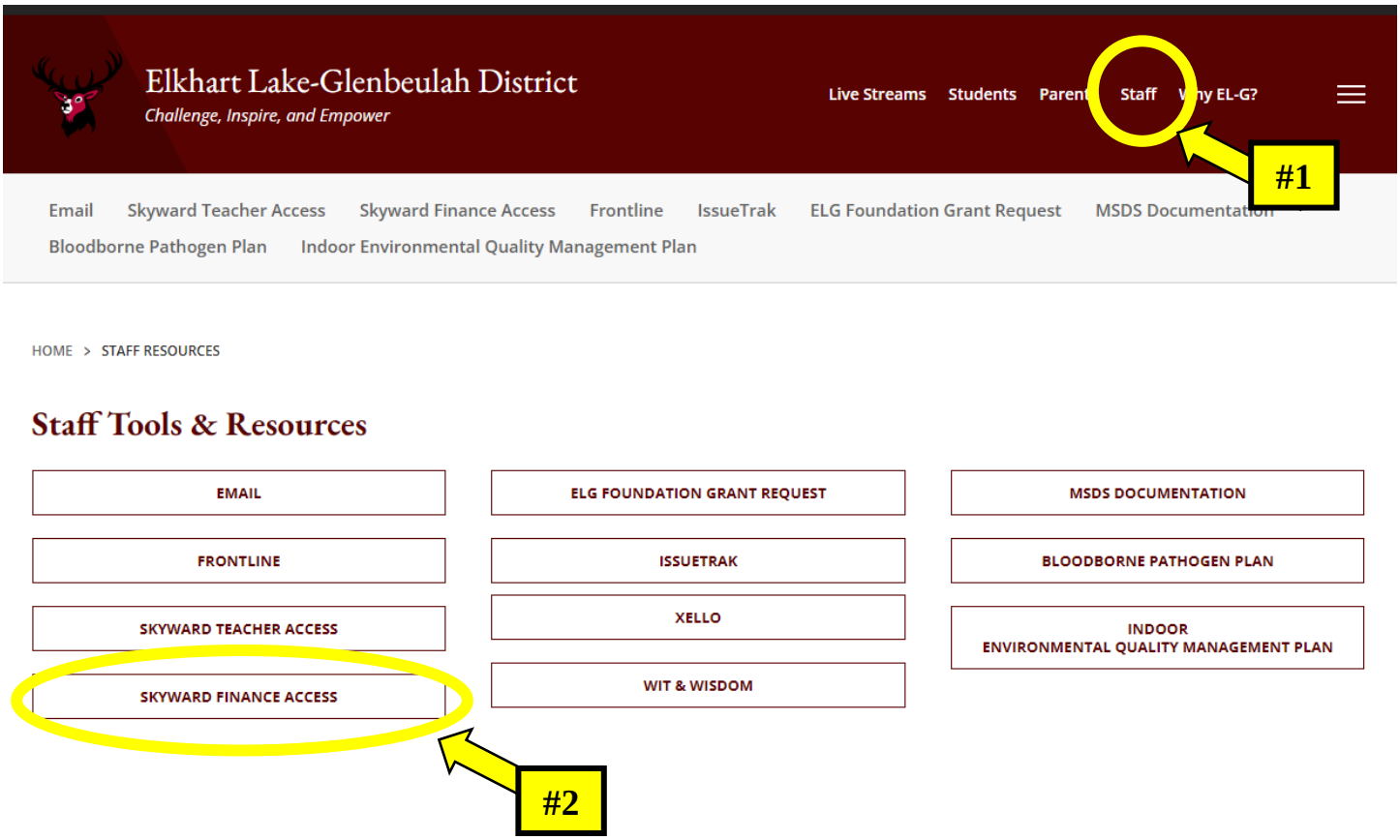
Directions for Skyward Requisitions:

