



Purchasing TIPS #17

Requisitions & Messages

Greetings all! We will be sending out monthly communications to help smooth the process of requisitions and notifications. Previously we were on TIP #16, now that we have restarted will continue with number 17. All other tips may be found in the Fiscal Updates & FAQ's in Outlook or you can always email me and I can share any previous ones.

Tips for how to get your requisition processed:

- When purchasing items for staff remember **Justification** should say: Staff Appreciation/ Incentives
- **Special Instructions** must include the Quote number or Date of quote (if applicable).
- **Vendor notes:**
B & H and Dell : Vendor is requesting that the quote be an “**exact**” match with the requisition.
- **Justification** must have a reason as to why the item is being purchased. Please follow the spending guidelines found in your FPM link.
<https://www.galenaparkisd.com/cms/lib/TX02217083/Centricity/Domain/119/Spending%20Guidelines%209.28.21.pdf>
- **Quotes** must not be expired; please review quote prior to entering a requisition.
- **Requisition:** one quote only per requisition.
- **Staples:** orders at this time are with p-card only until further notice.
- **Workflow:** Review next in workflow to determine where the requisition is currently waiting for approval.
- **Reminder:** Add Holiday message to each traditional requisition entered. Please see video on how to add messages. Please double click on link for a quick demo.
https://drive.google.com/file/d/1mJDM7kWste3m-tREBVb_Y2AOCHw5_Jk/view?usp=sharing

Holiday Messages to Vendors

Step 1 – Once the district calendar has been approved, the purchasing department updates the message within Frontline.

Step 2 – Two weeks prior to district approved holidays, campuses and departments are to put reminders on their calendars for messages to be posted on requisitions. This enables vendors to start communicating and planning deliveries to our locations.

Purchasing has uploaded, the messages to be selected.

ht School District

Search

Marisela Kruzman

PRODUCTION / Galena Park

Create Traditional Requisition

Selected Position: 2320 Role Name: Clerk Fiscal Year: 2022 Cart Name: Traditional Marisela Kruzman 08-29-2022 Cart #3

Create Requisition Line Items

Traditional Requisition Header

Category: ★ Printing Service Vendor: ★ Shiloh Printing LLC - 35394

Contract: ★ 80 Order From: ★ (P) Shiloh Printing LLC - 904 Sheffield, Houston, TX, 77015

Requestor: ★ Kruzman, Marisela - 0801

Ship-To Location: ★ Administration Building - Ship-To Receiving Group: ★ Front Office

Messages

Add Line Items Clear

Cancel

Last log in: 08/29/2022 at 01:04 PM by 080004 | Support code: CreateTraditionalRequisition.jsp

Choose from the following holiday messages available for vendors – Select message and click on the Add button – This will display the message on the Purchase Order

Available Vendor Messages

Contact

Spring Break

Summer Hours

Add Line Items Clear

Remove All

Add »

Remove

Add All»

Remove All

Selected Vendor Messages

Select Add Line Items to begin your requisition

Let me know if you have any further questions.



Galena Park Independent School District

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PURCHASE ORDER

PO Number: [REDACTED]

Date: [REDACTED]

Reference#: [REDACTED]

Vendor:

To:

Ship To:

ATTN:

Vendor Phone:

Vendor Fax:

Vendor Email:

Receiving Location:

Receiving Group:

Requestor:

Requisitioner:

Line Item	Qty	UOM	Item No.	Unit Price	Unit Disc.	Total
1	1.00	EACH	3020PK	[REDACTED]	0.00	[REDACTED]
2	1.00	EACH	freight	[REDACTED]	0.00	[REDACTED]



TOTAL [REDACTED]

GALENA PARK ISD JUNE 14, 2021-JULY 30, 2021 MONDAY-THURSDAY 7:00 AM - 5:00 PM -
WAREHOUSE SHIPPING AND RECEIVING MONDAY-THURSDAY 7:00 AM - 3:30 PM

THIS PURCHASE ORDER IS NOT BINDING
UNLESS SIGNED BY A PURCHASING AGENT.

[REDACTED SIGNATURE]