



Skyward Requisition Training

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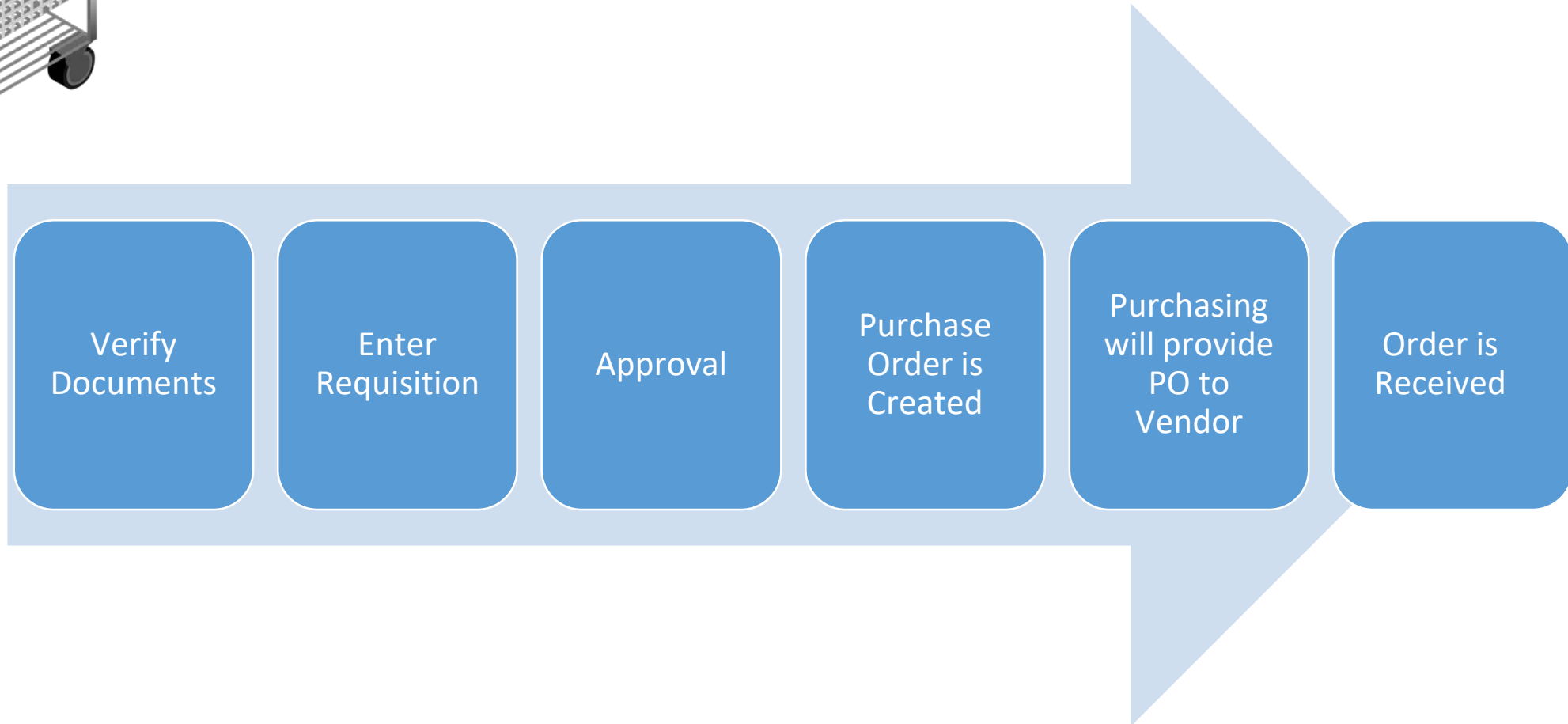
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Purchasing Tech - Commodity Codes

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Purchasing Order Process



Requisition Checklist



One of the following:

- ☐ MISD Contract
- ☐ [Cooperative Contract](#)

☐ Federal Fund and Inventory Funds require [Sam.gov](#) (Debarment)