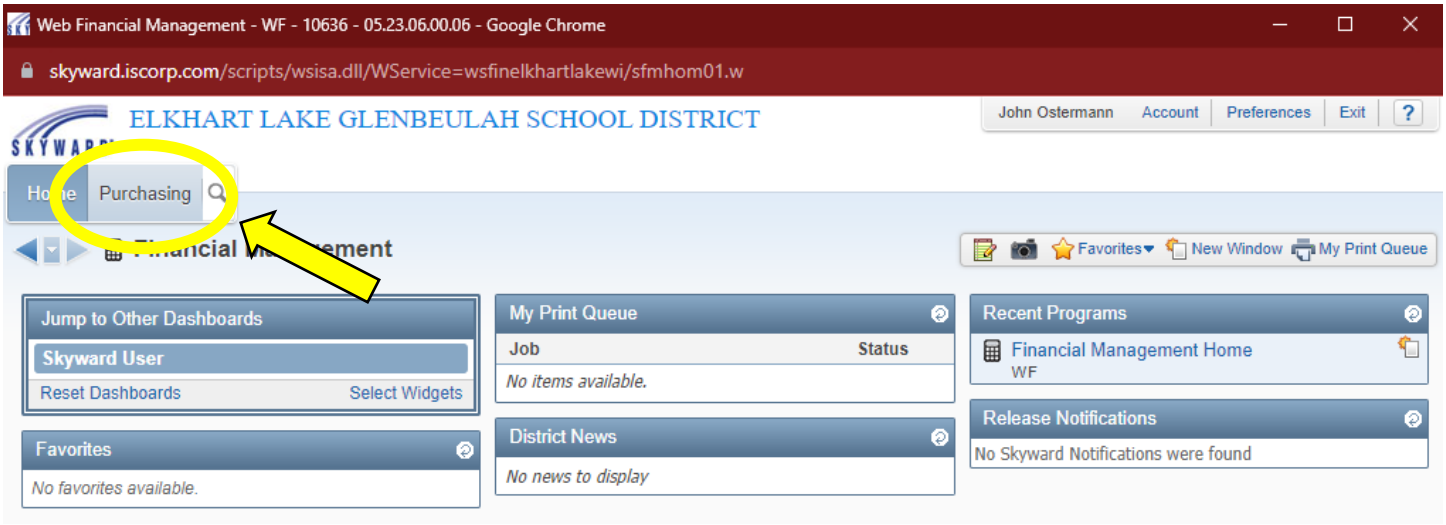
Step #1: Login to Skyward Finance

- Go to school webpage → Staff (at the top of the page) → Skyward Finance Access → Type in your Login ID and Password

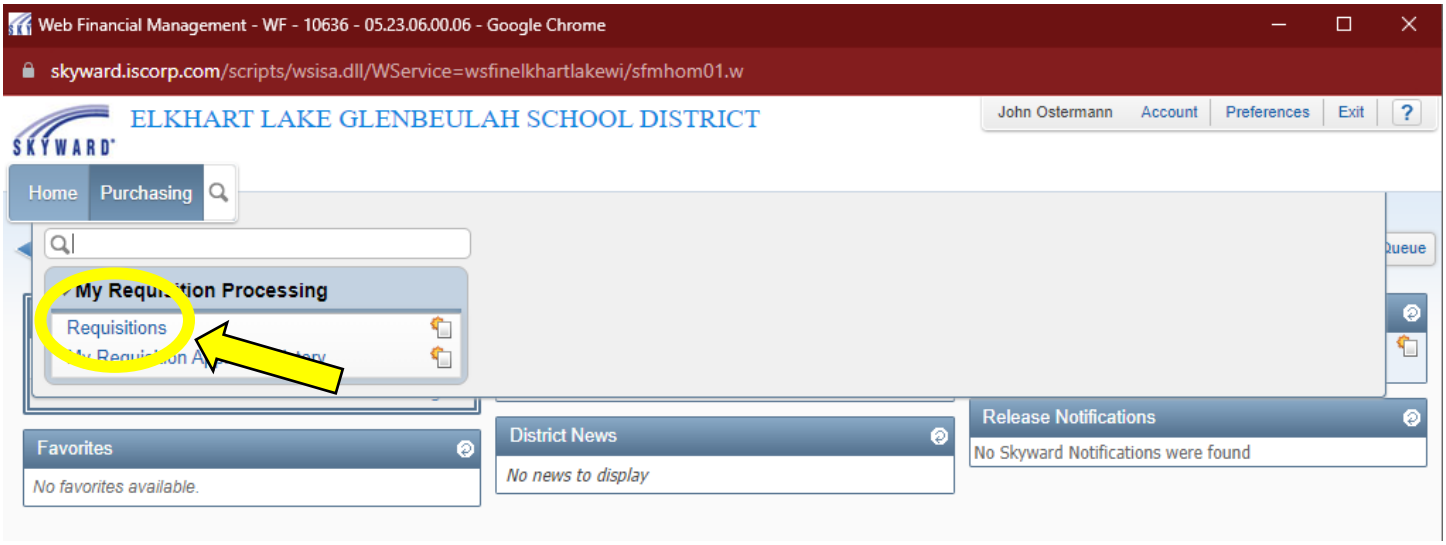


If you have issues logging in, please contact Anthony Summers at **asummers@goresorters.com**.

