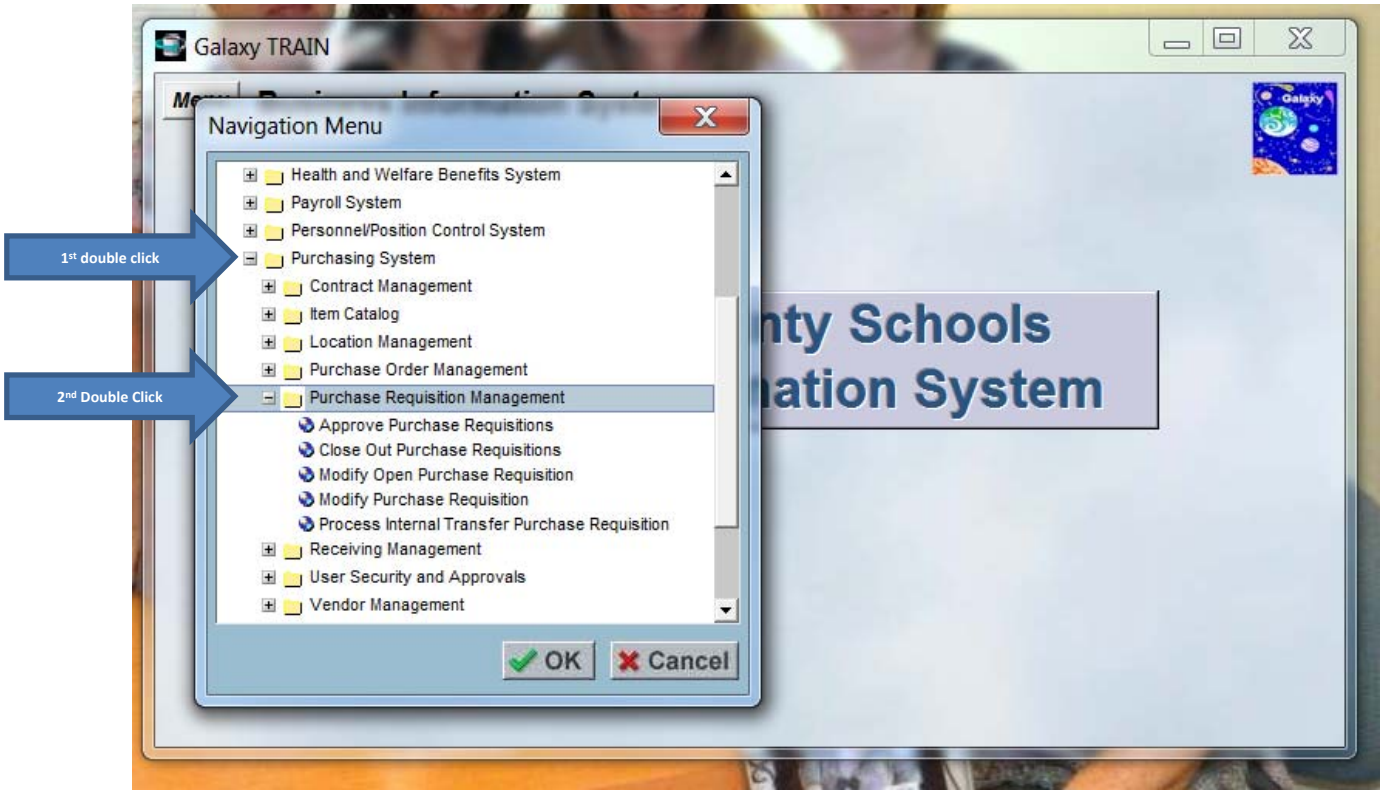
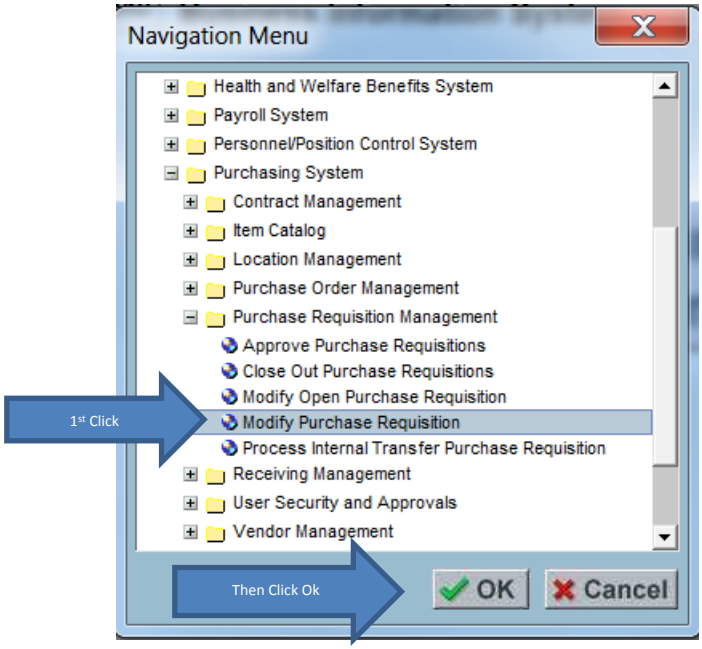
GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION



Double Click on the plus sign on "Purchasing System" then double click on the plus sign on "Purchase Requisition Management"



Click on "Modify Purchase Requisition" and click on "ok".

GALAXY PURCHASE REQUISITION

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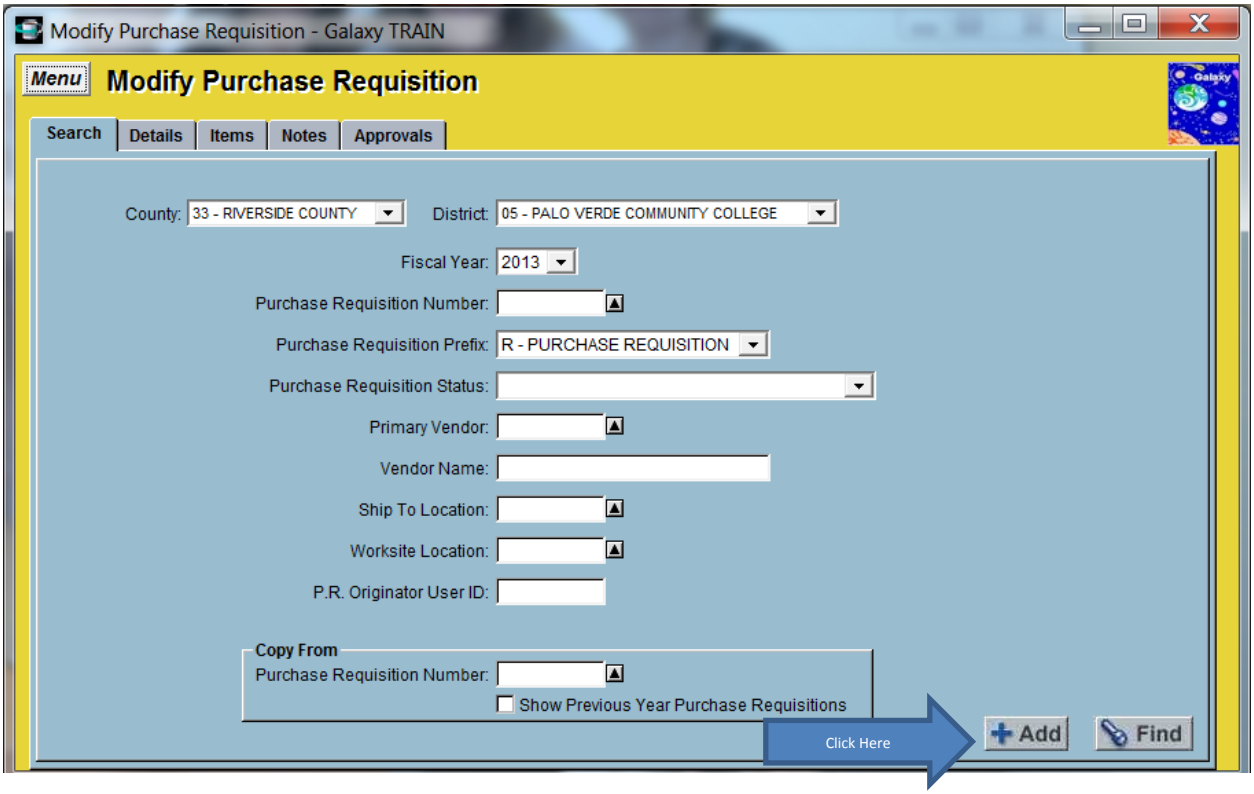
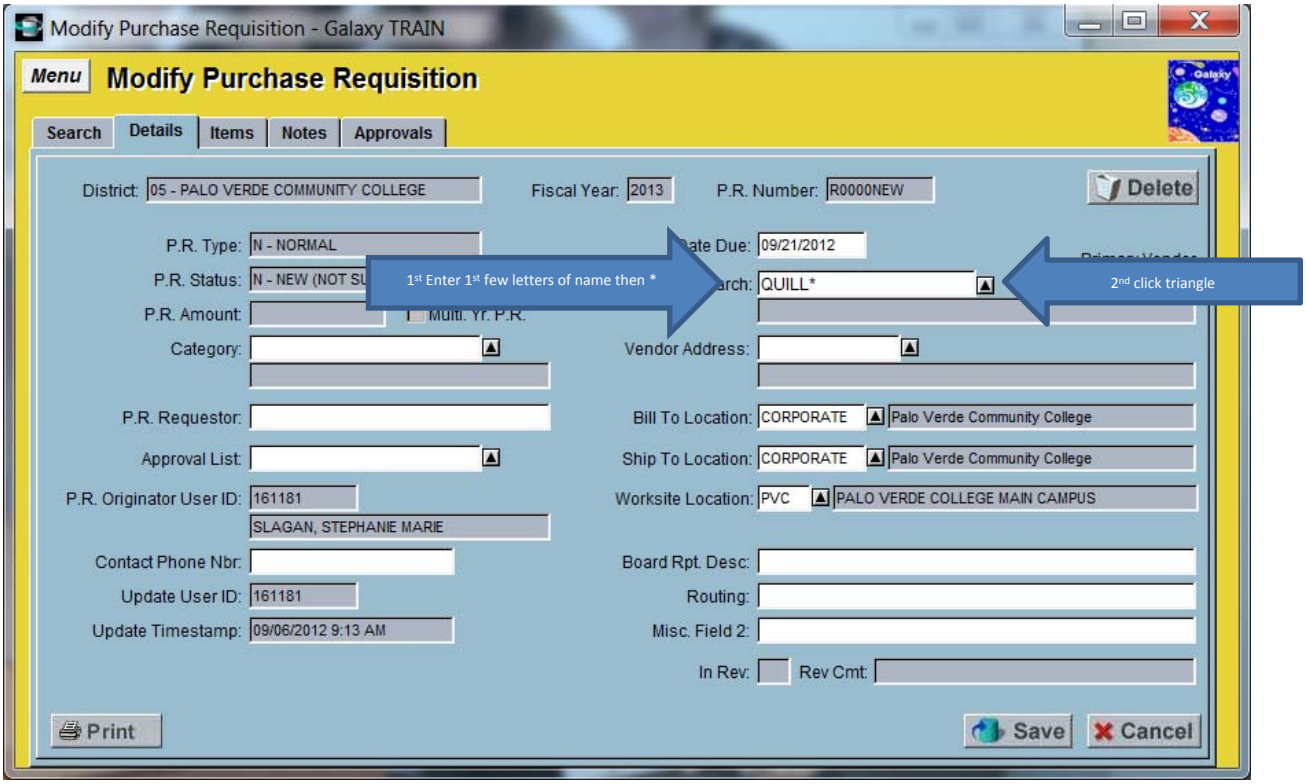