How to Enter a Requisition

SKYWARD MIDLAND ISD

1. PURCHASING TAB

Home Account Management Vendors **Purchasing** Accounts Payable Inventory

Search

▼ **Purchasing - PU** Setup

- Purchase Order Entry - PO
- Purchasing Activity - VA
- View My Purchase Orders - VO

▼ **Purchase Order Receiving - PR**

- Receiving - RC
- Reports - RE

▼ **Purchasing Order Processing - ...**

- Email Purchase Orders - EP
- eCommerce Ordering - EC
- PowerTrack - PT

▼ **My Requisition Processing - MR**

- Requisitions - RQ**
- Approve Requisitions - AR
- My Requisition Approval History - MR
- User Preferences - UP

2. REQUISITIONS



MIDLAND ISD

Manuela Jimenez

Account

Preferences

Exit

?

Home

Account
Management

Vendors

Purchasing

Accounts
Payable

Inventory



Requisitions



Favorites



New Window



My Print Queue

Views: All Groups



Filters:

Skyward Default Quick Filter (3)



Print

Add

View

Edit

Delete

Clone

Notes

Attach

Submit

Add Expense
Reimb Req

Add from Online
Catalog

Print WIP
Report

Requisition Number*	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
------------------------	--------	--------------	-----------------	-------------	-------------	-----------	--------	------------

There are no records to display; check your filter settings.

3. Click on Add.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 727 - Purchasing ▼

Fiscal Year: 2019 - 2020 July 1, 2019 - June 30, 2020 ▼

☐ Account allocation by total requisition amount (YMA).

☒ Account allocation by each requisition detail line (YDA).

☐ This is a Blanket Requisition/Purchase Order.

☐ This requisition is used to restock a warehouse.

4. Always Choose Detail Line.

Save and
Add Detail

Save and
Mass Add
Detail

Save and
Import
Detail Lines

Back

Requisition Information

* Description: DESCRIBE WHAT YOU ARE PURCHASING, FOR WHO AND/OR PURPOSE.

5.

6. Choose Vendor.

* Vendor: EMPIRE PAPER COMPANY 2708 E CENTRAL FRWY WICHITA FALLS TX 7630 ▼

* Ship To: PURCHASING WAREHOUSE MIDLAND ISD 7201 BRIARWOOD AVE MIDLAND TX 79707 ▼

Attention: MANUELA JIMENEZ

* Due Date: 06/04/2020 Thursday

Ship Date: 06/04/2020 Thursday

Ship Via:

Contract: TB016-0120(E) Custodial Supplies & Equipment 6-30-20 ▼

Asterisk (*) denotes a required field

7. Choose a current contract.

If contract is not available, contact Purchasing office.

8. Save
(Depending
if one line
item or
multiple.)

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
Requisition Number: **0000027801**
Group: **(727) Purchasing**
Fiscal Year: **2019 - 2020**
Vendor: **EMPIRE PAPER COMPANY**
2708 E CENTRAL FRWY
WICHITA FALLS TX 76301
Contract: **TexBuy#016-020(E)**

Accounting: **Account allocation by each requisition detail line.**

Amount: **0.00**

Ship To: **MIDLAND ISD PURCHASING WAREHOUSE**

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

Description: **DESCRIBE WHAT YOU ARE PURCHASING, FOR WHO AND/OR PURPOSE.**



Requisition Detail Lines

* Line Number:

Line Type: ☒ Merchandise
☐ Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Commodity Code:

Commodity Code:

Asterisk (*) denotes a required field

Save

Back

9. If items will not come in all together, it is best to give a specific quantity of the products in order to be able to receive by quantity as they are delivered.

10. Cost of each product.

11.

12. GO TO INTERNET FIRST:
<https://mycpa.cpa.state.tx.us/commbook/indexSearch>
(Copy and paste to your internet browser.)
Search the item.
First 3 numbers will be your commodity code.

Let's talk about

COMMODITY



Codes

What is a commodity Code?

Commodity codes are standard classification codes for products and services used to detail where money is spent within a company.