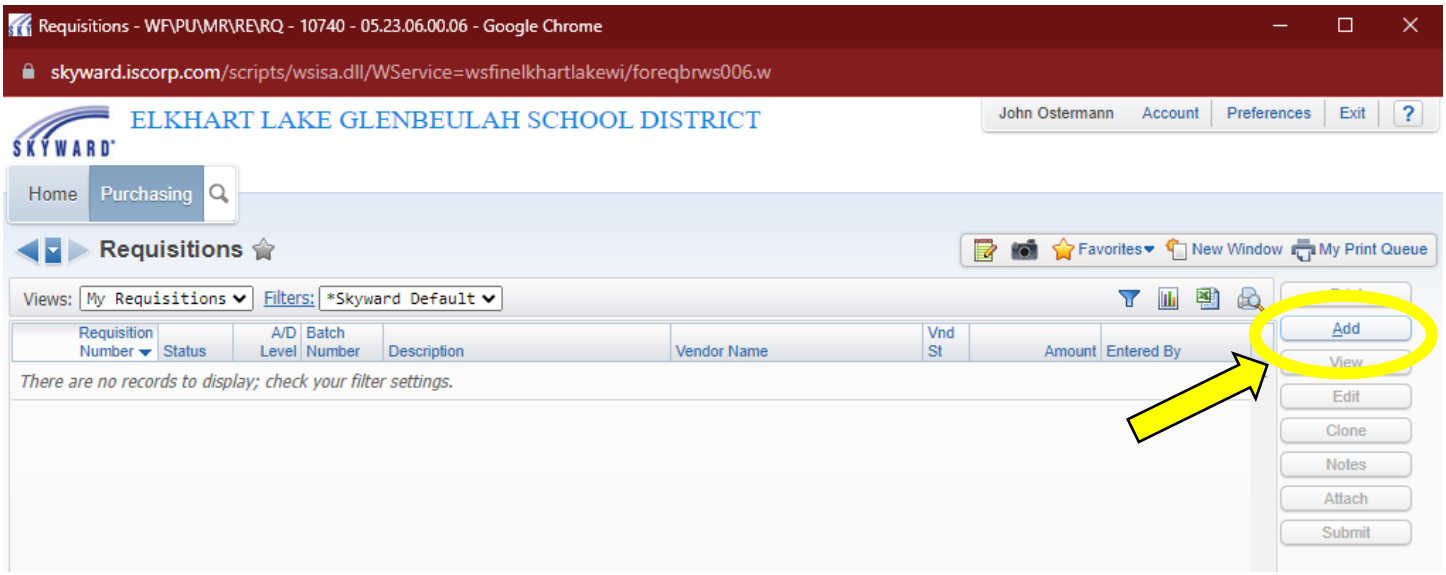
Step #2: Go to Purchasing



Step #3: Click on Requisitions

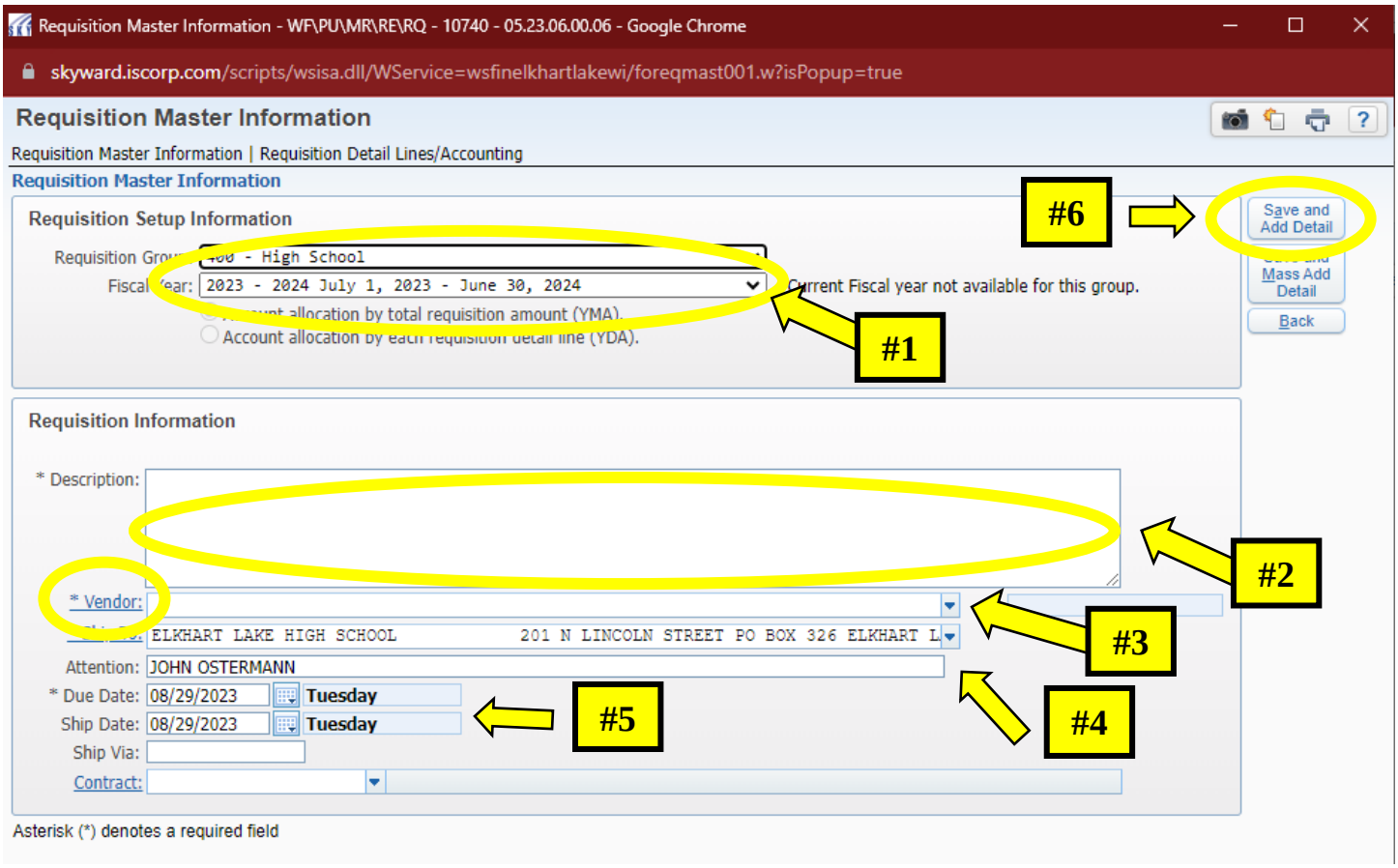


