		My Requis	ition Form	
Fiscal Year Purchase Order#	2019 1.Confir	m fiscal year		
O Description				
Information	Line Items History Att	achments User Activity Re	equest	
Requisitio	n Information			
Requisitioner Requestor Building	2. Confirm requisitioner and	/	\ <u>[select][cla</u> Middle High School	<u>ear]</u>
Bid/Request	requestor Type		[select][clear]	3. Select vendor
Vendor		000141	D [sear	rch] [select] [clear]
Order Addres	is	₹		
Order Contac	t			

Instructions/Notes to Vendor

Instructions/Notes for Internal Processing

Submit	Save for Later	Cancel

My Requisition	1 Form
Fiscal Year 2019 Purchase Order# Observation Description Descripti	
A. Go to Line Items tab	
Line Items	5. Click Add Line Item 0-0 of 0 0 -0 of 0 0 -0 of 0 Click Line Item 0 -0 of 0 -0 of
[no record	sj
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Submit Save for La	ter Cancel

			Req	uisition Item			
/ Re	Catalog#			6	Entoric	atalog #/	
	Description	Paint suppli	es.	des uni	criptio t of me	n, quantit	y, i
	Quantity	1		uni	t cost		
	Unit of Measure	Each (EA)	•				
aure	Unit Cost	400.00	7				
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31						1-1	of 1 First Previous Next La
	Use as Default Budget Code(s) for	remaining Items.					

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Ire		Budget Codes Budget Account ▲ 1010-400-00-0000 1010-450-00-0000 1040-400-00-0000 1060-400-00-0000	Description Contr Exp Brd Ed Supplies - Brd Ed Contr - Dist Clerk Contr - Dist Meeting	Fund A A A A	Go To Sof 250 First Previous Next Las Unencumbered Balance Available Balance 778	
	<u>(Update Cur</u> Current Dist Item Amour Current Dist Balance to [$\frac{1060-450-00-0000}{1240-200-00-0000}\\ \frac{1240-400-00-0000}{1310-400-00-0000}\\ \frac{1310-400-00-0000}{1310-400-00-0000}\\ \frac{1320-400-00-0000}{1330-400-00-0000}\\ \frac{1330-450-00-0000}{1420-401-00-0000}\\ \frac{1420-401-00-0000}{1420-401-00-0000}$	Supplies - Dist Meeting Equip - Superintendent Contr - Superintendent Contr - Business Office BOCES - Business Office Auditing Services Contr - Tax Collector Supplins - Tax Collector Contr (Jgal Services MILEAGE		8. Choose appropriate budget account. Your list will vary	
Sı	Budget Acc Requisit Budget A 2110-450	$\begin{array}{r} \hline 1430-490-00-0000\\ \hline 1480-490-00-0000\\ \hline 1620-200-00-0000\\ \hline 1620-200-06-0000\\ \hline 1620-400-00-0000\\ \hline 1620-400-00-0032\\ \hline 1620-400-00-0032\\ \hline 1620-400-00-0033\\ \hline 1620-400-00-0034\\ \hline 1620-400-01-0031\\ \hline \end{array}$	BOCES Negotiator BOCES - Public Informa. Equip - Cleaning Equip-Main-Elm St. Contr - Cleaning Propane Telephone - District Water & Sewer Electric Natural Gas -MHS	A A A A A A A A A		Next Las Action X Next Las
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	Requisition Item
Catalog#	
Pa	int supplies
Description	
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Unit of Measure Fa	ich (FA)
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Discount 0.00	
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(Update Current Distributions) Current Distribution Percentage 100 Item Amount \$ 44 Current Distribution \$ 44 Balance to Distribute \$ 0. Budget Account 1240-450-00-0000 - Supp Requisition Budget Codes Budget Account % Distrib 2110-450-00-0000 100.00 Use as Default Budget Code(s) for remaining Re-apply this distribution to all existing	% 00:00 00 lies - Superintendent [search] [select][clear Aid Amount 400:00 Amount Available Balance 1-1 of 1 First Previous Next Last Unencumbered Balance 1-1 of 1 First Previous Next Last 1-1 of 1 First Previous Next Last 1-1 of 1 First Previous Next Last aining Items. items
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			and the terms		
		Re	equisition Item		
Re	Catalog#				
	Description	Paint supplies			
	Quantity	1			
	Unit of Measure	Each (EA)			
ire	Unit Cost	400.00			
	Discount	0.00 Discount %	0 OR \$	0	
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_		L		1-2	of 2 First Previous NEXL
	Use as Default Budget Code(s) for	remaining Items			

Note: If you have additional line items for the same budget code, click the box 'Use as Default Budget Code(s) for remaining items'. Then add additional line items by clicking 'add line item button'

			Use	as	Default	Budget	Code(s)	for	remaining	Items.	
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When requisition is complete, click 'Submit' to send on for processing.

If you want to finish it later click 'Save for later'

Cancel will cancel the req.

Submit Save for Later Cancel