PURCHASING

1. Go to www.ugisd.org
2. Hover over Faculty/Staff, then click Ascender
3. Click Business
4. Enter Login Information (lastnamefirstinitial, password, district #230908). Email the business manager if you do not have this information.
5. Click Purchasing (on left side of screen)
6. Click Maintenance (on left side of screen)
7. Click Create/Modify Requisition
8. Click Add - Clear All button
9. Fill in the following:
    a. Order For
    b. Reason (this can be same as description – this prints in the general ledger)
    c. Sort Key/Vendor Name
    d. Campus/Dept – auto-filled – however, if it doesn't, hit spacebar, then pick campus. Personnel who have been notified they are exceptions will pick themselves
    e. Description (this can be the same as reason – this prints on the purchase order)
    f. Quantity
    g. Unit Price
    h. Long Description (if Applicable)
    i. Click Add (Bottom of the page)
10. Enter Account number – Start typing with the #1
11. Enter Amount (This can be total or partial amount if using more than one account)
12. Click Comment Button – This is where you put in notes to approver (ie please fax to #, travel information, or other instructions). If you leave this blank, the business office will not do anything with the purchase order except file it.
13. Click Save (Upper left)
14. Click Document button – This is for any supporting documentation that you need to submit with the requisition
15. Choose File (this is where you saved your supporting documentation)
16. Choose File Type