Step #4: Click Add



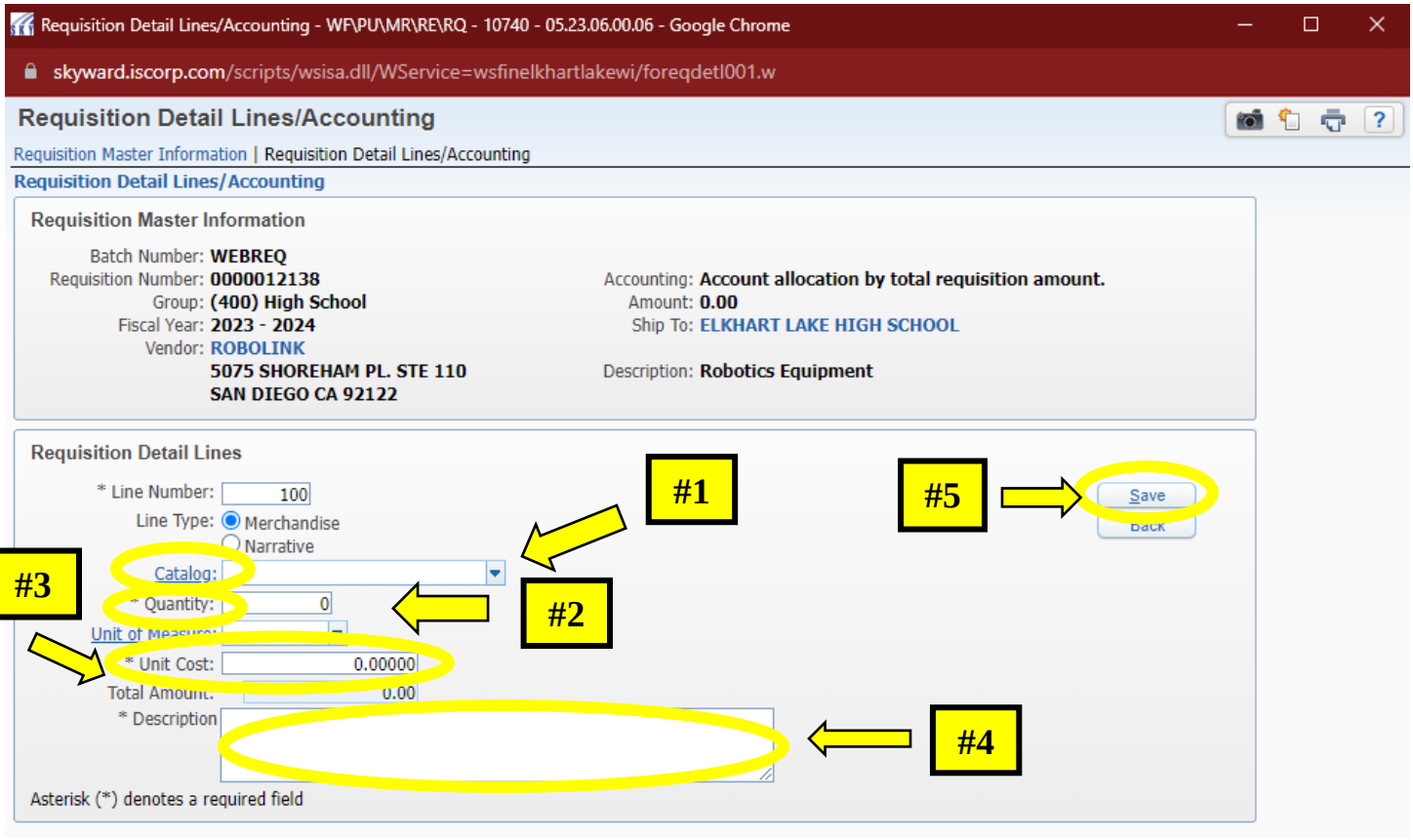
Step #5: Enter Requisition Information – Use all capital letters (CAP LOCK on)