Click on Add



Enter a few letters from the vendor's name, then * and then click on triangle to bring up vendors.

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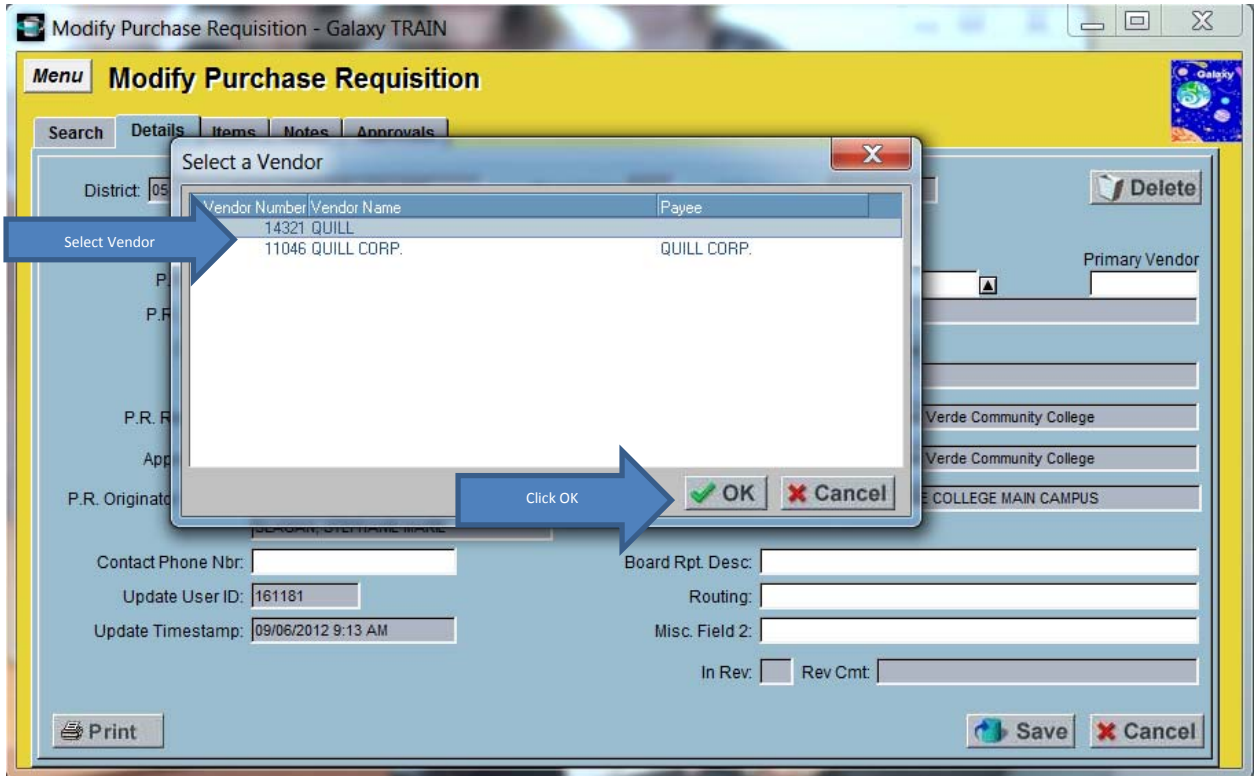
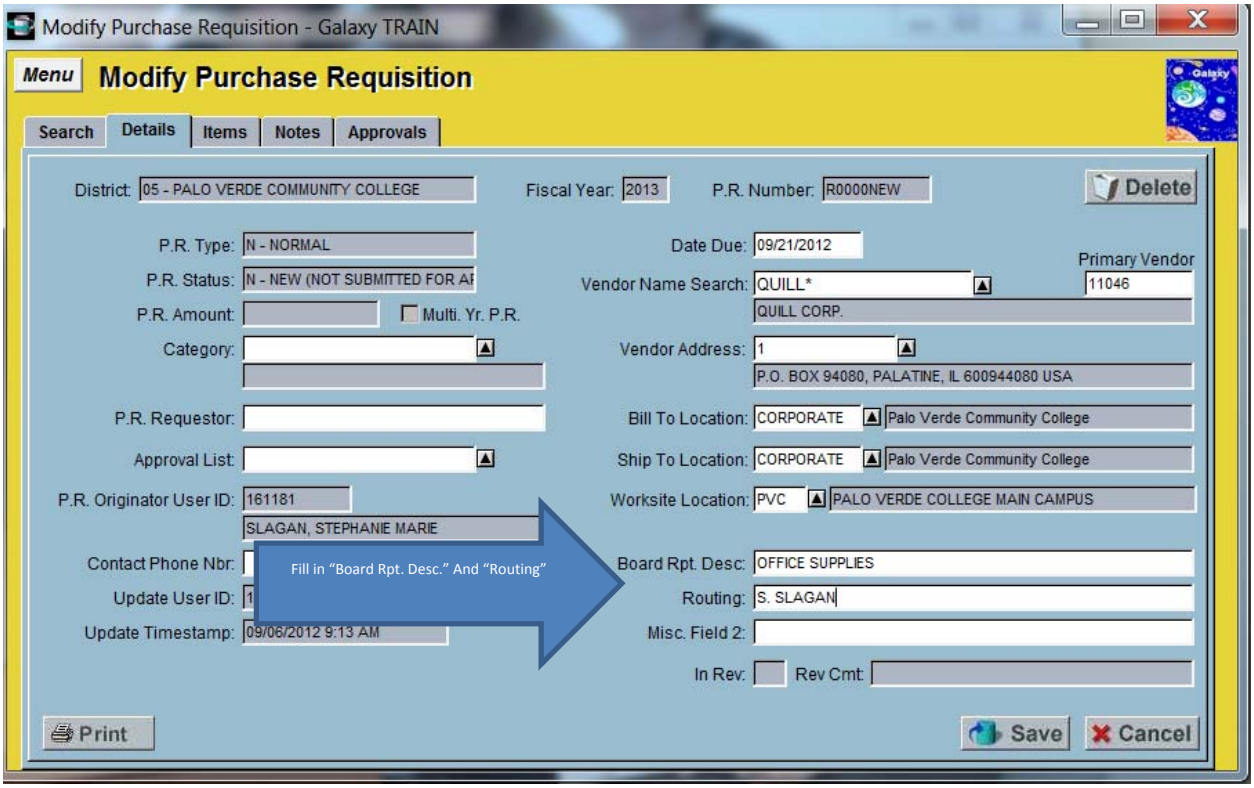


Select the vendor you would like to use the Click “ok”.

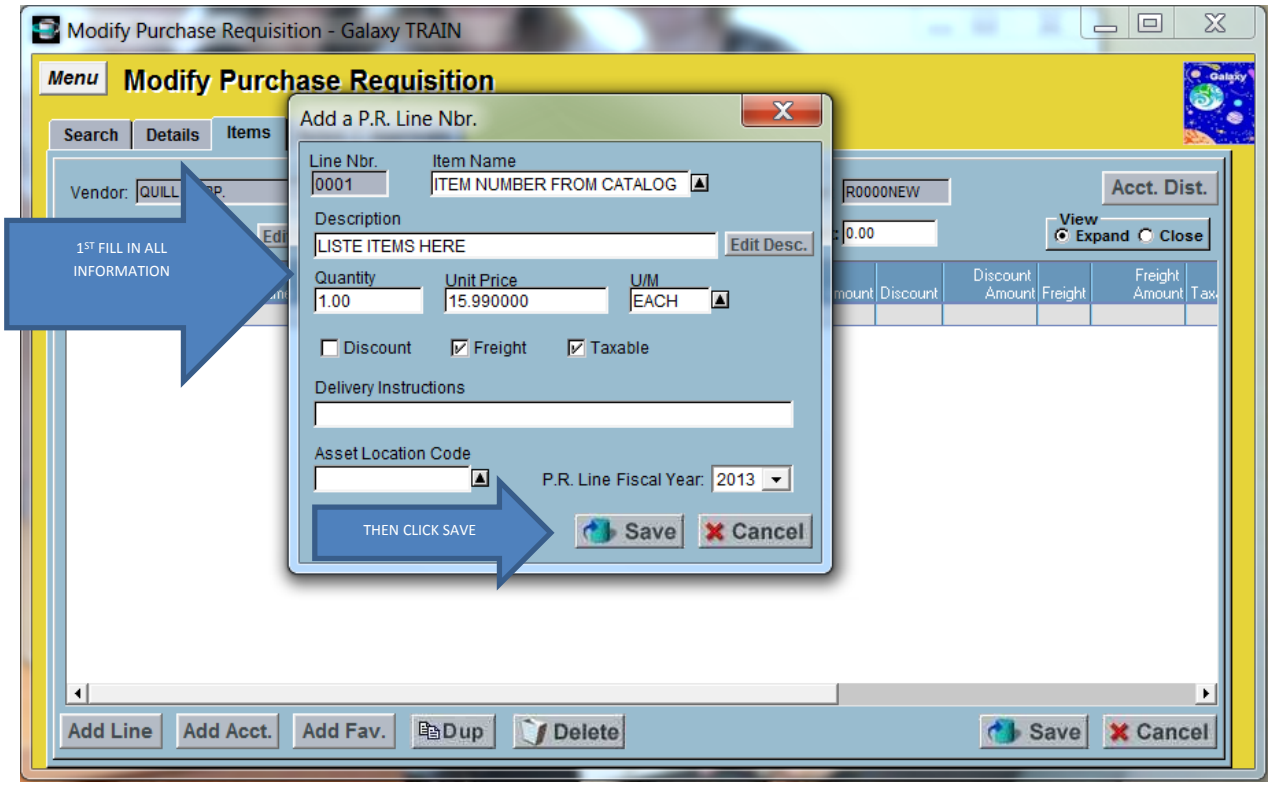


Fill in “Board Rpt. Desc.” And also “Routing”