17. Click Upload (the file will then show under document list)
18. Click Close
19. Document button will now have a page next to it
20. Finally, Click Submit
21. You have successfully submitted a requisition (you can print your requisition request or choose not to print)

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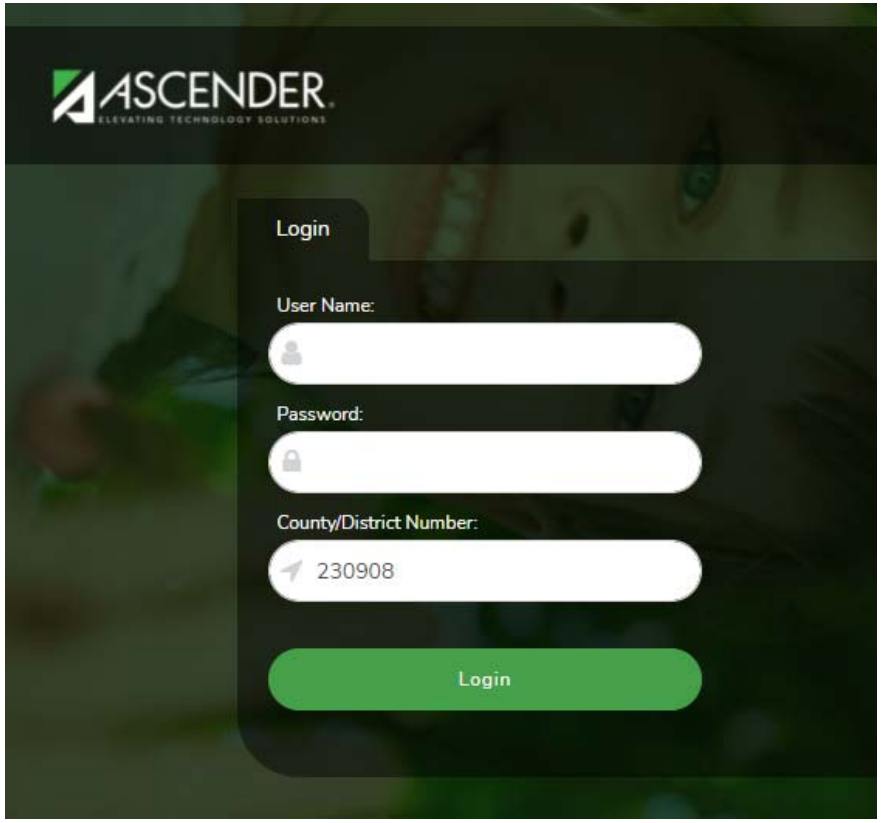

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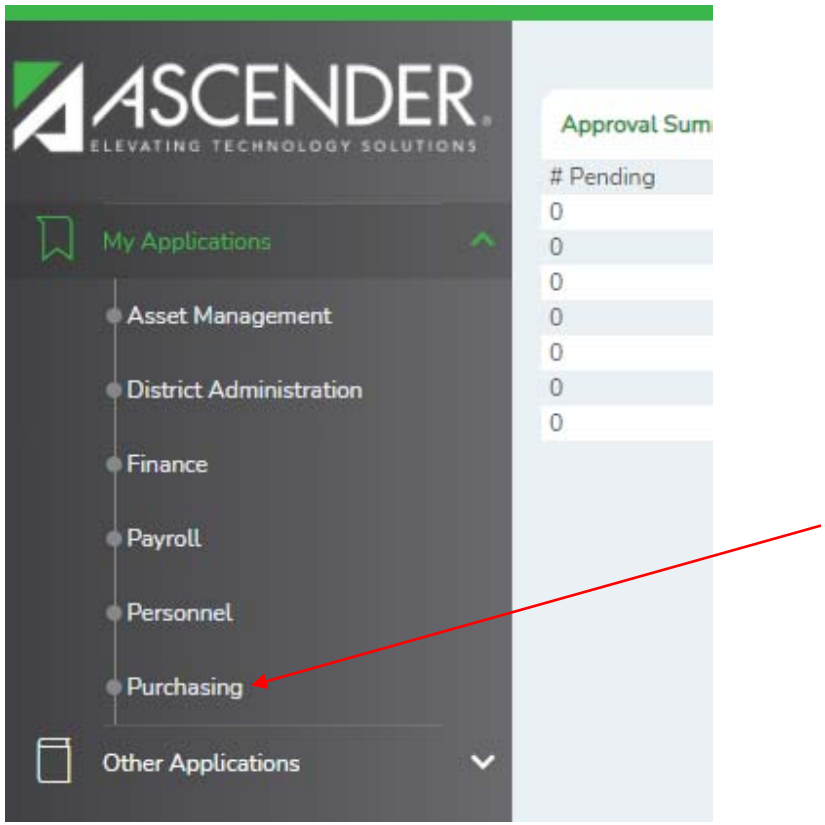