- Make sure **correct fiscal year is listed** and the correct requisition group
- Add a brief description of item(s) being purchased
- Select Vendor from drop-down menu
    - If vendor is not available, please email the vendor information to Wendy Spangenberg/Diane Hassinger at **wspangenberg@goresorters.com/dhassinger@goresorters.com**
    - Include the following vendor information:
        - Name of vendor | Address | Phone number | Fax number | Email (if available) | Contact name
- Make sure you select correct building for shipping
- **Change ship and due date to 7/1/2024 for 2024-25 requisitions**
- Click Save and Add Detail

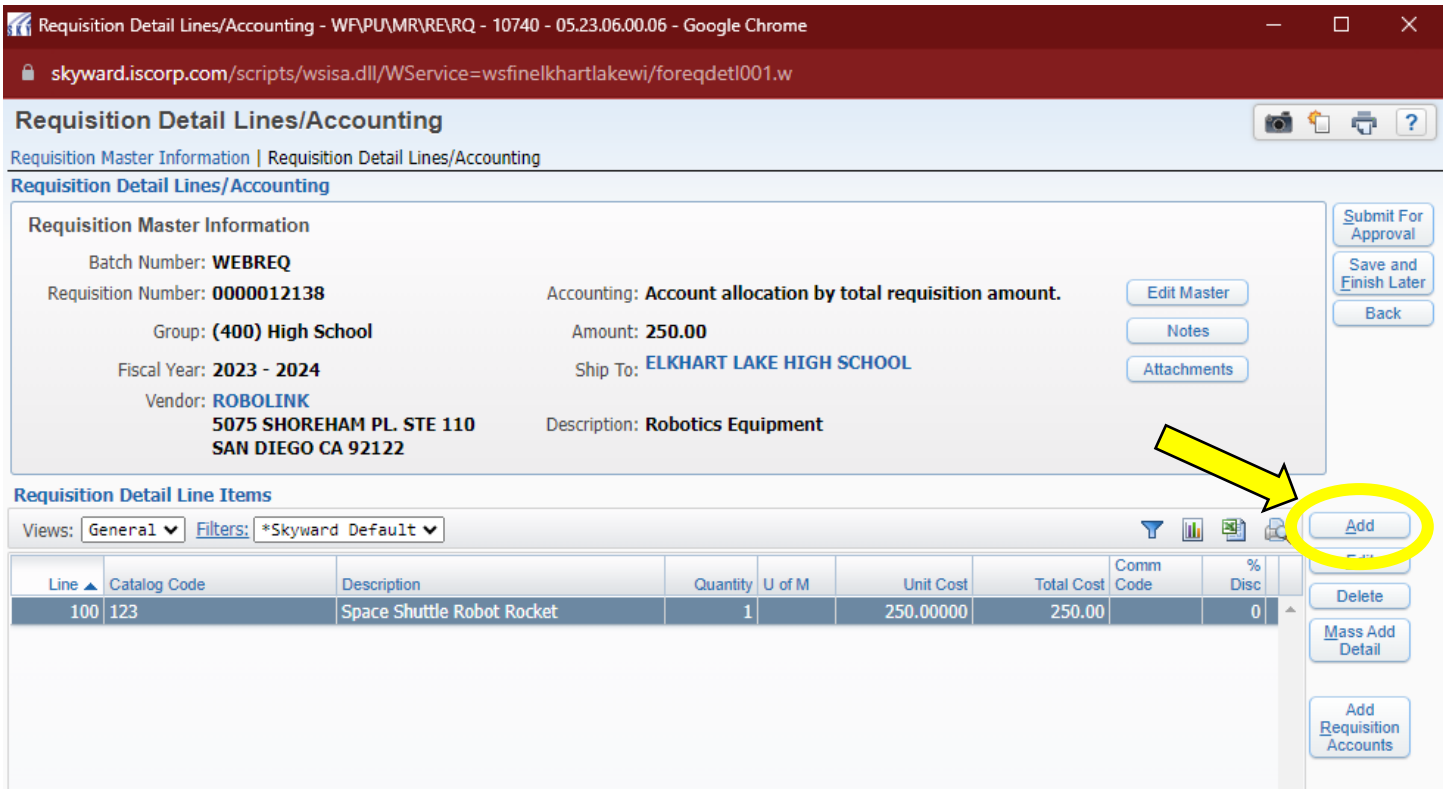


Step #6: Enter Requisition Details

- Enter catalog number/part number/model number/SKU
- Enter quantity of items ordered
- Enter unit cost per item
- Enter a detailed description of the item to be ordered
- Click Save

