

PURCHASE ORDER

Search Status View: Skyward Default (Modified) Filter: All Quick Filter + Add Purchase Order More >>

	Purchase Order Number	Purchase Order Request Number	Attachments	Vendor	Status	Description	Amount
	986260016	31	(1)	ALL AMERICAN SPORTS CORP	H - History	HELMET RECONDITIONING	5,481.75
	986260017	33	(1)	ALL AMERICAN SPORTS CORP	H - History	FOOTBALL SHOULDER PADS	1,089.15
	986260008	37	(1)	BSN SPORTS LLC	H - History	VOLLEYBALL CREWS	583.00
	106260001	42	(1)	BIG T'S SCREENPRINTING & ...	H - History	NEW HIRE TSHIRTS	167.70
	106260002	44	(1)	AMAZON Business	H - History	Yeapex 60 Pcs Plastic Folders with...	440.44
	240260001	45	(1)	HOME DE			

Navigation: 500 Total Records

PURCHASE ORDER DETAIL

Search Display View: Filter: Skyward Default

Display Order	Catalog Item	Quantity	Received Quantity
1		15.00000	15.00000

Purchasing Group 106 - TRINITY RANCH ELEME...	Purchase Order Request Number 42	PO Number 106260001	Vendor BIG T'S SCREENPRINTING & ...	Status H - History
Remaining Encumbrance 0.00	Vendor's Purchasing Contact			

- General
- Purchase Order Details
- Account Summary
- Receivings
- Encumbrances
- Approvals
- Invoices
- Deliveries
- Credit Card Transactions
- Notes
- Audit History

PURCHASE ORDER DETAILS

Purchase Order Request Number	42
Purchase Order Number	106260001
Blanket	<input type="checkbox"/>
Warehouse	<input type="checkbox"/>
Ecommerce	<input type="checkbox"/>
*Vendor	BIG T'S SCREENPRINTING & EMBROIDERY
Commodity	200-01 APPAREL - CAMPUS STAFF SHIRTS, ETC
Due Date	07/07/2025 Monday
Contract	CTPA-Plugerville 21-007ST
*Description	NEW HIRE TSHIRTS
Liquidation Status	F - Fully Liquidated
*Batch	NR070225

IF PO IS IN 'HISTORY' & YOU HAVE NOT PAID FROM IT LET ME KNOW SO THAT I CAN REOPEN IT & CHANGE IT BACK TO 'OPEN' STATUS.

REMINDER TO ENTER/TYPE THE POs & INVOICES IN ALL CAPS.

↑ Purchase Order Number	Attachments	Vendor	Status
	(0)	A T P E	U - Unsubmitted
	(1)	SAM'S CLUB DIRECT	U - Unsubmitted
	(1)	VALERO MARKETING	U - Unsubmitted
	(1)	ALL AMERICAN SPORTS CORP	U - Unsubmitted
	(1)	PRIME SYSTEMS	U - Unsubmitted







PLEASE LOOK OVER ALL OF YOUR POs

CHECK ON YOUR UNSUBMITTED / WAITING FOR APPROVAL POs...

THERE ARE OVER 55 ENTRIES...REMEMBER TO SUBMIT THEM OR SEE WHERE THEY ARE SITTING IN THE APPROVAL PROCESS SO THEY CAN BE PAID ON TIME.



IF THERE ARE ANY OPEN POs THAT SHOULD BE CLOSED, LET ME KNOW SO I CAN PUT THEM INTO HISTORY & THE MONEY RETURNED TO THE BUDGET CODE.

PURCHASE ORDER

750   View: Skyward Default (Modified)  Filter: All  Quick Filter  Add Purchase Order  Purchas

Purchase Order Number	Vendor	Status	Description	Amount	Amount Paid
750260	E B CREDIT RECEIVABLES	○ - Open	HEB SUPPLIES ...	200.00	71.23

Column Options

 Insert Column  Delete Column

Name: Amount

Width: 70

Display Order: 7



Locked:

Wrap Data:


Sort By: None
 Ascending
 Descending

Filter By: None
 Range
 Selection


Data Path: BaseCurrencyAmount

 Save  Cancel

Insert Column

AMOUNT PAID 

Search Fields

Field: AMOUNT PAID 

Purchase Order

- # Amount Paid*
- Approval Task Presenter

1. TO ADD A COLUMN CLICK ANY GEAR  AT THE TOP

2. CLICK ON INSERT COLUMN & TYPE IN THE EMPTY FIELD (EX. AMOUNT PAID), THEN CLICK ON THE MAGNIFYING GLASS

3. NEW WINDOW WILL POP UP DOUBLE CLICK ON THE SUBJECT YOU WANT TO APPEAR ON YOUR SCREEN.

*THIS WILL ALSO WORK IN YOUR INVOICE LIST TO SEE CHECK NUMBERS TO VERIFY AN INVOICE HAS BEEN PAID.