What is the purpose of a commodity code?

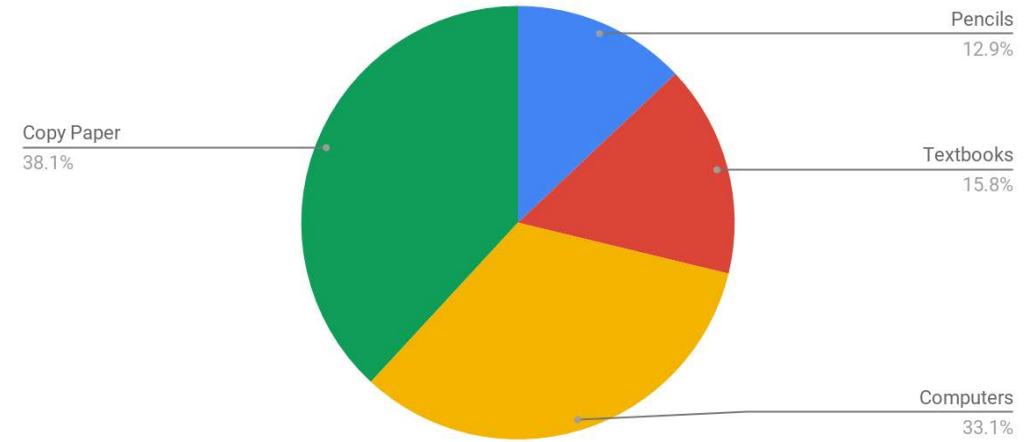
Using these codes tells Procurement Services what kinds of items are purchased most, so we can build better contracts to serve your needs.

How do these codes help us?

Better contracts mean better pricing from our suppliers, and hopefully, better service. Commodity codes let us review rates for each supplier, as well as suppliers offering the same exact product, and make contractual changes to give the UW the best possible price. You'll see more contracts to purchase from, a dedicated contract specialist for purchases at the supplier, and the best pricing we can obtain.

School District Purchases

2019 - 2020



Why are commodity codes important?

Commodity codes allow us to look at what is spent in a campus or department and compare it with other institutions.

Are you paying the same price as the school district comparable to our size?

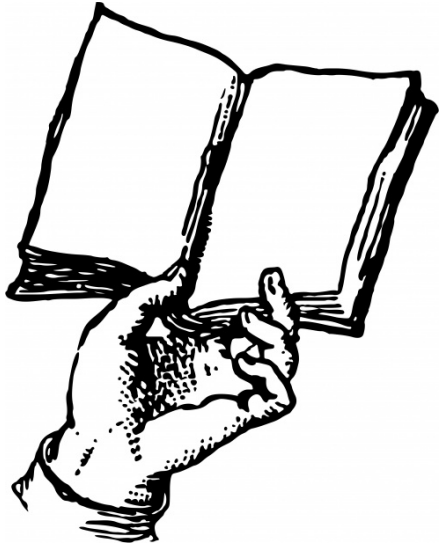
Is our neighbor getting better rates?



How do I know we are getting close to the purchasing thresholds for this commodity?

The information will be located with our finance system(Skyward)

We can build a qualifier in the system that will alert purchasing and our users.



Why do we need to worry about commodity codes?

44.031. Purchasing contracts (a) Except as provided by this subchapter, all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district.

To Obtain the Commodity Code

1. Go to our Midland ISD website:
www.midlandisd.net
2. Under the Departments tab
3. Click on Purchasing Services
4. From the drop-down +
Purchasing Department
5. Click on Forms
6. Click on Texas NIGP
Commodity Book Index.

