

## Purchasing Reminders for Staff – 2018-19

All purchase orders are sent to the vendors by the District Office. If your request needs special handling, for example you will be picking it up, a check needs to accompany the order, etc., please add these special instructions in the “Notes” area of the requisition so it can be processed properly.

Please remember – according to School Board Policy DJ - Purchasing – all purchases are to be approved by the administration. Any purchase not processed in this manner becomes the personal liability of the purchaser.

Marshfield Book and Stationery will be used again this year for general supplies. They have given us a greater discount on general supplies. Staff will enter these items directly into the Skyward requisition entry option “**ADD FROM ONLINE CATALOG**”. They will be taken directly to the Marshfield site. This site is different from last year, but should be easier to navigate. After completing the order, you will be taken back to the Skyward requisition program to finish entering account number(s), notes, etc. In this way, these requisitions will be routed to the appropriate supervisor for approval. Please let us know if you have any problems or questions.

Marshfield orders will be shipped in August directly to staff. Staff members will need to check these in, sign the packing list, and send it to the district office for payment.

Please see the icons below for the vendors that are available for e-commerce ordering which is accessed using the “Add From On-Line Catalog” option. Please feel free to use these vendors.

Requisition Number	App Sits	Today's Sits	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000042079	WFH	APP	1	06	ITEMS FOR GYM (USED ALSO BY AFTER SCHOOL CLUB)	GOPHER PERFORMANCE	MIN	464.45	BONOFIGL
0000042080	WFH	APP	1	06	PENCIL SHARPENER FOR 1ST GRADE	MARSHFIELD BOOK & STATION.	WI	51.16	BONOFIGL

Choose “ADD” for most requisitions

Choose “ADD FROM ONLINE CATALOG” for the following vendors:

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

STAPLES

Nasco  
Proven Provider of Educational Supplies

Lakeshore  
Official Supplier of the Wisconsin State Fair

QUILL

Marshfield

Complete Office of Wisconsin

amazonbusiness

EDUCATION

CHILD CRAFT

CLASSROOM

FREY

School Specialty  
Education Supplies

**AMAZON – Do not place any Amazon orders until July 1, 2018.** We are not able to process Amazon orders until July 1; therefore, if requisitions are submitted prior to that date, they will be denied and will have to be re-submitted after July 1.

Requisition Master Information - WFPUMRREQ - 10740 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinjeffersonwi/foreqmast001.w?isPopup=true

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

**Requisition Setup Information**

Requisition Group: 000 - DISTRICT OFFICE

Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

Account allocation by total requisition amount (YMA).  
 Account allocation by each requisition detail line (YDA).  
 This is a Blanket Requisition/Purchase Order

**Requisition Information**

\* Batch Number: 17

\* Description: This is only a SUMMARY of the entire requisition. Please do not include detail or notes in this area. For example enter "books," "misc supplies," "wrench set," etc.

\* Vendor: [dropdown]

\* Ship To: SCHOOL DISTRICT OF JEFFERSON

Invoice To: (Default) PURCHASE ORDER Invoice To: SCHC [dropdown]

Attention: "BUILDING" - TEACHER NAME

\* Due Date: 01/17/2014 Friday

Ship Date: 01/17/2014 Friday

Ship Via: [dropdown]

Project/Grant: [dropdown]

Contract: [dropdown]

Asterisk (\*) denotes a required field

**Requisition Group:** Be sure to choose the Correct Req. Group – the approval process is dictated by the req. group.

**Fiscal Year:** **Extremely** important to choose the correct year. During the spring/summer there are two school years available – the current year and the next school year. **For next year purchases choose 2018-19.**

**Description:** This is only a SUMMARY of the entire requisition. Please do not include detail or notes in this area. For example enter "books," "misc. supplies," "wrench set," etc.

Detail lines are entered on the next screen.

**Attention:** The system will auto fill your name in here. Please add your school in front of your name to ensure that you get your order to the correct school and to avoid any confusion.

When adding the Requisition Detail Lines, please be complete. This is the part of the order that the vendor will receive with all the items and ordering instructions. Please add the who, what, where, when and why information.

If you have a quotation attached, please reference the quote number or date of the quote in the detail lines.

Conference Registrations/Hotel Reservations – please be very detailed in the requisition line details. We require all the information in order to process the order – Who, What, Where, When, Why. Feel free to call the District Office if you have questions, as these can be confusing.

Complete directions for entering electronic requisitions and printing budgetary reports are on the School District of Jefferson website under District/Staff/Forms and Documents/Instructions for Purchase Requests.

**Cloning Purchase Requisitions:** Go to “Purchasing” “Requisitions” “Clone From Purchase Order”. All the requisitions entered in your purchase order group will now be displayed. You can highlight the one you want to clone and click on “Select” and continue adding. **Be sure to make appropriate changes in the requisition lines such as dates covered by the PO, etc.**

Please feel free to contact your building administrative assistant or the district office with any questions or if you need assistance. Mary Ellen – x1041, Laura Peachey, x1044, Maureen Anderson x1001

*/Purchasing/Ele Req Entry Reminders for Staff 2018*