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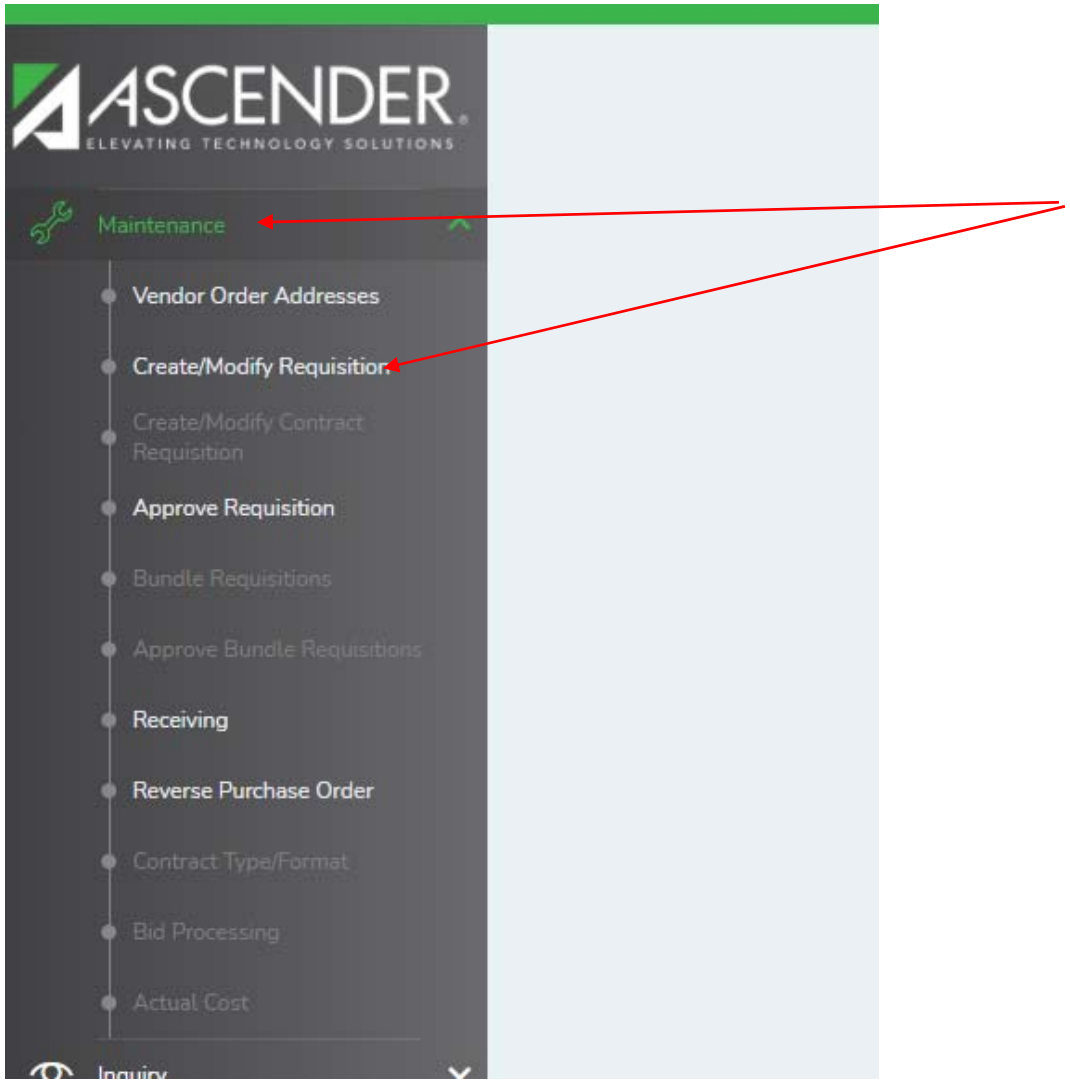

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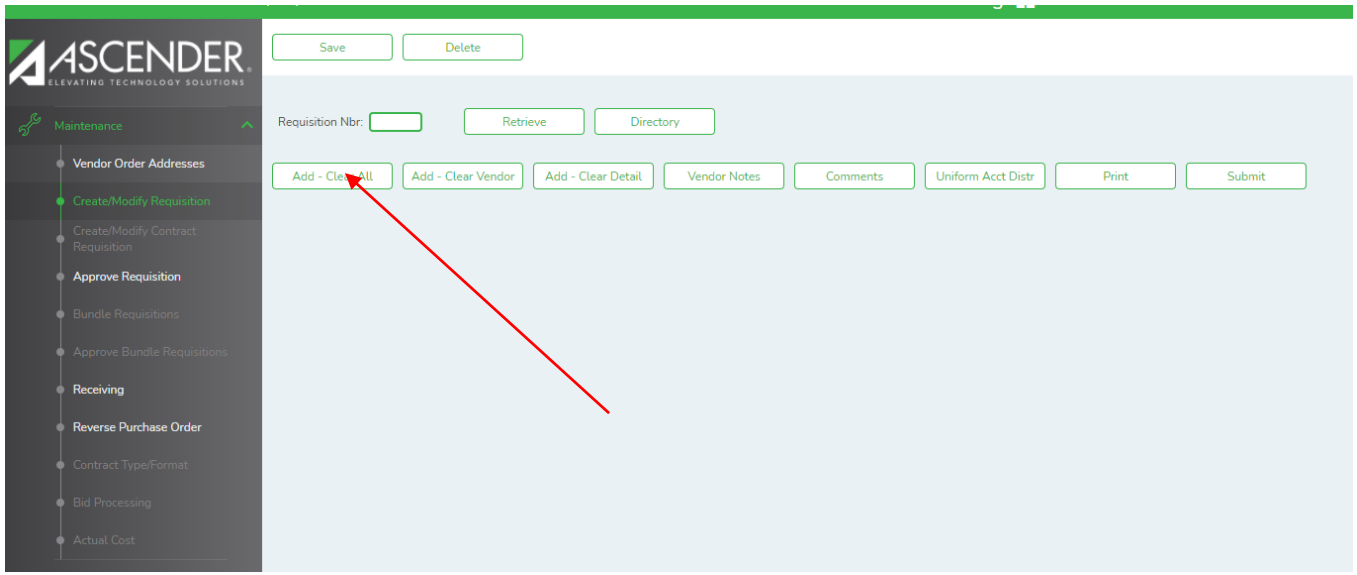

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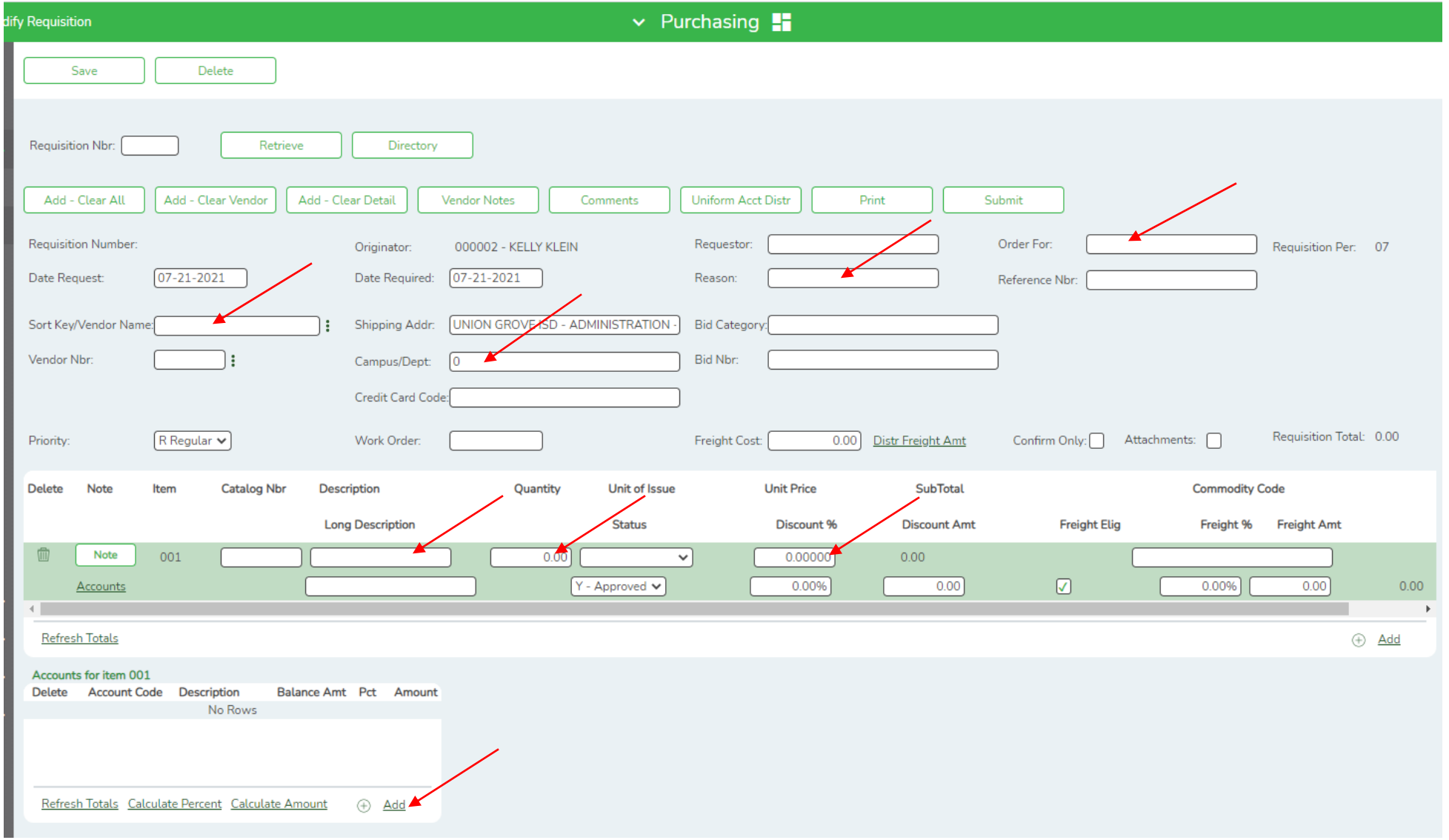
dify Requisition
Purchasing
Save
Delete
Requisition Nbr:
Retrieve
Directory
Add - Clear All
Add - Clear Vendor
Add - Clear Detail
Vendor Notes
Comments
Uniform Acct Distr
Print
Submit
Requisition Number:
Originator:
000002 - KELLY KLEIN
Requestor:
Order For:
Requisition Per:
07
Date Request:
07-21-2021
Date Required:
07-21-2021
Reason:
Reference Nbr:
Sort Key/Vendor Name:
Shipping Addr:
UNION GROVE ISD - ADMINISTRATION -
Bid Category:
Vendor Nbr:
Campus/Dept:
0
Bid Nbr:
Credit Card Code:
Priority:
R Regular
Work Order:
Freight Cost:
0.00
Distr Freight Amt
Confirm Only:
Attachments:
Requisition Total:
0.00
Delete
Note
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Catalog Nbr
Description
Quantity
Unit of Issue
Unit Price
SubTotal
Commodity Code
Long Description
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Discount Amt
Freight Elig
Freight %
Freight Amt
Note
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0.00000
0.00
Accounts
Y - Approved
0.00%
0.00
0.00%
0.00
0.00
Refresh Totals
Add
Accounts for item 001
Delete
Account Code
Description
Balance Amt
Pct
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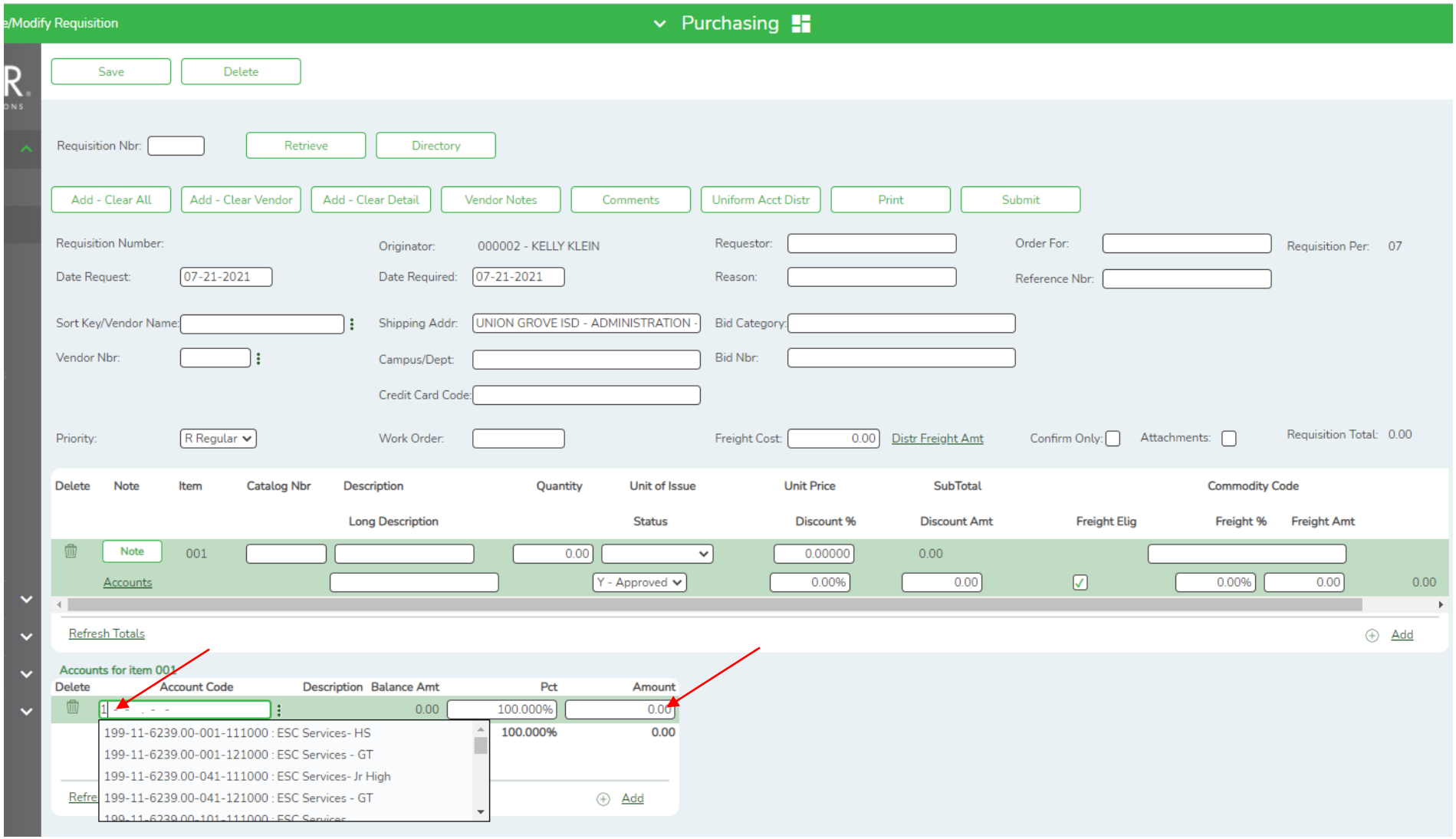

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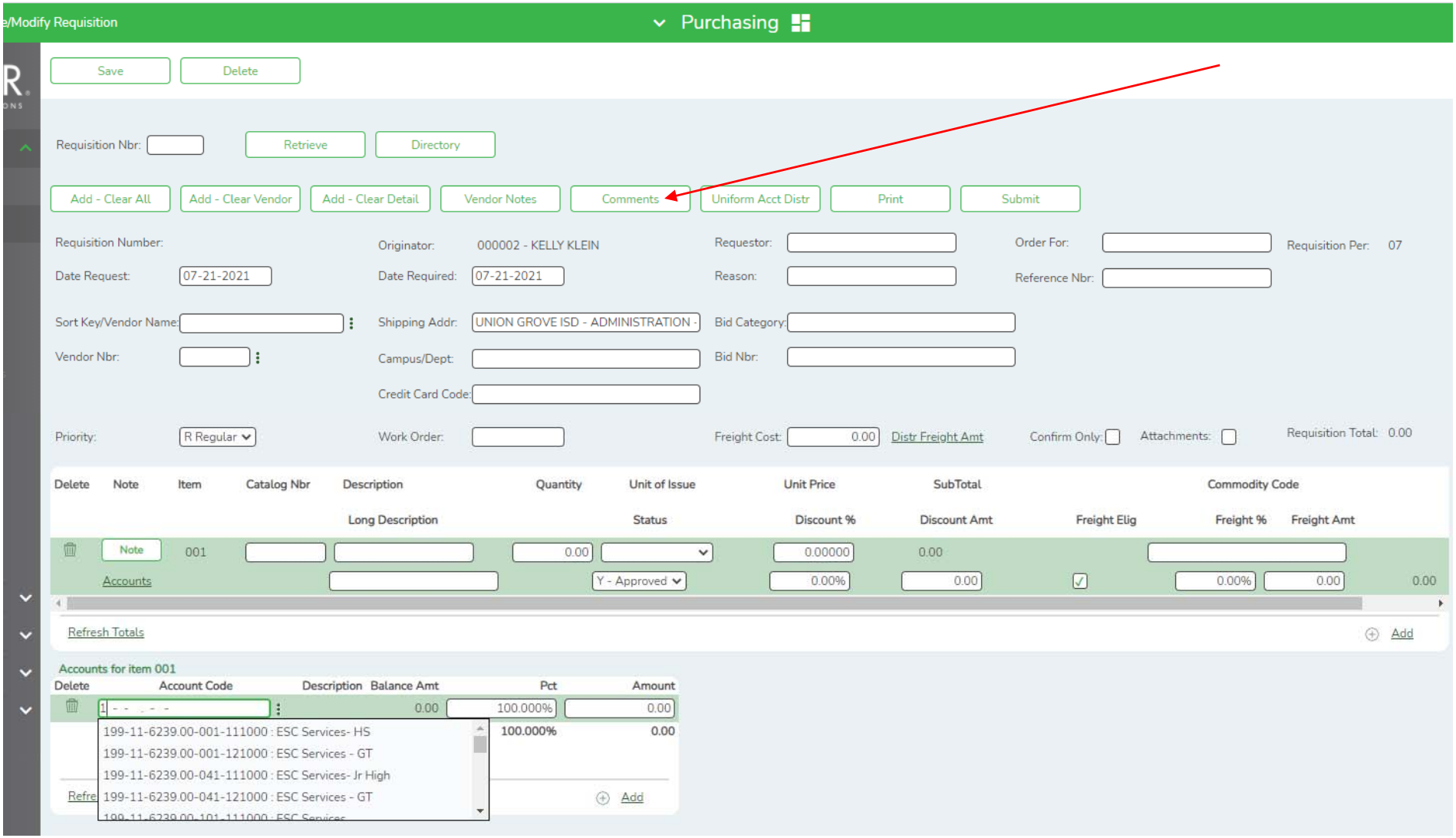