PURCHASING SERVICES

- Overview
 - MISD Employees
- Purchasing Department
 - Doing Business with MISD Purchasing
 - Approved Cooperative Programs
 - Policies & Procedures
 - Training & Vendor Customer Service
- Forms
 - Staff
 - Skyward
- > Current Bids & Active Contracts
- + Warehouse
- > Mail and Print Services
- > Travel

Approved Vendor List
Under Construction

Vendor Packet Forms
[2019-2020 Vendor Packet W-9](#)

Purchasing Forms
[Independent Cost Estimate Form 3 Quote Form](#)

Fixed Assets
[Fixed Asset Deletion Form](#)

[Texas NIGP Commodity Book Index Commodity Code List](#)

Quick Link: <https://mycpa.cpa.state.tx.us/commbook/indexSearch>

Commodity Book

06/04/2020 11:10:39 AM 72.48.175.194

13. Paste into web browser and hit enter.

State of Texas Commodity Code Search

Enter a word or words with blank spaces to match. Matches will contain all words entered.

Search Keywords

14. Key in item name.

(OR)

Search by class : (3 digits required)

15. Search

Search

↻ Reset

Enter a word or words with blank spaces to match. Matches will contain all words entered.

Search Keywords

textbooks

16. Below are the results for my "textbooks" example.

(OR)

Search by class : (3 digits required)

Search

Reset



Midland Independent School District

17. "715" will be my commodity code.

[Back To Numeric Index](#)

Search Results

Class Code	↑ Description
715 - 00	PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS, PREPARED MATERIALS ONLY
715 - 83	Textbooks, Adult Education
715 - 84	Textbooks, Special Education
715 - 85	Textbooks, Pre-Kindergarten thru 5th Grade, Including Student and Teacher Editions
715 - 86	<u>Textbooks, 6th thru 8th Grade, Including Student and Teacher Editions</u>
715 - 87	Textbooks, 9th thru 12th Grade, Including Student and Teacher Editions
715 - 88	Textbooks, College Level, Including Student and Teacher Editions
715 - 89	Textbooks, Early Childhood
785 - 70	Instructional Aids: Courses, Lesson Plans, Prepared, Programs, Ancillary Materials, DVDs, etc. (See Class 715 for Textbooks)

18. Return to Skyward.

(*) Automated Information Systems (AIS)

Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000027801**

Group: **(727) Purchasing**

Fiscal Year: **2019 - 2020**

Vendor: **EMPIRE PAPER COMPANY**
2708 E CENTRAL FRWY
WICHITA FALLS TX 76301

Contract: **TexBuy#016-020(E)**

Accounting: **Account allocation by each requisition detail line.**

Amount: **0.00**

Ship To: **MIDLAND ISD PURCHASING WAREHOUSE**

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

Description: **DESCRIBE WHAT YOU ARE PURCHASING, FOR WHO AND/OR PURPOSE.**

Requisition Detail Lines

* Line Number:

Line Type: ☒ Merchandise
☐ Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

IF YOU HAVE AN ITEM NUMBER, DESCRIPTION, CODE, ETC FROM THE VENDOR, PLACE HERE.

Commodity Code:

Commodity Code:

Asterisk (*) denotes a required field

20. Save. →

Save

Back

19. Type in "715" in the Commodity field.



Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
100	A	00	1101	00	000	0	00	000	\$-24,100,645.48	<input type="checkbox"/>
100	A	00	1102	00	000	0	00	000	\$-526.29	<input type="checkbox"/>
100	A	00	1103	00	000	0	00	000	\$71,341,746.87	<input type="checkbox"/>
100	A	00	1111	00	000	0	00	000	\$0.07	<input type="checkbox"/>
100	A	00	1141	00	000	0	00	000	\$0.00	<input type="checkbox"/>
100	A	00	1261	00	000	0	00	000	\$-39,199,482.81	<input type="checkbox"/>
100	A	00	1289	00	000	0	00	000	\$-441,288.04	<input type="checkbox"/>
100	A	00	1290	00	000	0	00	000	\$0.00	<input type="checkbox"/>
100	A	00	1292	00	000	0	00	000	\$14,096.98	<input type="checkbox"/>
100	A	00	1293	00	000	0	00	000	\$42,670.89	<input type="checkbox"/>
100	A	00	1490	00	000	0	00	000	\$7,951.19	<input type="checkbox"/>
100	A	00	1494	00	000	0	00	000	\$0.00	<input type="checkbox"/>
100	A	00	1499	00	000	0	00	000	\$853,968.76	<input type="checkbox"/>
100	L	00	2110	00	000	0	00	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