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION

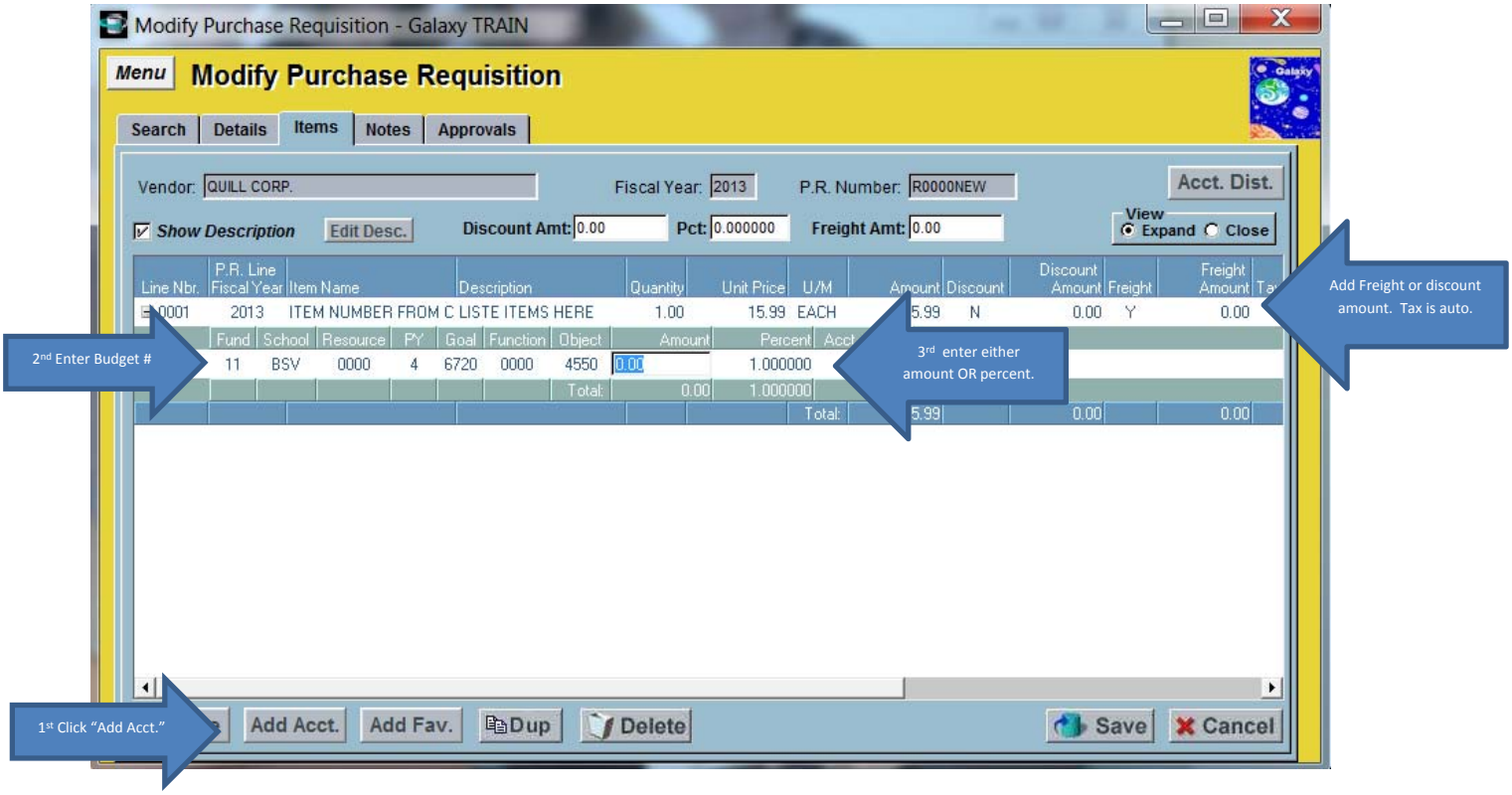
Click on "items" Tab, then click on "Add Line".



Fill in "Item Name", "Description of item", "Quantity", "Unit Price", and "U/M" (Unit of Measure). Also click on "Discount", "Freight", or "Taxable" if any of these items apply to your item. Then click "Save".

GALAXY PURCHASE REQUISITION

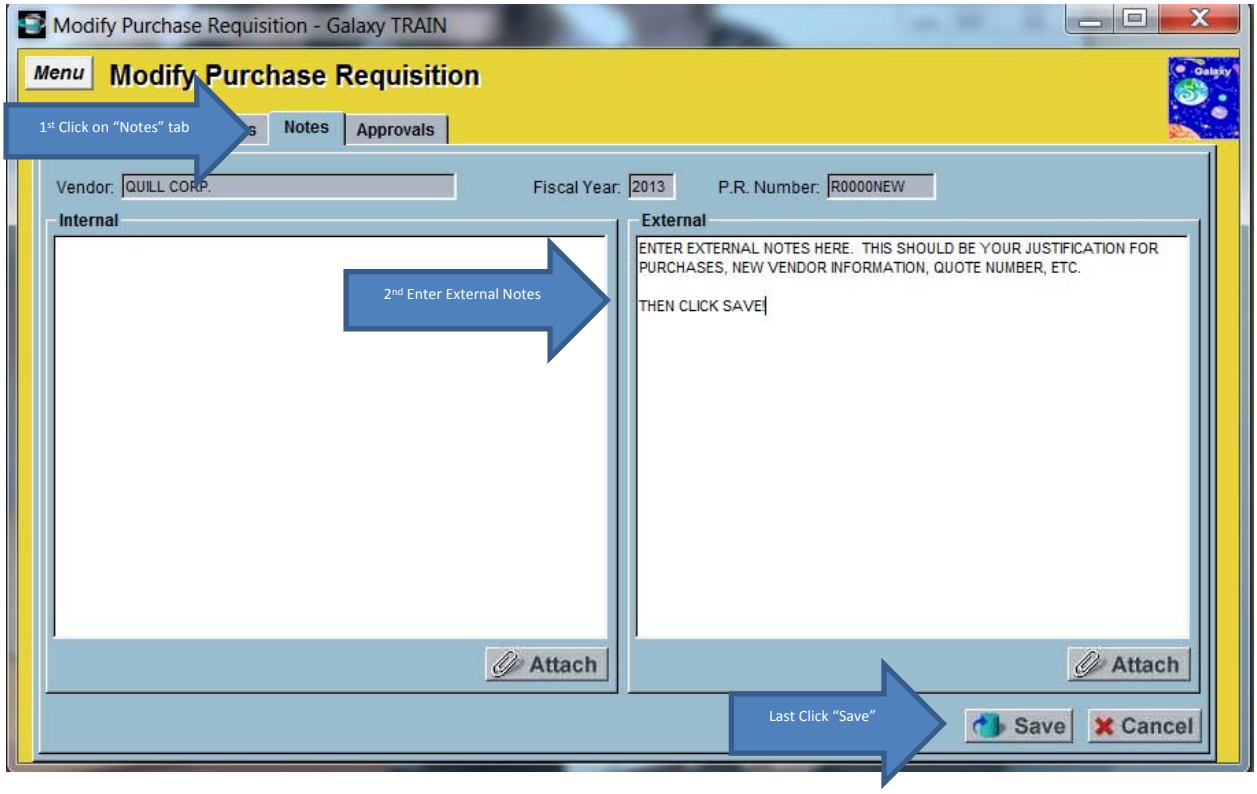
REGULAR PURCHASE REQUISITION



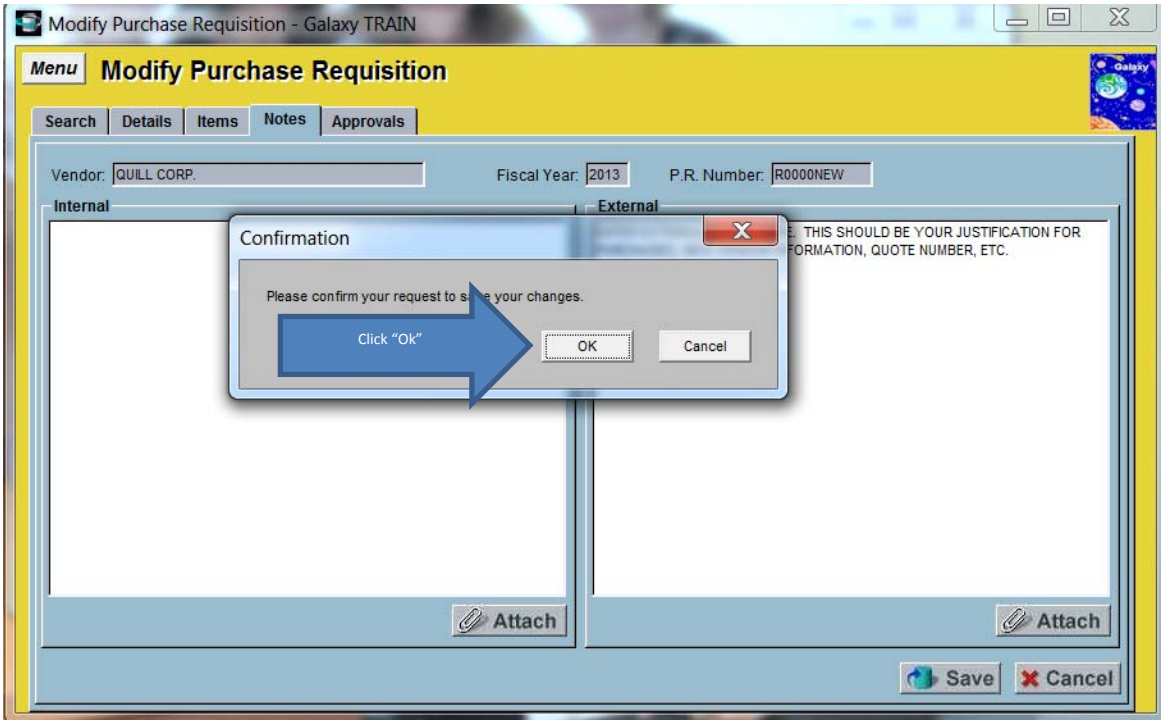
-Add freight or discount amount if needed. Tax will be automatically calculated if selected on item.