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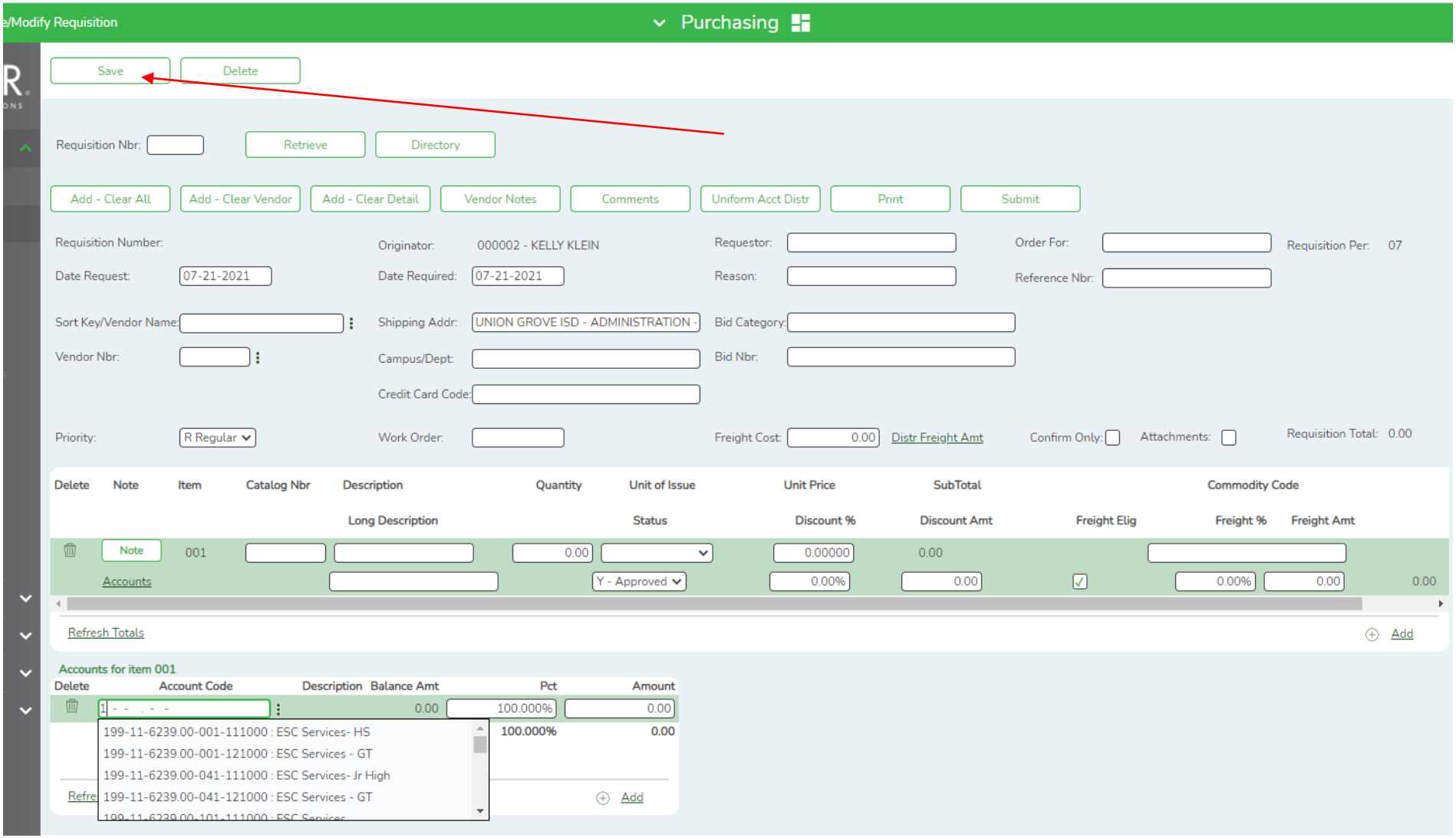

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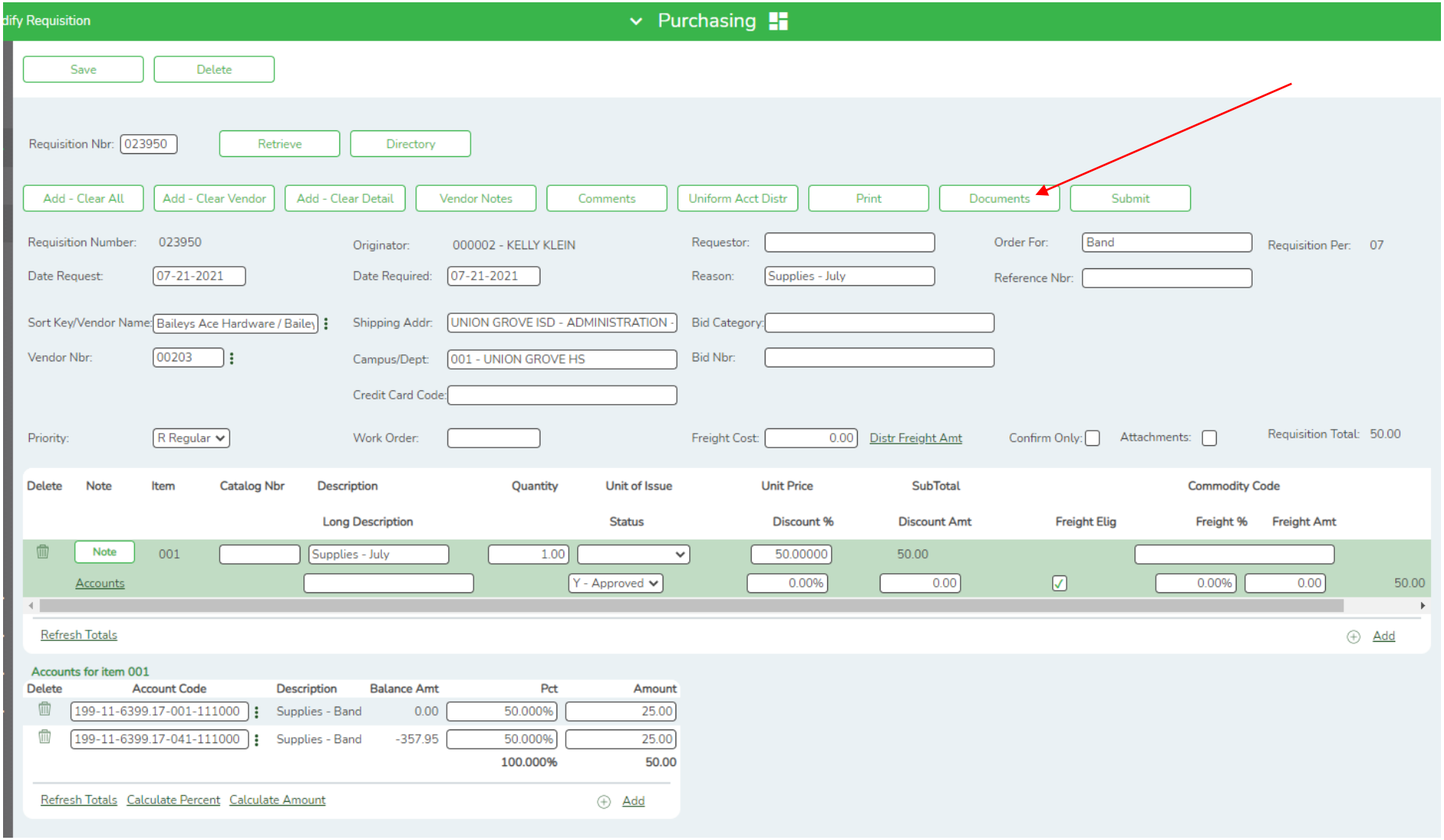

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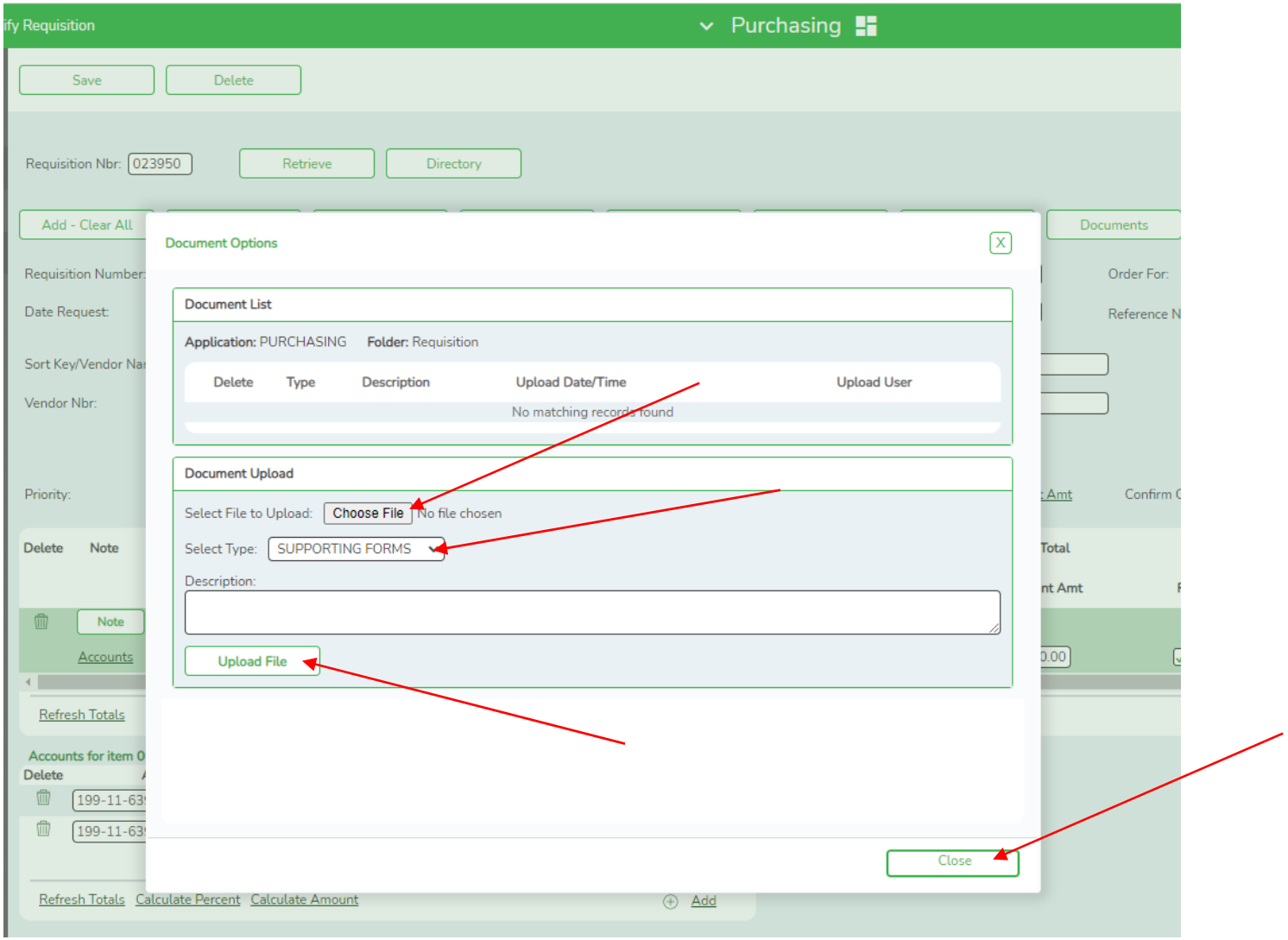

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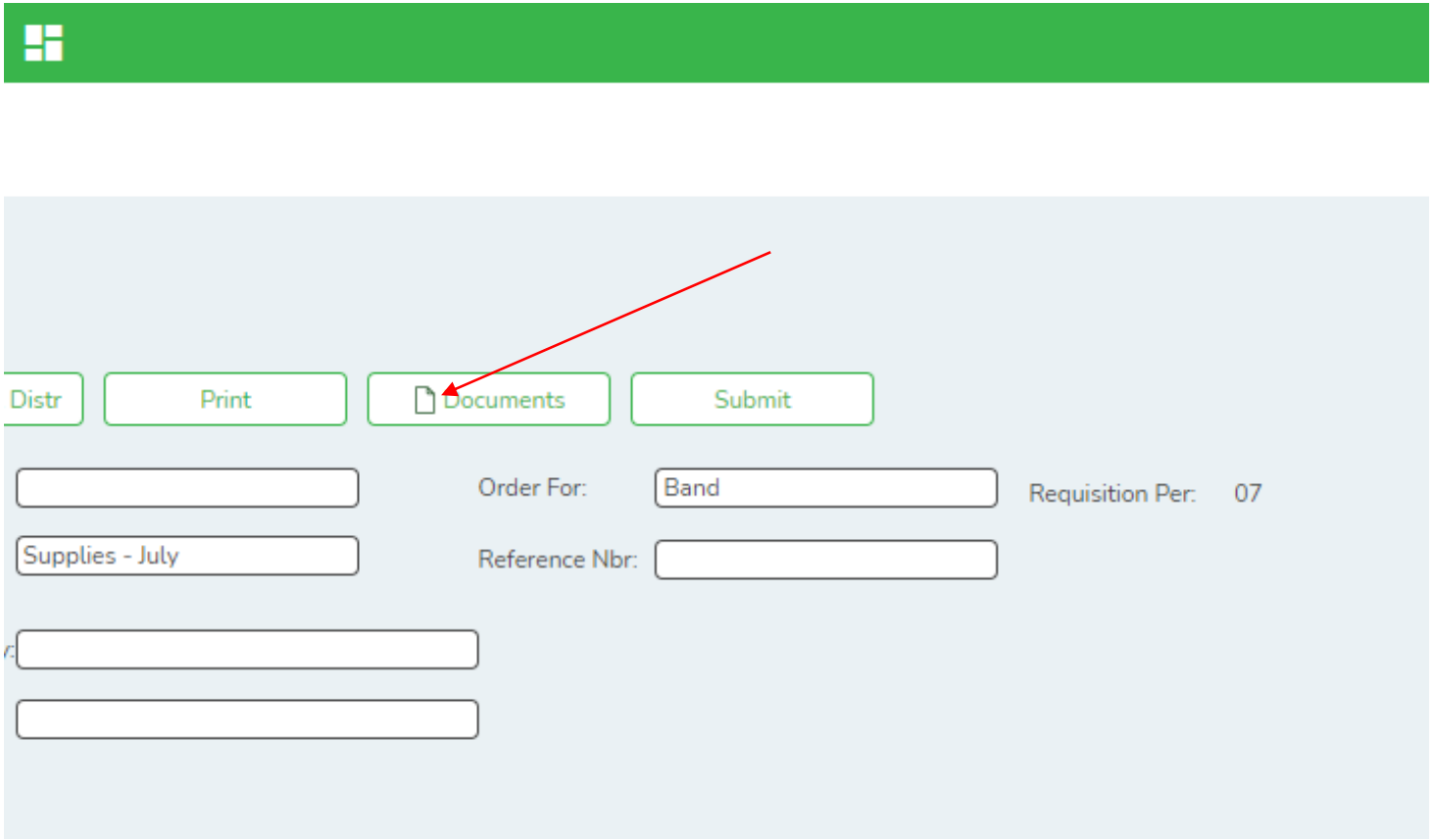

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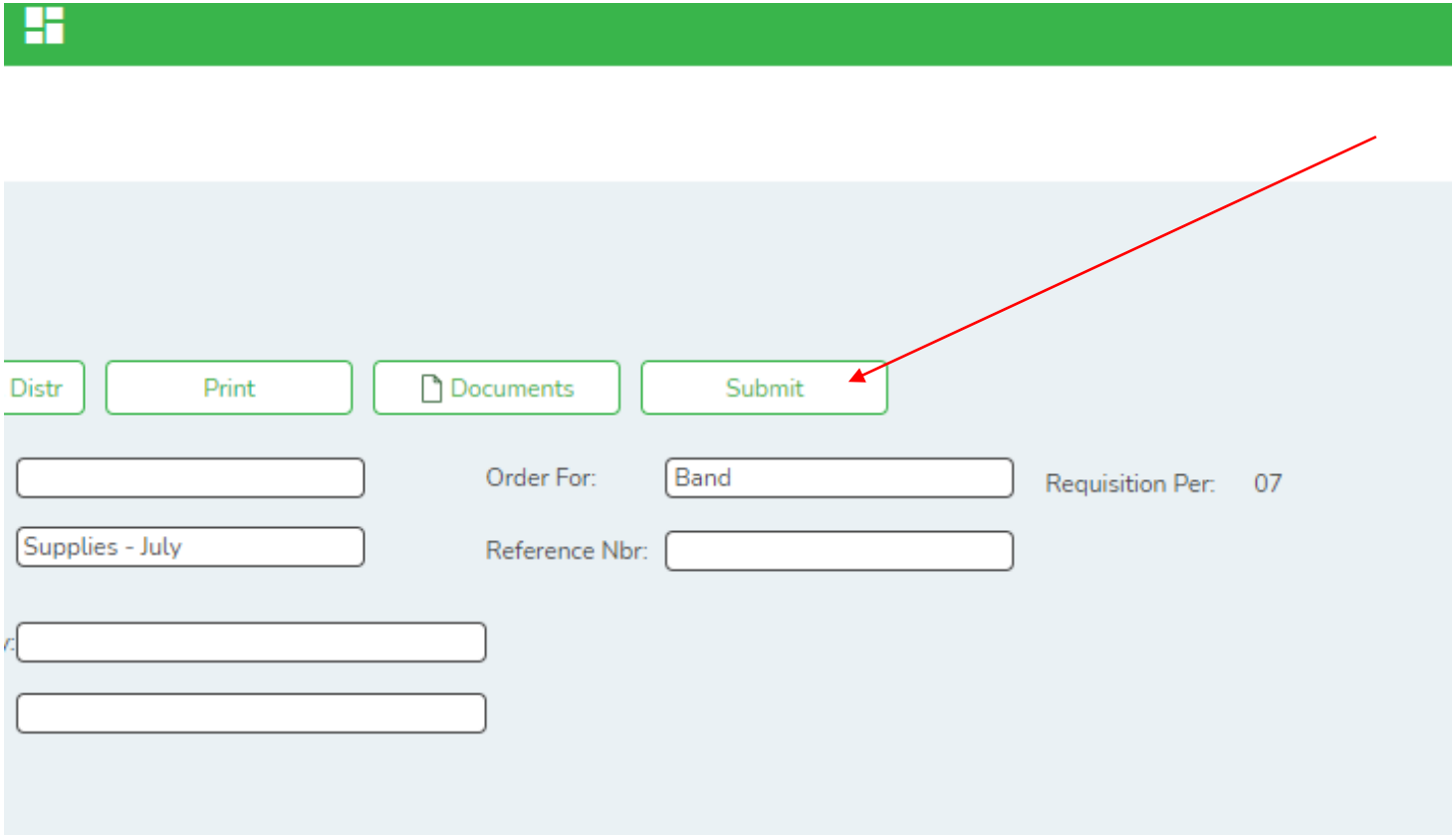

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