CASH - LOCAL MAINTENANCE

Account Number Information

Code	Description
100	PAYROLL FUND
00	00
1101	LOCAL MAINTENANCE CASH ACCOUNT
00	GENERIC SUB-OBJECT
000	000
0	NONE
00	00
000	GENERAL

2019-2020 Available Funds By



Save
Account
Distrib
Back



Total Amount to Distribute: **\$16.99 100.00%**

Total Distributed: **\$0.00 0.00%**

Amount Remaining: **\$16.99 100.00%**

Selected Accounts

Account Number	Amount	Percent
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Remove

Remove All

Requisition Approvals



- Purchasing Department approves requisitions at the end of each day.
- Submit your requisitions with at least seven (7-14) business days prior the desired delivery date.



- Keep in mind there can be delays in the process:
 - Incorrect budget code
 - Requirements not met (i.e., no supporting documents, contract not chosen)
 - Not enough information to make payment
 - Approvers may be on vacation, taking a personal or sick day, it can be a holiday or bad weather day.



WAREHOUSE & RECEIVING



Presented by Calvin

432-240-1982

prowhse@midlandisd.net

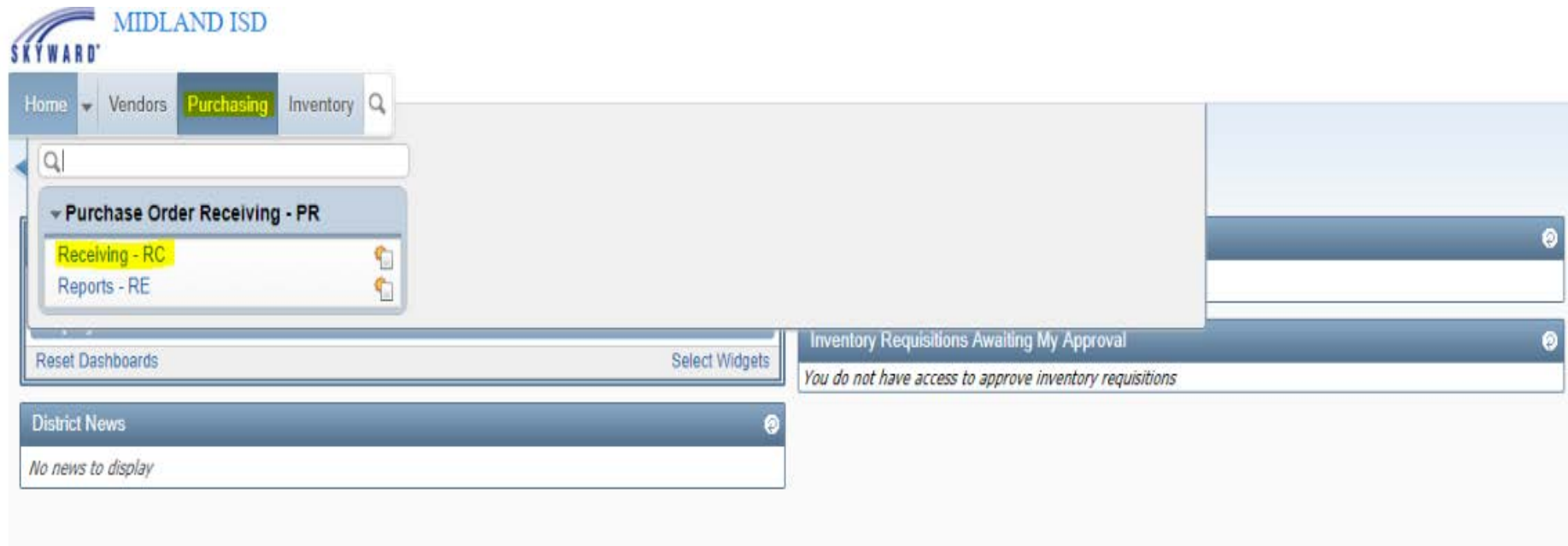
Receiving



1. Warehouse will receive in Skyward for all PO's shipped to warehouse.
2. Campuses/departments are responsible for verifying all items received in Skyward once they are delivered to you.
3. Warehouse uploads packing slips for all PO's, if provided by vendor.
4. All items are received in Skyward daily. Please check at the end of each day before calling the warehouse to see if we have received your order.
5. Campus/department can check status in Skyward, under PO activity or receiving.
6. For items not received, please contact vendor for status and get tracking information so that you will know when the items should be received.
7. Takes 3-5 business day for items to reach its destination if delivered to the warehouse.



Step 1: Access Skyward and Financial Management



Step 2: Search for the PO or Click Add

Receiving - WFPJ/PRIC - 10746 - 05.18.10.00.05-11.7 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmidlandsdtx/fporeqmnt001.w?isPopup=true

Midland ISD

Home -> Vendors -> Purchasing -> Inventory

Receiving

Views: General -> Steward Default

Date	Time	PO Number	Sub Number	TO	Status	OP	Category	Description	Unit Desc	Quantity	Vendor	OP's Received	Received By	N	A	Comment	FA
12/07/2018	9:49 AM	0883500007	14	0				MAG 58 LIT 161 JACOBI'S DIGRESS, CHANUKKA	EACH	2.00	1888F JAMES	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:20 AM	0883500007	14	0				SNICEP SYSTEM COURT	EACH	1.00	ISAN SPORTS LLC	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:09 AM	0883500007	14	0				FRUITWHT	EACH	1.00	ISAN SPORTS LLC	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:37 AM	0110300064	38	0				THERMOMETER/COAL GAUGE POCKET CHART PRODUCT ID 128525	EACH	1.00	CARSON-DELLOSA PU	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:24 