-If you have more items, repeat the last step until all items have been added.

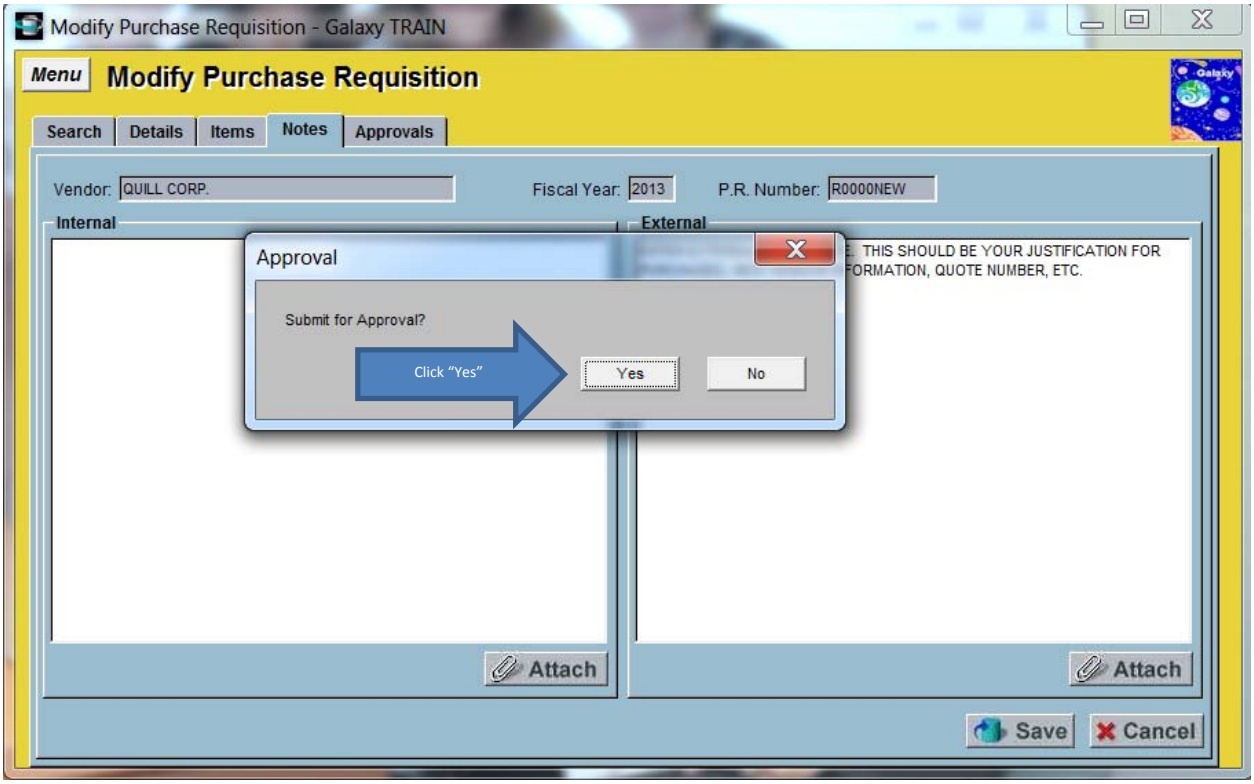
- Click "Add Acct.", then Enter Budget Number. If you need to add more than one budget number to a line, you can repeat this process. Enter either Amount or Percent, NOT BOTH! If there is more than one budget line, you must split the percentage or amount between the lines. ***Please make sure your budget number is correct as the system will automatically check budget upon 1st approval!***



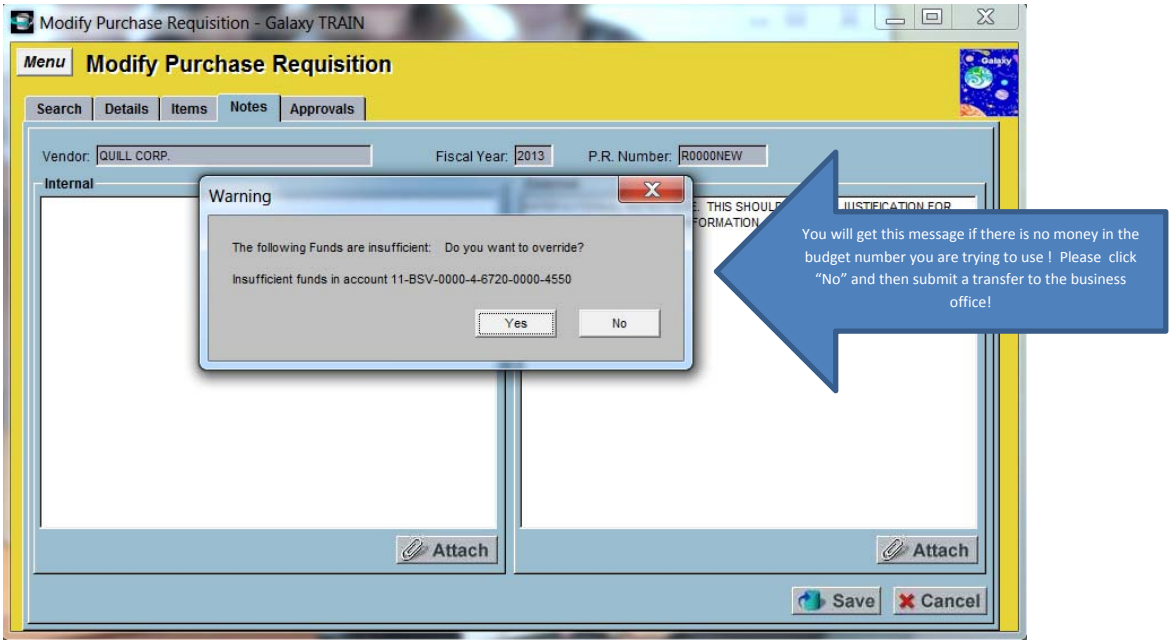
- Click on "Notes" Tab. Then enter internal and/or External Notes. Remember that internal notes are for the Approvers and will not print on the purchase order. External notes will print on the Purchase Order. When completed, click "save".



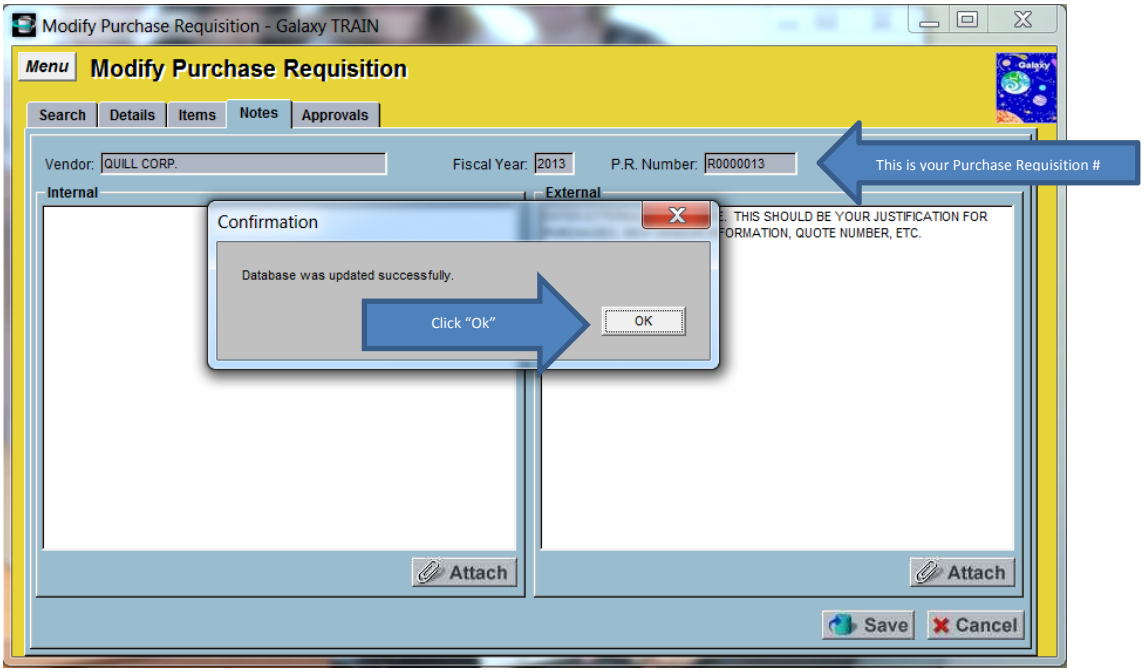
Click "ok".