**REMEMBER TO SAVE THIS IN YOUR VIEW AS THIS WILL DISAPPER OR RESET TO DEFAULT WHEN YOU CHANGE SCREENS OR LOGOUT

AMOUNT—THE AMOUNT THAT WAS REQUESTED

AMOUNT PAID—WHAT HAS BEEN ENTERED TO PAY THE VENDOR ON THE PO

1. TO KEEP YOUR CURRENT COLUMNS ON YOUR SCREEN CLICK ON THE EYEBALL
2. GIVE IT A NAME (EX. MINE), CLICK ON SAVE CHANGES
3. WHEN EVER IT DEFUALTS BACK, SELECT THE EYEBALL AGAIN & AT THE BOTTOM OF THE WINDOW WILL BE YOUR SAVED VIEW

PURCHASE ORDER

TXDPS View: Skyward Default (Modified) Filter: All Quick Filter + Add Purchase Order

	Purchase Order Number	Purchase Order Request Number	Attachments	Vendor	Status	Description	Amount
	240260009	297	(1)	IX DEPARTMENT OF STATE H...	O - Open	HEALTH INSPECTION FOR ELGIN ...	600.00
	983260009	1035	(1)	TXPSI, LLC	H - Hist...	CAMPUS SECURITY GUARDS	650,000.00
	983260009	1035	(0)	TXPSI, LLC	DH - Del...	CAMPUS SECURITY GUARDS	650,000.00
	983260017	2143	(1)	TXPSI, LLC	O - Open	CAMPUS SECURITY GUARDS	583,500.00

Purchasing Group 983 - SECURITY	Purchase Order Request Number 1035	PO Number 983260009	Vendor TXPSI, LLC	Status H - History	Description CAMPUS SECURITY GUARDS	Remaining Encumbrance 0.00
---	---------------------------------------	------------------------	-----------------------------	-----------------------	---------------------------------------	-------------------------------

Vendor's Purchasing Contact

PURCHASE ORDER DETAIL

General	Search Received Amount <input type="text"/> View: Skyward Default (Modified) Filter: Skyward Default + Add Receiving More						
Purchase Order Details	Display Order	Catalog Item	Description	Quantity Ordered	Quantity Received	Amount Received	Receivable
Account Summary	1		CAMPUS SECURITY GUARDS	1.00000	4.00000	66,534.20	<input checked="" type="checkbox"/>
Receivings							
Encumbrances							

VERY IMPORTANT!!!

YOU MUST RECEIVE YOUR ITEMS BEFORE SUBMITTING AS INVOICE.

IF YOU ADD AN INVOICE BEFORE YOU RECEIVE, THE MONEY WILL BE TAKEN OUT OF THE BUDGET CODE INSTEAD OF THE PO AMOUNT YOU ENCUMBERED.

Purchase Order Number	Invoice Number USFCR-SAM RENEWAL-2 YEAR	Status B - Batch	Vendor ONE CARD	Vendor's AP Contact	Check Name Override U.S BANK VOYAGER FLEET SY...	1099 Name Override	Check Date	Check N
-----------------------	--	---------------------	--------------------	---------------------	---	--------------------	------------	---------

- <<
- General
- Invoice Details
- Account Summary
- Select Purchase Order Details
- Approvals
- Notes
- Audit History

INVOICE DETAILS

***Invoice Group** [REDACTED]

Purchase Order [REDACTED] SAM RENEWAL REGISTRATION-1 YEAR-USA FILINGSPECIAL REVENUE /

Purchase Order Vendor ONE CARD PO Box 952818 SAINT LOUIS, MO 63195

***Vendor** ONE CARD PO Box 952818 SAINT LOUIS, MO 63195

Check Name Override U.S BANK VOYAGER FLEET SYSTEMS, IN

***Fiscal Year** 2025-2026

***Invoice Number** USFCR-SAM RENEWAL-2 YEAR

***Description** SAM RENEWAL REGISTRATION-1 YEAR-USA FILING
SPECIAL REVENUE ACCQUINTANT-GRANT INFORMATION ACCESS

***Batch** 20250923

Amount 599.00

Payment Terms [REDACTED]