AM	0442300028	00	0			UNV10200P	Small Binder Clips, Top-Sol Reg, 3/4" Capable, 3/4" Wide, Black, 240 Bag	PACKAGE	4.00	OFFICEVISE FURNIT	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:24 AM	0442300028	00	0			UNV10199	Mini Binder Clips, 1/4"	DOZEN	30.00	OFFICEVISE FURNIT	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:24 AM	0442300028	00	0			LOC00000008	MK330 Wireless Desktop Set, Keyboard Mouse, USB, Black	EACH	3.00	OFFICEVISE FURNIT	0.00	JACKSON, ANTHONY	Y			No
12/07/2018	9:28 AM	0101900033	29	0				3 books: SPENCER/NEEL Dual Language Education Program Design and Implementation for book study		2.00	BARNES & NOBLE IN	0.00	JACKSON, ANTHONY	Y			No
12/06/2018	3:41 PM	1271300002	77	0				Step 2 Song of Poetry, Grade 1 Revised Edition, v 2	EACH	2.00	HEINEMANN	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:41 PM	1271300002	77	0				SHOYING B11.B1	EACH	1.00	HEINEMANN	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:41 PM	1271300002	77	0				Flourish & Pencil Prompting Guide, Part 1 for Civil reading and early writing v 2	EACH	2.00	HEINEMANN	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:40 PM	1271300002	80	0			2502087	Attention (25) One Picom Document Camera	EACH	1.00	IC20 SCHWENHART LL	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:38 PM	0423000000	00	0			HEVCC331A	ODM Toner HP 364A Magenta 260	EACH	1.00	DREAM RANCH OFFC	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:38 PM	0423000000	00	0			HEVCC332A	ODM Toner HP 364A Yellow 2600	EACH	1.00	DREAM RANCH OFFC	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:38 PM	0423000000	00	0			HEVCC331A	ODM Toner HP 364A Cyan 2600 P	EACH	1.00	DREAM RANCH OFFC	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:38 PM	0423000000	00	0			HEVCC330A	ODM Toner HP 364A Black 2600	EACH	1.00	DREAM RANCH OFFC	0.00	DUNSON, CALVIN WAYNE	Y			No
12/06/2018	3:35 PM	1101900033	28	0			TT1184	TT1184 - I Can Build Simple Words	EACH	2.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			TS108	TS108 - Random Scratch Paper	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			TR758	TR758 - Dora ABC 123 Let the Buge Fall Game	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			PP250	PP250 - STEM Journal - 6 Gr. 1 - Each	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			PP576	PP576 - Math & Story Reading Comprehension Question - Gr. 2-3	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			PP413	PP413 - Place Value Dictionary Card - 45	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			PP282	PP282 - Light Up Countdown Timer	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			LC51185	LC51185 - Flex-Space Window Outliner - Orange	EACH	1.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No
12/06/2018	3:35 PM	1101900033	28	0			LC51186	LC51186 - Flex-Space Window Outliner - Green	EACH	2.00	LAKESHORE LEARNIN	0.00	DUNSON, CALVIN WAYNE	Y	Y		No