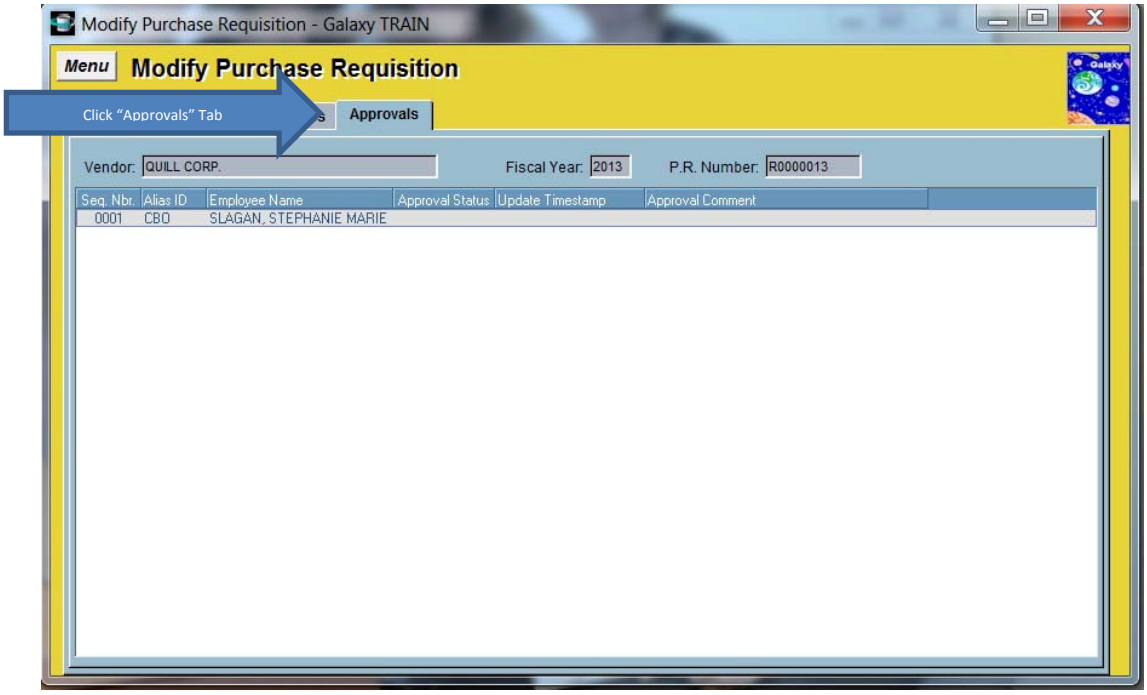
Click "Yes".



You will only see this message if there is no money in the account you are trying to use. Please submit a transfer and then resave once the transfer has been completed. You must click no as the only people with override capabilities are the Fiscal Services Staff and they will not override! ***Your requisition will not move past this point unless there is money in the account!***

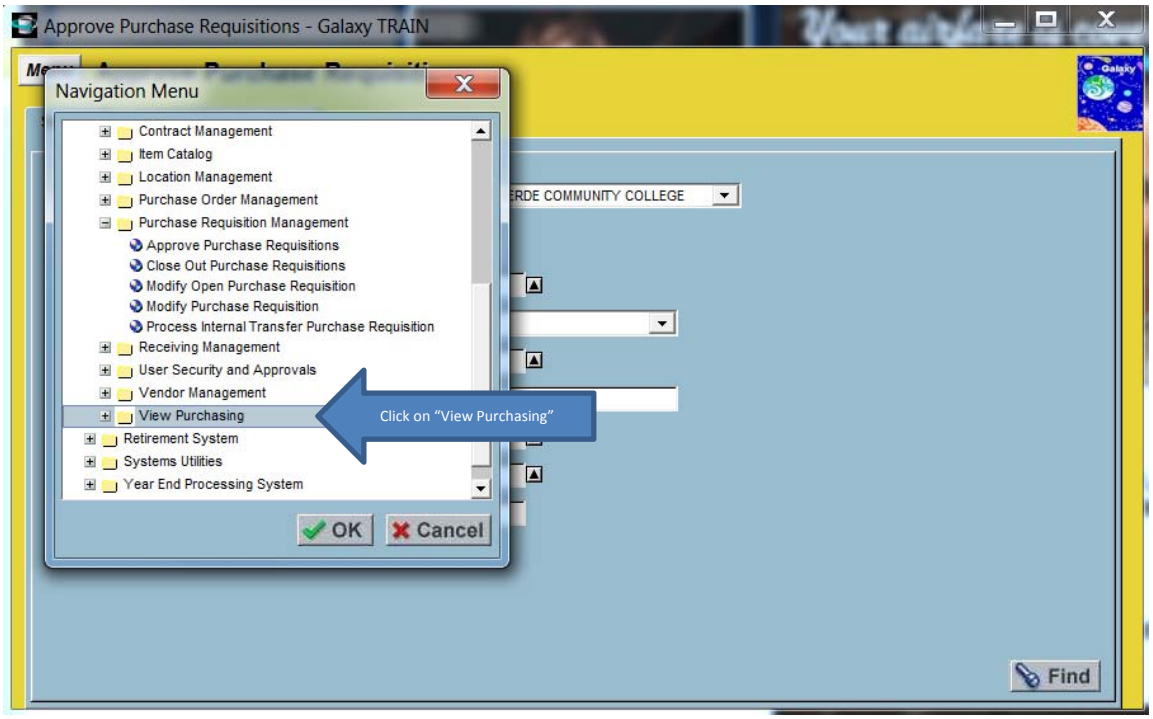


- Click Ok. You will then be able to see your Purchase Requisition Number.

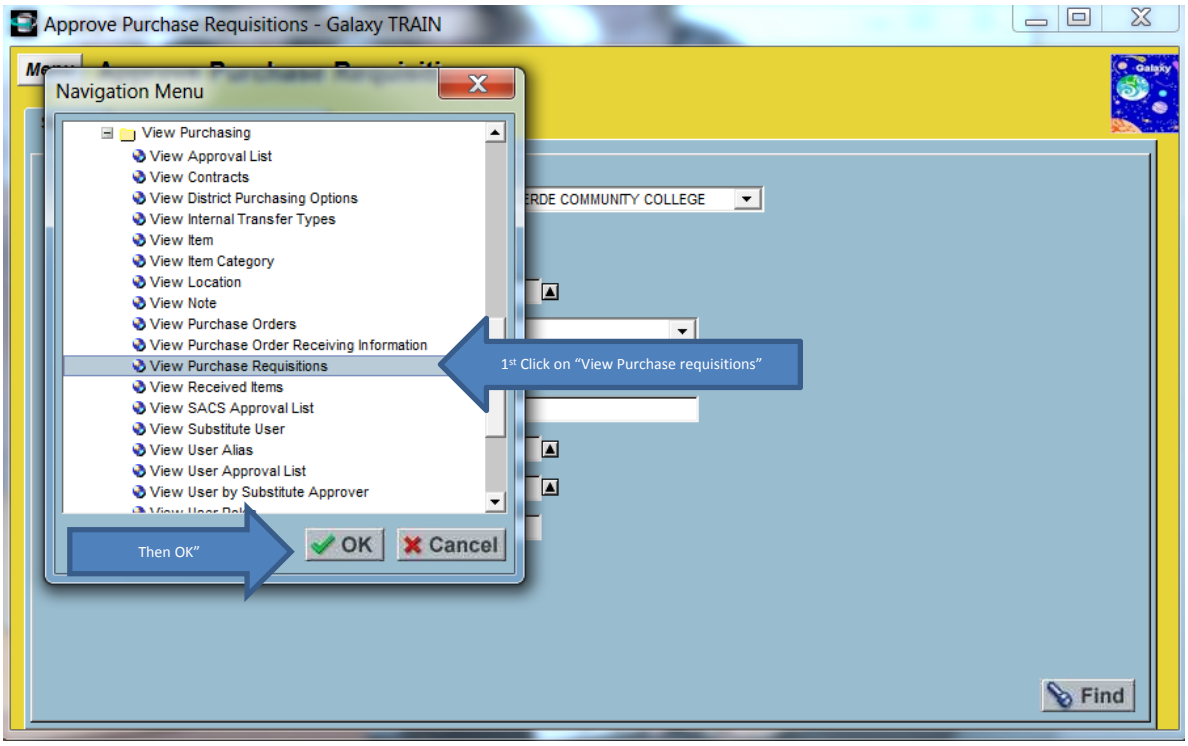


- Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1st approval, followed by the VP of your service area unless you report directly to the Supt/Pres. and then your requisition will be approved by her/him. Any Purchase over $10,000.00 goes automatically to the Superintendent. Travel requests, computer items and/or technology, Contracts, as well as funds 12, 33, 41 have additional approval steps. ***Purchase Requisition funds will encumber upon first approval!***