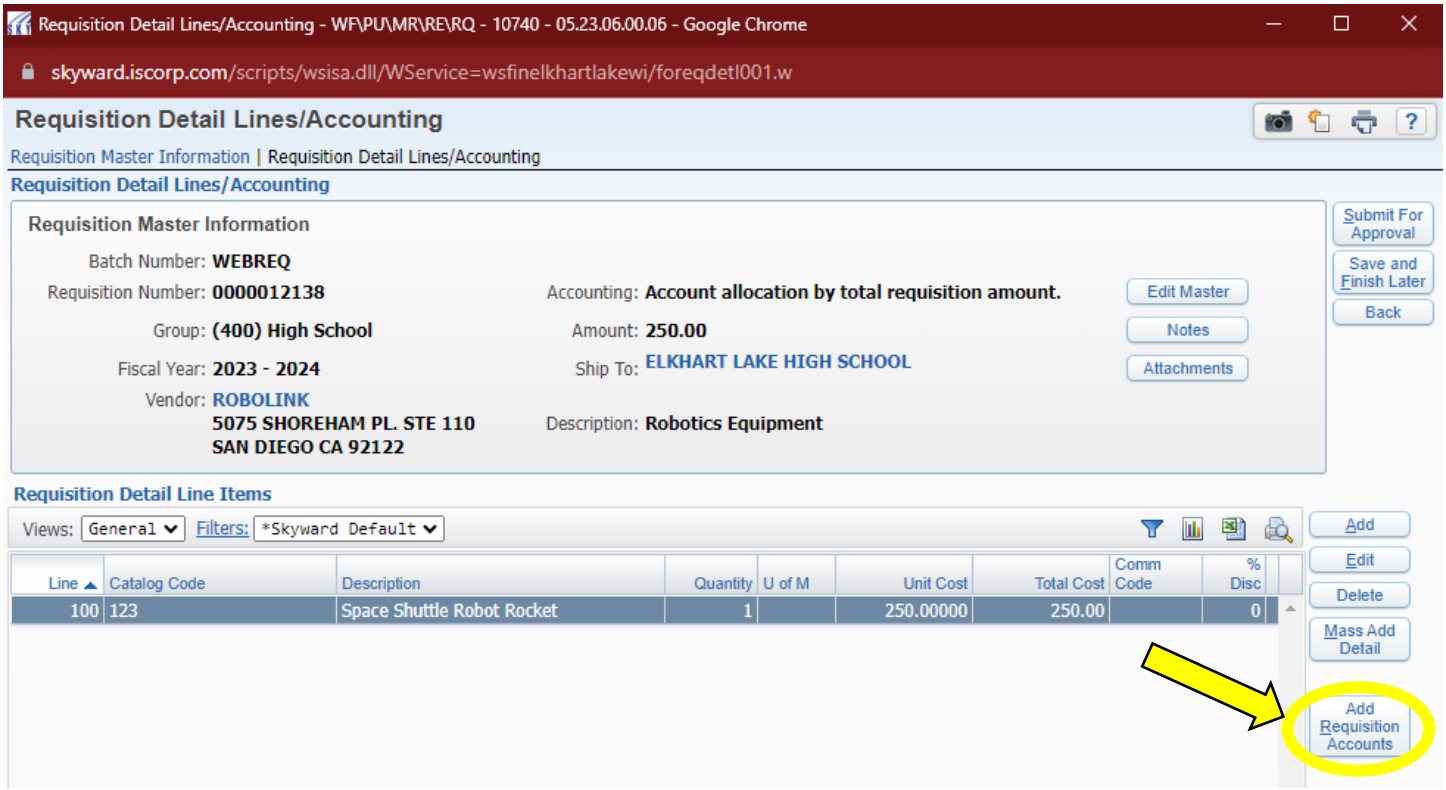


Add more items if necessary: Repeat step #6



Step #7: Add Requisition Accounts

- Click Add Requisition Accounts

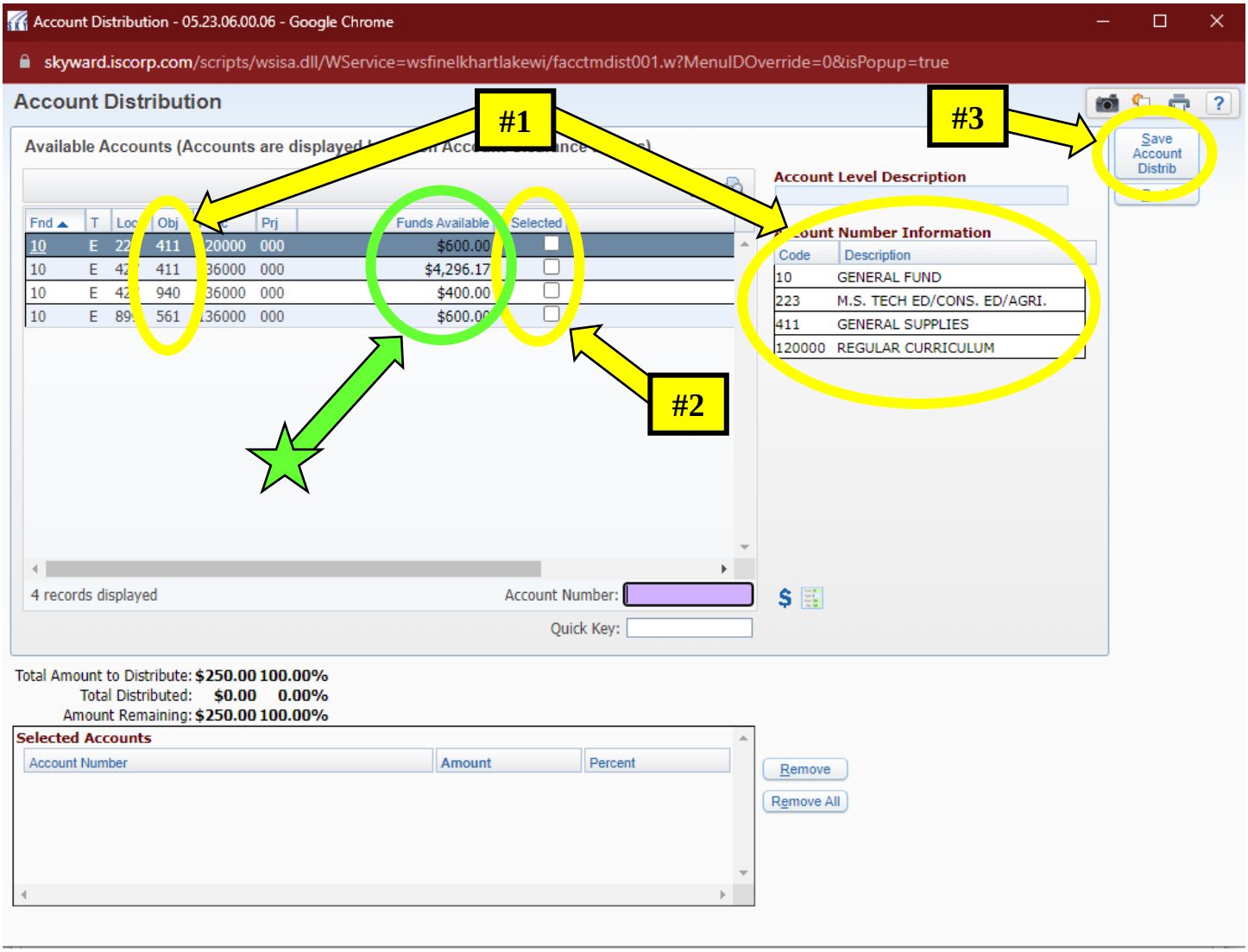


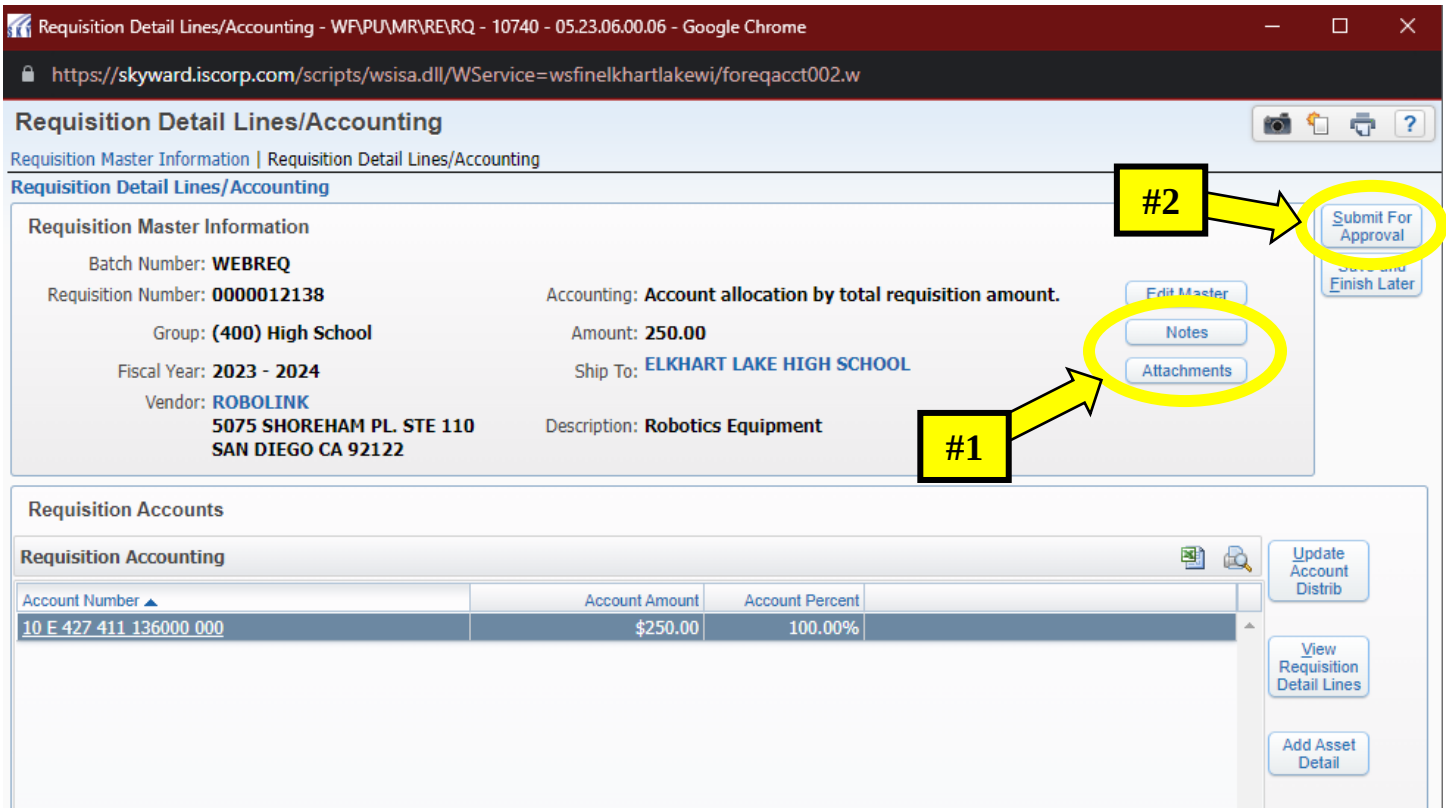
Step #8: Select Account Distribution

- Click on the accounts available, and the correct account based on description to the right
- Select appropriate account for purchase
    - 310: Personal Services
    - 342: Employee Travel
    - 411: Supplies
        - This includes all budgeted amounts in 411 | 417 | 419 | 440
    - 551: Equipment (addition or new)
    - 561: Equipment (replacement)
    - 940: Dues and Fees

★ This is the balance in your accounts. Your requisition **must** include **shipping costs**

- Save Account Distribution



Step #9: Submitting for Approval

- Optional Items
  - Notes – add email addresses for company rep or any special instructions to process order
  - Attachments – copies of quotes, receipts for reimbursement, etc.
- Submit for Approval