

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Disc	Project/Grant Number	# L	# A	N	A	R	BP	Last Updated	Req Grp	ExpR	PO ID	Fiscal Year	Current Level	High Level	Awaiting Account Group Approval	Awa Gro
0000036959	WIP	0	WEBREQ	Bookshelf			0.00	RODRIGUEZ, RITA	0.00		0	0					02/02/2021	727		36959	2020-2021				
0000036720	WIP	0	WEBREQ	test			0.00	RODRIGUEZ, RITA	0.00		0	0					01/29/2021	727		36720	2020-2021				
0000036448	WIP	0	WEBREQ	Supplies	LD PRODUCTS	CA	58.01	RODRIGUEZ, RITA	0.00		5	5					01/27/2021	727		36448	2020-2021				

Select →

- Print
- Add
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Add Expense Reimb Req
- Add from Online Catalog
- Clone from Purchase Order
- Assign Special Group
- Print WIP Report
- Remove In-Use Flag



Click on the image of the site whose online catalog you want to order from.

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Select ↑



## Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Master Information

#### Requisition Setup Information

Requisition Group: 727 - Purchasing

Fiscal Year: 2020 - 2021 July 1, 2020 - June 30, 2021

- Account allocation by total requisition amount (YMA).
- Account allocation by each requisition detail line (YDA).

Save and Add Detail

Back

← Add your campus or department

#### Requisition Information

\* Description: test

Large text input area for description, highlighted in purple.

← Type your description

Vendor: Vendor will be selected on the EQUALLEVEL site

**\*\*Ecommerce Vendor\*\***

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

Attention: DANIEL GARCIA

\* Due Date: 02/03/2021 Wednesday

Ship Date: 02/03/2021 Wednesday

Ship Via:

Contract:

← Do not select a contract here

Asterisk (\*) denotes a required field



DANIEL GARCIA

Transferred Carts

Quotes

Support



Return to Application

All ▾

Search by keyword or part number



Supplier Sites ▾

Home

All Suppliers

Art and Photography

Athletics and Physical Education

Automotive

**Classroom Supplies**

Electrical Supplies

Food

Furniture

Janitorial Supplies

Laboratory, Scientific, and Medical

MRO

Musical Instruments and Supplies

Office Supplies

Playground Equipment

## Classroom Supplies


Filter By:   Supplier Sites   Search   Quote


















✓ Select your vendor

## My Frequently Purchased Items



BIC Round Stic Xtra-Life

**Requisition Detail Lines/Accounting**

**Requisition Master Information**

Batch Number: **WEBREQ**

Requisition Number: **0000036990**      Accounting: **Account allocation by each requisition detail line.**

Group: **(727) Purchasing**      Amount: **4.29**

Fiscal Year: **2020 - 2021**      Ship To: **MIDLAND ISD PURCHASING WAREHOUSE**

Vendor: **OFFICE DEPOT INC**      Blanket PO: **This is not a Blanket PO**

**6600 N MILITARY TRL**      Description: **test**

**Boca Raton FL 33496**

**\*\*\* This is an Ecommerce Requisition \*\*\***

Click edit master

**Requisition Detail Line Items**

Views:  Filters:

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
▶ 100	664011	BIC(R) Round Stic(R) Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens	1	BX	4.29000	4.29		0

### Requisition Master Information

#### Requisition Setup Information

Requisition Group:

Fiscal Year:

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

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

Click here after you add the vendor contract →

[Save and Finish Later](#)

[Back](#)

#### Requisition Information

\* Description:

Vendor:

**\*\*Ecommerce Vendor\*\***

\* Ship To:

Attention:

\* Due Date:

Ship Date:

Ship Via:

Contract:

← Add the contract here