Viewing Approvals



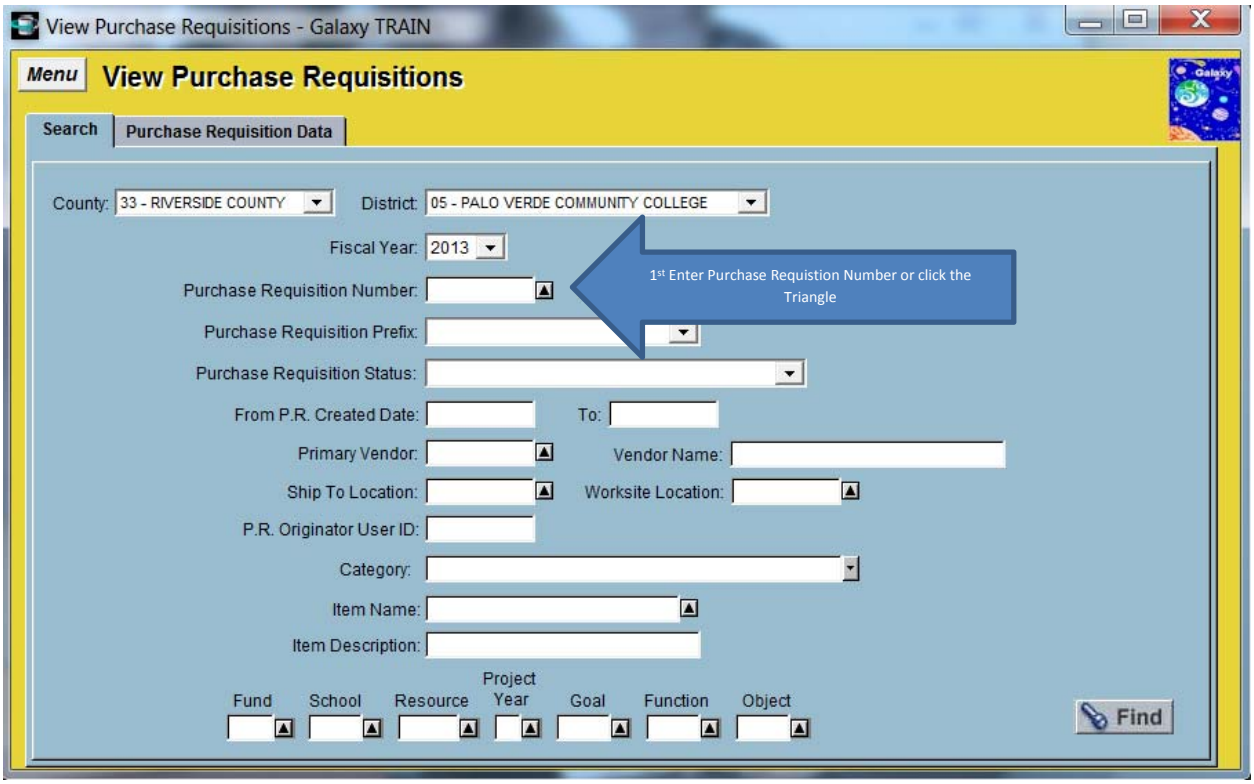
Click on View Purchasing



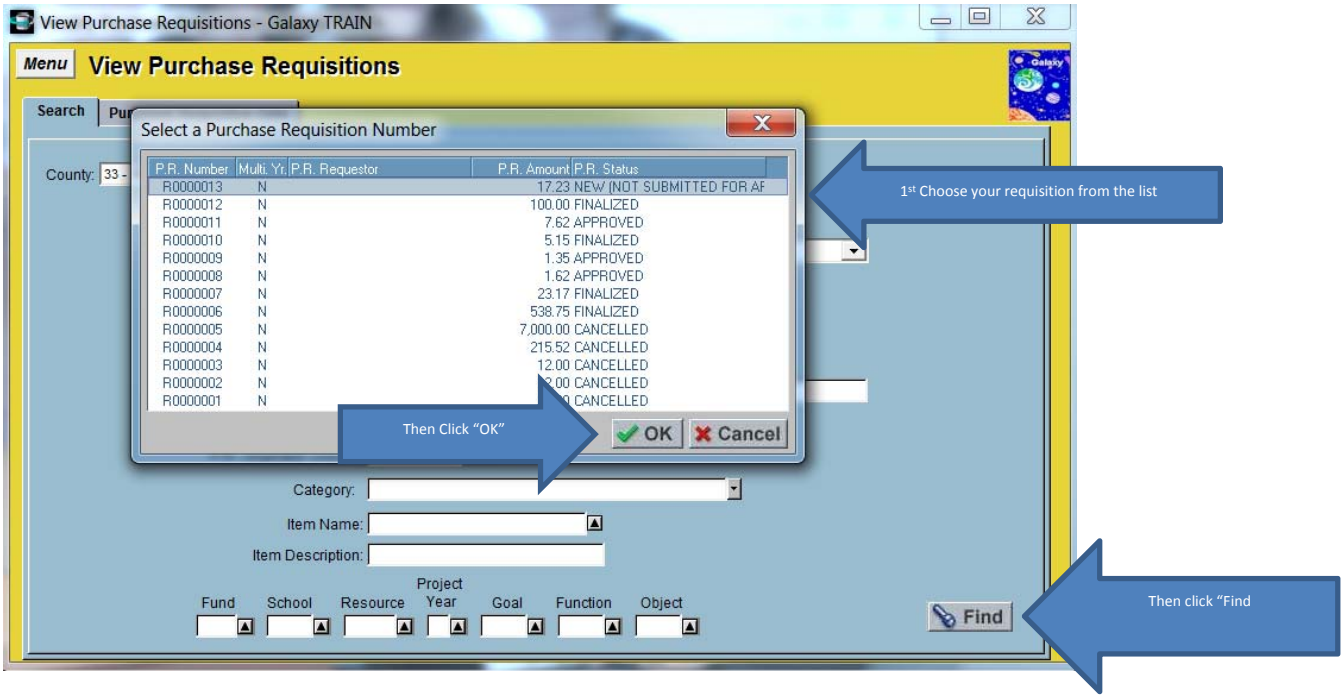
Click on "View Purchase Requisitions", then click "OK".

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION



Enter the Purchase Requisition Number or click the Triangle to look up your requisition.



1st Choose your requisition from the list and then click from the list. Then click "Find"

GALAXY PURCHASE REQUISITION

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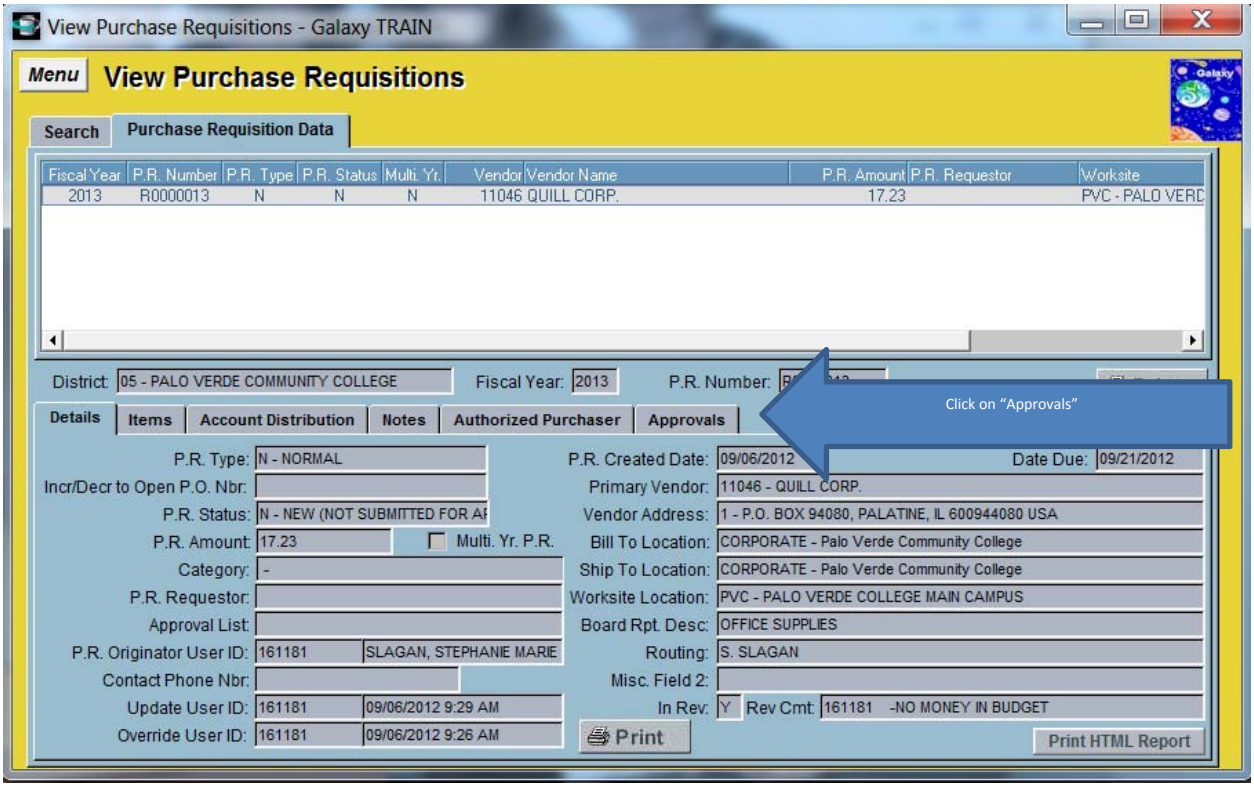
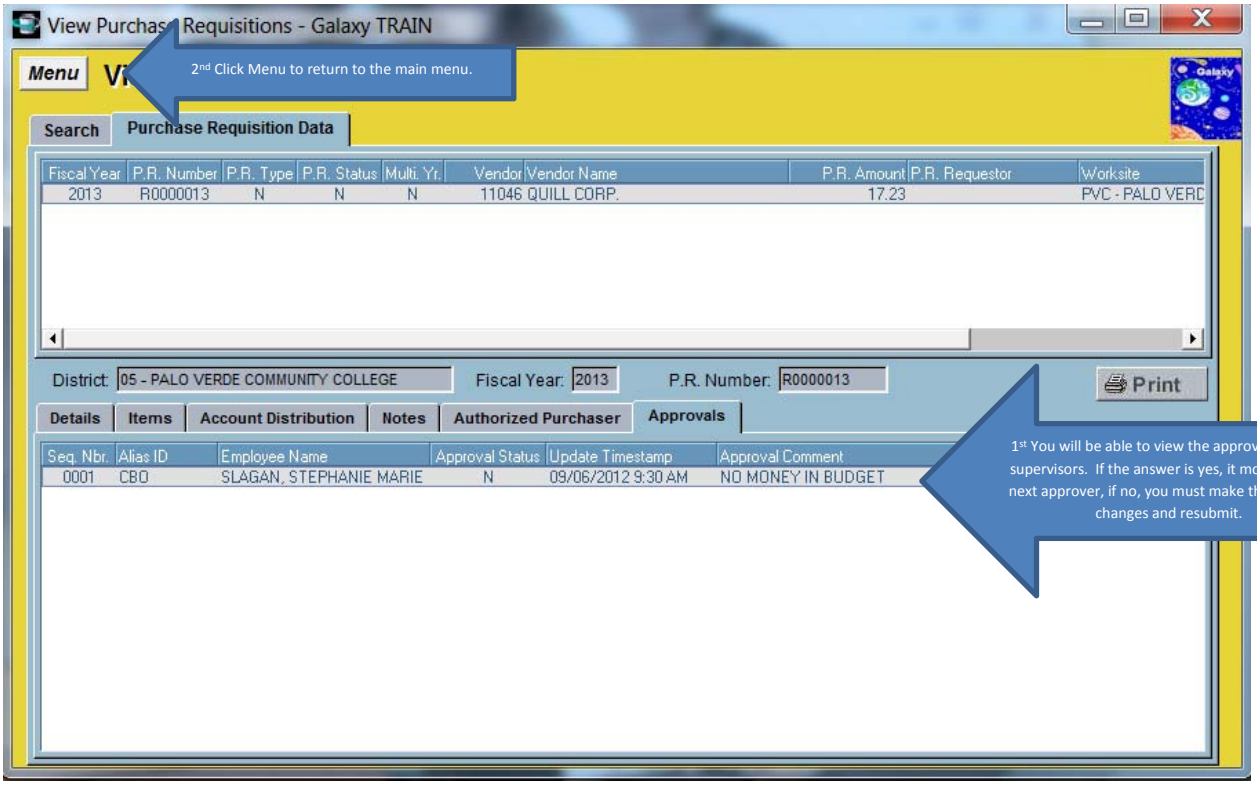