Payment Type R - Regular

***Invoice Date** 09/23/2025 Tuesda

***Due Date** 10/22/2025 Wedne

ENTER THE NAME OF THE VENDOR YOU PAID—THIS ONLY APPLIES WHEN YOU ARE PAYING BY CREDIT CARD

ADJUST THE DESCRIPTION BOX FROM 1 TO 2 WORDS—

17 CHARACTERS—SPACES ARE ALSO CONSIDERED AS A CHARACTER

THIS SECTION IS PRINTED ON THE CHECKS

EX. DECRPTION OF WHAT WAS PURCHASED
TISSUES, OFC SUPPLIES, SPEECH SVCS, ETC.

EX. ENTERING A CREDIT MEMO—REF INV#

EX. ATTN: JOHN DOE

'PAY IN FULL' IS NO LONGER NEEDED IN THIS FIELD

WHEN PAYING BY CREDIT CARD ATTACH THE CONFIRMATION RECEIPT PAPERWORK... NOT JUST THE INVOICE

↑ Invoice Number	Check Number	Purchase Order Number	Description	Invoice Date	Amount
90692753	0000149922			08/12/2025	1,058.28

Purchase Order Vendor

BUCKEYE INTERNATIONAL INC

***Vendor**

BUCKEYE INTERNATIONAL INC

***Fiscal Year**

2025-2026

***Invoice Number**

INV 90692753

***Description**

***Batch**

2526GO103125

Amount

1,058.28

SKYWARD CAN RECOGNIZE IF AN INVOICE HAS BEEN ENTERED BEFORE. DO NOT ENTER ANYTHING ELSE OTHER THAN WHAT IS ON THE INVOICE OR WE COULD END UP DOUBLE PAYING THE VENDOR.

ONE CARD, WALMART, & SOMETIMES HEB WILL SAY THIS INVOICE HAS ALREADY BEEN USED, JUST HIT SAVE AGAIN TO PUSH IT THROUGH.

INVOICE DETAILS

*Invoice Group		
Purchase Order		BLANKET PO FOR HEB TO PURCHASE COFFEE AND CREAMERS.
Purchase Order Vendor	H E B CREDIT RECEIVABLES	PO Box 4346 DEPT 308 HOUSTON, TX 77210-4346
*Vendor	H E B CREDIT RECEIVABLES	PO Box 4346 DEPT 308 HOUSTON, TX 77210-4346
*Fiscal Year	2025-2026	
*Invoice Number	620835	
*Description		
*Batch	20251030	
Amount	42.30	

CHALLENGE QUESTION:

DOES ANYONE SEE AN ISSUE WITH THIS?

HOW CAN WE REMEDY THIS IN THE FUTURE?



Build Invoice Detail from PO Detail

Select Purchase Order Detail Details

Save & Add Detail Submit Submit & Add New Invoice Save & Add New Invoice Save Cancel

Purchase Order Number 994260039	Invoice Number 1589389	Status U - Unsubmitted	Description EHS EMS EIS BTW EE NES HRE	Vendor FOLLETT SOFTWARE, LLC	Check Name Override	1099 Name Override
---	---------------------------	----------------------------------	---	--	---------------------	--------------------