100 records displayed

PO Line Items - WFPJ/PRIC - 10746 - 05.18.10.00.05-11.7 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmidlandsdtx/fporeqmnt001.w?isPopup=true

PO Line Items

Enter PO Number: Search by PO Search by Vendor

Line Items for PO

There are no records to display; check your filter settings.

0 records displayed

Step 3: Attach Bill of Lading and Key in the number of goods.

[illegible]

Attachments - WF\PU\PR\AT - 25237 - 05.18.10.00.05-11.7 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmidlandisdtx/fattmview001.w?MenuIDOverride=25237&isPopup=true

Attachments

Purchase Order Attachments

Available Attachments for PO Number 1181900021

Type	Description	Entered By	Entered Date	Entered Time	File Size	Options
876 FROM	PACKING SLIP REC LOG	ANTHONY JACKSON	12/05/2018	3:33 PM	161 KB	1
Attachments	REC LOG PACKING LIST	CALVIN WAYNE DUNSON	12/04/2018	4:42 PM	2 MB	1

2 records displayed

Step 3: Continued

Purchase Order Attachments - WF\PU\PR\AT - 25237 - 05.18.10.00.05-11.7 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmidlandisdt/fattmview003.w?isPopup=true

Purchase Order Attachments

Add Purchase Order Attachment for PO Number 1181900021

* Type:

Entered Date: 12/07/2018

Entered Time: 10:08 AM

Entered By: CALVIN WAYNE DUNSON

* Description:

* Attached File: No file chosen

☐ Email to Vendor with Purchase Order

Asterisk (*) denotes a required field

Error in Shipment Form

- If you receive a warehouse order that is incorrect:
 - Fill out the “[Error in Shipment](#)” form found on the purchasing/warehouse website.
 - Attach the requisition printed from the warehouse, not a printed screen shot.
- If you receive a PO that is incorrect:
 - Fill out “Error in Shipment” form with PO documentation.
- Please verify all shipments within 3-business days.
 - *Especially electronics such as laptops, computers, displays, etc.
 - There is a 7-day return window for these items.
- All items shipped to the warehouse address will have to be returned from the warehouse address.
- For further assistance, you may email us at prowhse@midlandisd.net

Warehouse Requisitions



1. Submitted through Skyward, click on the Inventory tab, then Requisitions to start process.
2. Click Add over on the right side of the screen that will take you to the school/dept. location and description, enter information and save.
3. You can search by item code or item description by clicking on the upper right-hand corner, select quantities, and save.
4. Next, add requisition accounting information and submit for approval.
5. Please print a physical copy of the warehouse items catalog from MISD website, purchasing/warehouse.
6. Orders can be picked up from warehouse, if needed.
Please call ahead so we have boxes ready.

Warehouse Inventory Items

Office Supplies



Covid - 19 Supplies



Custodial Supplies



Nursing Supplies



Questions

Ideas



Questions?

Contact the Purchasing Department

purchasing@midlandisd.net