Click on approvals



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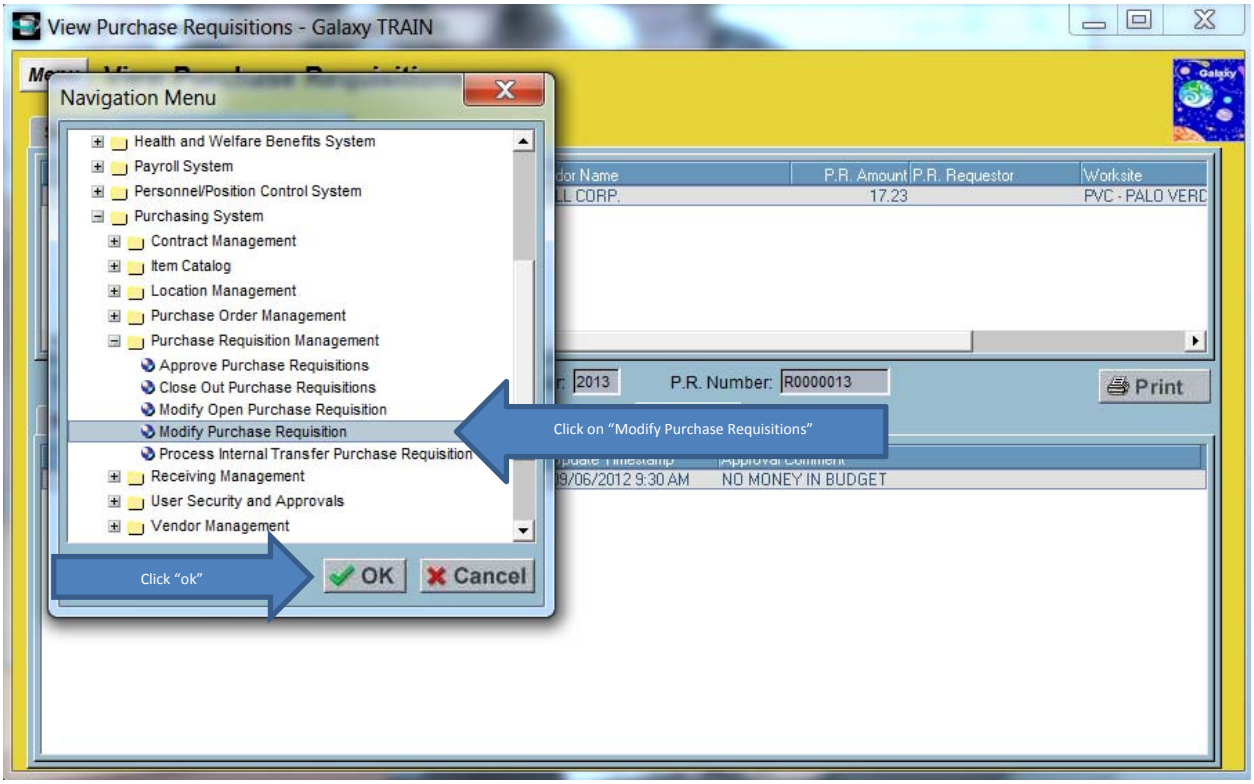