SELECTED PURCHASE ORDER TOTALS

Selected Entry Total: 9,528.91

Selected Shipping Total: 0.00

Invoice Total: 9,528.91

Purchase Order Liquidation Status: F - Fully Liquidated

- P - Pending
- C - Closed, No Longer Receiving
- F - Fully Liquidated

PURCHASE ORDER DETAILS

	Description	Received Quantity	Previously Invoiced Qty	Invoice Quantity	Unit Cost	Entry Amount	Shipping	Total Amount	
<input type="checkbox"/>	TRE DISTRICT LM-HOSTED SERVICE LICENSE TITLEPEEK ONLINE SE...	1.00000	1.00000	1.00	0.00000	1419.00000	0.00	0.00	
<input checked="" type="checkbox"/>	BTW DISTRICT MEMBER LM-HOSTED SERVICE RENEWAL LIBRARY ...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38
<input checked="" type="checkbox"/>	ELGIN ELEMENTARY DISTRICT MEMBER LM-HOSTED SERVICE RENE...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38
<input checked="" type="checkbox"/>	ELGIN HIGH SCHOOL DISTRICT MEMBER LM-HOSTED SERVICE RE...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38
<input checked="" type="checkbox"/>	ELGIN INTERMEDIATE DISTRICT MEMBER LM-HOSTED SERVICE RE...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38
<input checked="" type="checkbox"/>	ELGIN MIDDLE DISTRICT MEMBER LM-HOSTED SERVICE RENEWAL ...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38
<input checked="" type="checkbox"/>	HARVEST RIDGE DISTRICT MEMBER LM-HOSTED SERVICE RENEWA...	1.00000	1.00000	0.00	1.00000	982.63000	982.63	0.00	982.63
<input checked="" type="checkbox"/>	NES DISTRICT MEMBER LM-HOSTED SERVICE RENEWAL LIBRARY ...	1.00000	1.00000	0.00	1.00000	1424.38000	1424.38	0.00	1424.38

IF YOU HAVE 2 DIFFERENT INVOICES FOR THE SAME PO YOU CAN ONLY SELECT THE ITEMS / AMOUNTS ON THE INVOICE TO MATCH THE 'SELECTED ENTRY TOTAL' AMOUNT.

ONCE YOU HAVE DETERMINED YOU ARE DONE WITH THE PO CLICK ON THE 'PURCHASE ORDER LIQUIDATION STATUS' DROP DOWN MENU & SELECT 'CLOSED, NO LONGER RECEIVING'.

Invoice Approval

Approve Invoice

Approve Deny Cancel

Invoice Group	Created By	Invoice Number 0516710369133	Last Approved By	Last Approval Time
---------------	------------	---------------------------------	------------------	--------------------

INVOICE

Invoice Group

Created By

Vendor PRIMO BRANDS PO Box 856680 BLUETRITON BRANDS INC LOUISVILLE, KY 40285-6680

Description MONTHLY WATER CONTRACT AND DELIVERY **REMINDER 17 CHARACTERS – SPACES ARE ALSO CONSIDERED AS A CHARACTER**

Fiscal Year 2025-2026

Batch 20250922

Attachments (1) **1 RECEIPT PER SKYWARD ENTRY**

APPROVAL/DENIAL

- ONLY NEEDING THE INVOICE/RECEIPTS & ANY OTHER PAPERWORK I.E. PACKING SLIPS...

Approve/Deny Comments

- COPY OF THE PO & QUOTES ARE NOT NEEDED

WHEN ADDING ATTACHMENTS VERIFY WHAT YOU SCAN– NO BLANK PAGES AS THAT WILL USE UP OUR STORAGE CAPACITY WITH SKYWARD.

INVOICE DETAIL

Search Amount View: Skyward Default (Modified) Filter: Skyward Default

	Quantity	Unit Cost	Purchase Order Number	PO Amount	Discount Amount	Shipping Amount	Invoice Amount	Invoice Date	Description
	1.00000	56.09000		441.96	0.00	0.00	56.09	09/19/2025	MONTHLY WATER CONTRACT DELIVERY FOR 12 MO...

I LOOK AT THE ATTACHMENT & COMPARE IT TO WHAT IS ENTERED: INV #, INV AMOUNT, & INV DATE

Purchase Order Number 025260012	Invoice Number 282115	Status H - History	Vendor E S C REGION XIII	Vendor's AP Contact	Check Name Override	1099 Name Override	Check Date 10/17/2025	Che 900
---	--------------------------	-----------------------	------------------------------------	---------------------	---------------------	--------------------	---------------------------------	-------------------

<< **WAITING FOR APPROVAL**

General Search Type View: Skyward Default Filter: Skyward Default Quick Filter

Invoice Details ↑1 Type ↑2 Description User Name

Account Summary

Approvals *No records to display*

Notes

Audit History

APPROVAL HISTORY

MM/DD/YYYY View: Skyward Default (Modified) Filter: Skyward Default

↓1 Created Date/Time	↓2 Action Date/Time	Level	Status	Approver	Comment
10/16/2025 7:50:36 AM		10	N - Not Requir...		Approval Not Required Due to Invoice Filter
10/16/2025 7:50:36 AM	10/16/2025 7:50:36 AM		S - Submitted	KRAVITSKY, TAILAR ...	
10/15/2025 3:45:31 PM	10/15/2025 5:54:09 PM	70	D - Denied	SHAW, TERI J	THERE IS NO INVOICE AS AN ATTACHMENT
10/15/2025 3:45:30 PM		60	N - Not Requir...		Approval Not Required Due to Invoice Filter

Invoice request BEST PREP FPR TELPAS PREP PART 2 - BILINGUAL - MULTIPLE STAFF 10/2/25 @ REGION XI... ✕ 🖨️ 📧

Inbox x



Skyward Business Ad... Oct 15, 2025, 5:54 PM (5 days ago) ☆ ↶ ⋮
to me ▾

From: ELGIN ISD

Invoice request BEST PREP FPR TELPAS PREP PART 2 - BILINGUAL - MULTIPLE STAFF 10/2/25 @ REGION XIII has been denied

TAILAR,

Invoice request 282115, BEST PREP FPR TELPAS PREP PART 2 - BILINGUAL - MULTIPLE STAFF 10/2/25 @ REGION XIII for E S C REGION XIII has been denied at ACCT PAYABLE.

Denial Reason: THERE IS NO **INVOICE** AS AN ATTACHMENT

[Unsubscribe](#)

IF YOU NEED TO KNOW THE REASON FOR AN INVOICE BEING RETURNED (A.K.A. DENIED), IT IS LOCATED AT THE END OF THE EMAIL SENT TO YOU OR SEARCH FOR THE PO# IN YOU INVOICE LIST, CLICK ON 'APPROVALS' & AT THE BOTTOM OF THE SCREEN LOOK IN THE COMMENTS COLUMN FOR THE REASON.

INVOICES

Search Purchase Order Number View: Skyward Default (Modified) Filter: Batch/Open (Clone) (Modified) Quick Filter

	Purchase Order Number	Attachments	Full Name	Vendor	Status	Description	Invoice Number	Amount	Batch
		(3)	SHAW, TERI J	ONE CARD	O - Open	CROSSROADS 0706-0806 2025 AC...	ELGIN MUD 1	6,514.59	090925
		(3)	SHAW, TERI J	ONE CARD	O - Open	0715-0815 2025	CITY OF ELGIN	8,120.87	20250902
		(2)	SHAW, TERI J	ONE CARD	O - Open	EHS 96150902 - 38.29 LEX 980635...	BLUEBONNET	8,340.09	20250909
		(3)	SHAW, TERI J	ONE CARD	O - Open	0702-0804 2025	AQUA	11,062.07	20250918

PLEASE ENTER EACH TRANSACTION SEPERATELY. IF YOU COMBINE AMOUNTS TOGETHER IN SKYWARD IT IS DIFFICULT TO FIND ON THE STATEMENT.

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-10	09-09	55263525252747005681823	BLUEBONNET ELECTRIC CO BASTROP TX	8,340.09
09-11	09-09	85101595253980012200643	ELGIN MUD NO. 1 ROUND ROCK TX	6,514.59
09-16	09-15	55500365258480414171537	CENTERPOINT ENERGY ENT HOUSTON TX	1,745.70
09-16	09-15	55500365258480414171750	CENTERPOINT ENERGY ENT HOUSTON TX	172.51
09-16	09-15	55500365258480414235241	CENTERPOINT ENERGY ENT HOUSTON TX	200.62
09-17	09-15	55421355259939187192364	CITY OF ELGIN ONLINE U ELGIN TX	8,120.87
09-18	09-17	15449855260222000006196	AQUA WATER SUPPLY BASTROP TX	45.54
09-18	09-17	55263525260747005877546	BLUEBONNET ELECTRIC CO BASTROP TX	7,978.99
09-19	09-18	15449855261222000005650	AQUA WATER SUPPLY BASTROP TX	11,016.53
09-22	09-18	55421355262939142786024	CITY OF ELGIN ONLINE U ELGIN TX	17,481.25
09-26	09-25	55500365269492584199997	ATT*BILL PAYMENT DALLAS TX	4,491.55
09-26	09-25	85101595268980011369269	UTILITY SERVICE FEE 2 JONESBORO AR	45.76
09-29	09-26	55432865269207467927286	AT&T *PAYMENT 800-288-2020 TX	8.33

THIS IS ME



IS EVERYTHING
ALL RIGHT?
IS YOUR NECK
STIFF OR
SOMETHING?

IF AT ALL POSSIBLE
PLEASE SCAN ACCORDING TO THE DIRECTION
OF THE TEXT