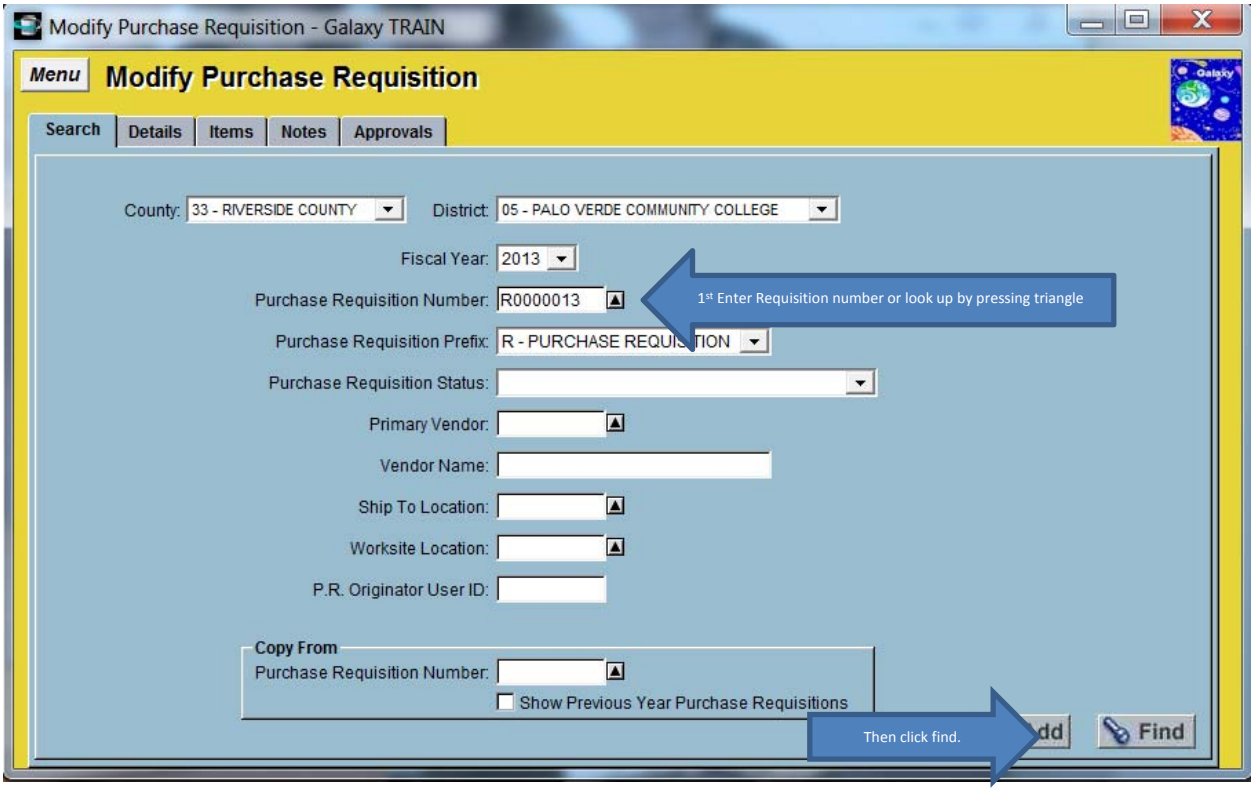

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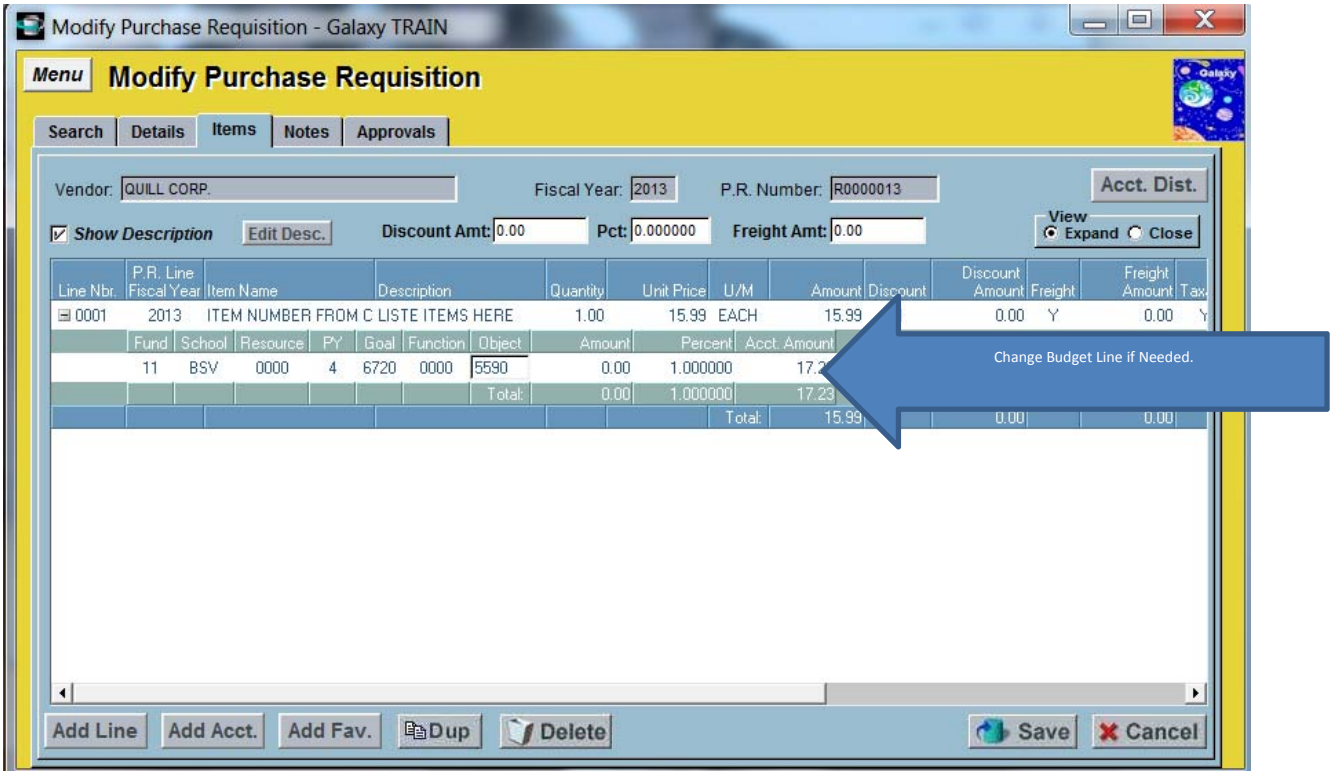
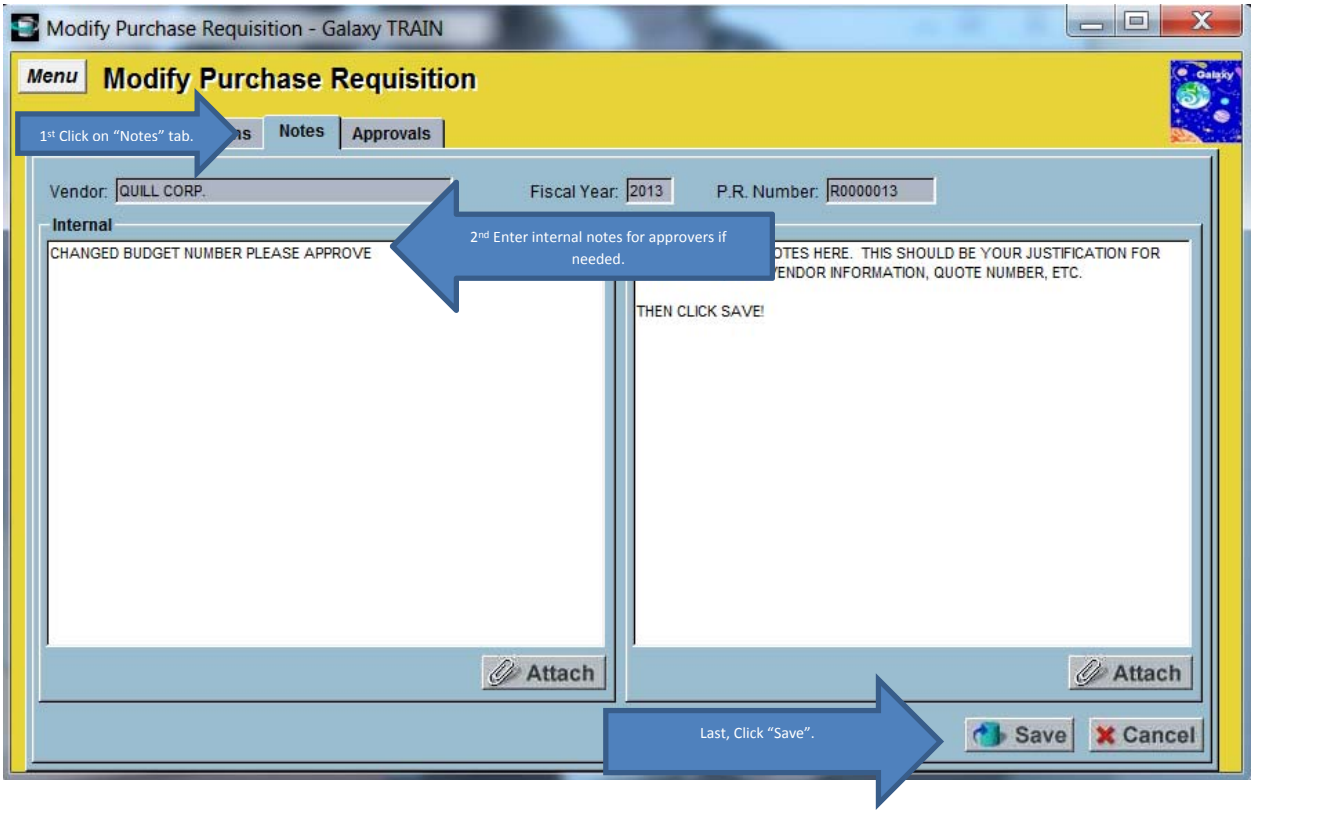
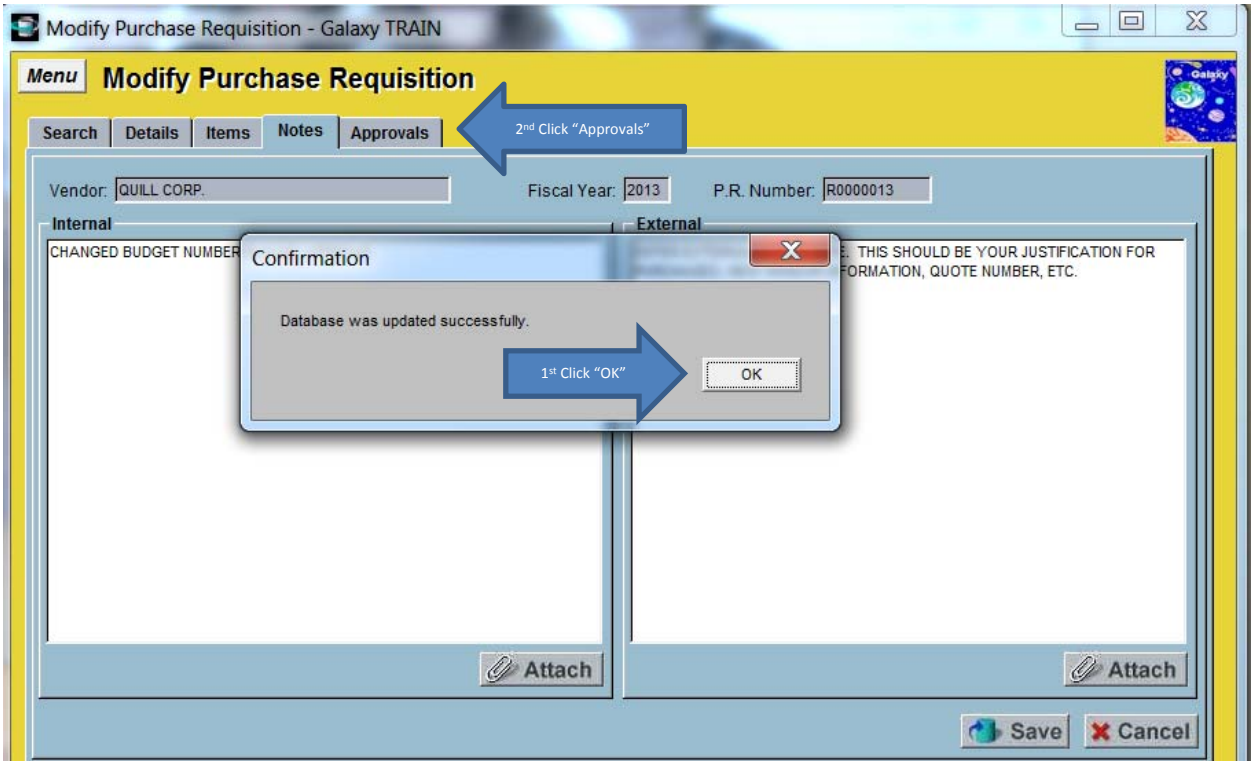
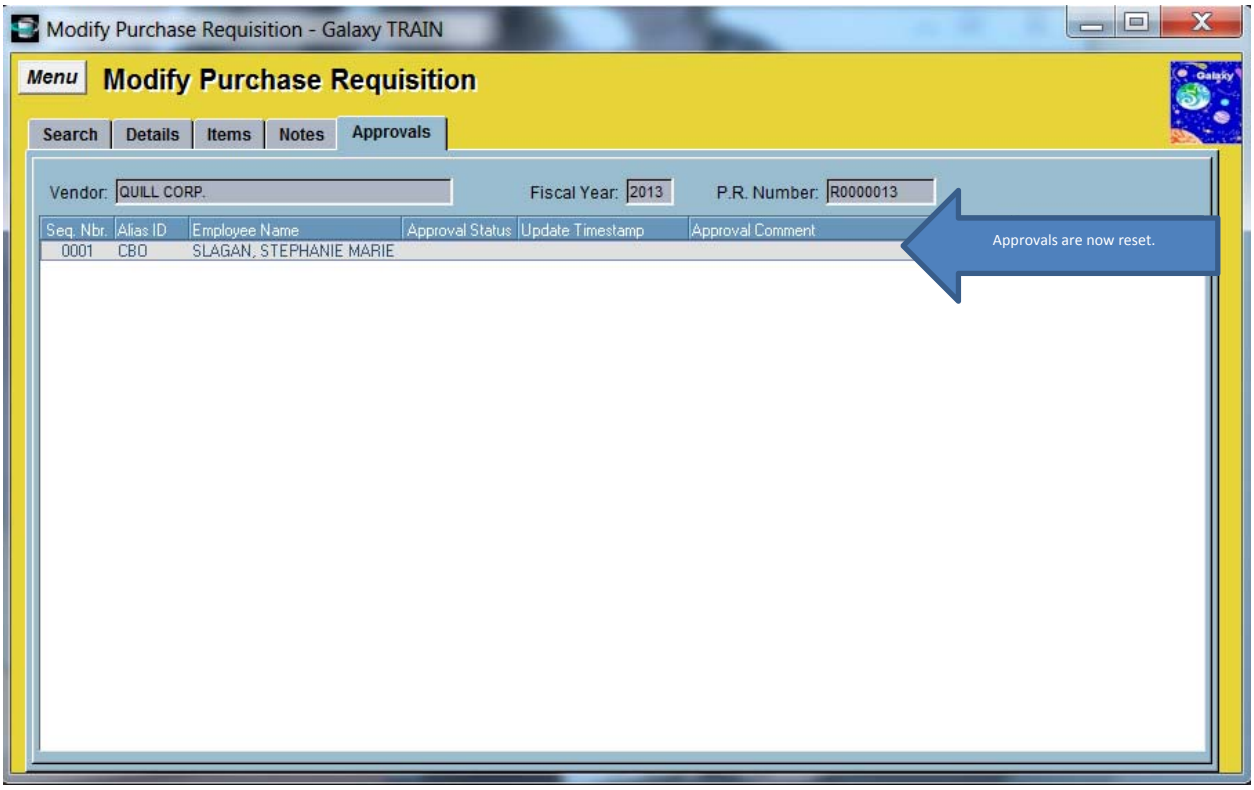





Modify Purchase Requisition - Galaxy TRAIN
Menu
Modify Purchase Requisition
Search
Details
Items
Notes
Approvals
2nd Click "Approvals"
Vendor: QUILL CORP.
Fiscal Year: 2013
P.R. Number: R0000013
Internal
External
CHANGED BUDGET NUMBER
THIS SHOULD BE YOUR JUSTIFICATION FOR
FORMATION, QUOTE NUMBER, ETC.
Confirmation
Database was updated successfully.
1st Click "OK"
OK
Attach
Attach
Save
Cancel


Modify Purchase Requisition - Galaxy TRAIN
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Fiscal Year: 2013
P.R. Number: R0000013
Seq. Nbr.
Alias ID
Employee Name
Approval Status
Update Timestamp
Approval Comment
0001
CBO
SLAGAN, STEPHANIE MARIE
Approvals are now reset.