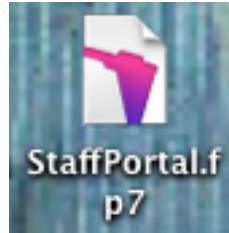
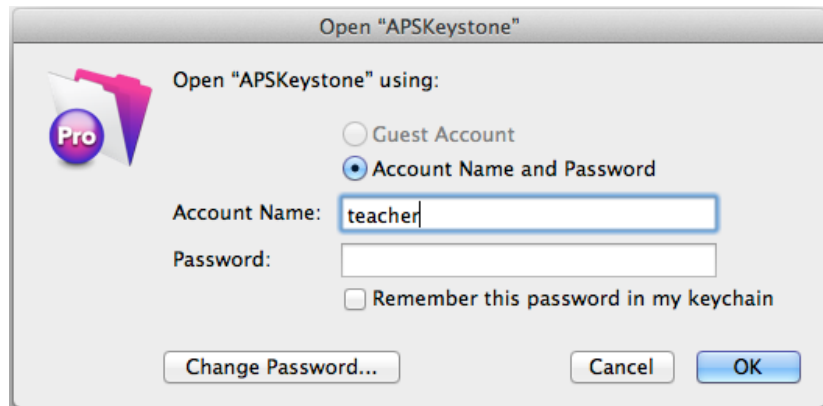


Requisition Process - FileMaker Pro

1. Open the FileMaker Staff Portal



2. Login - Username: teacher, Password: 1



3. Click on "Requisitions" on the Main Menu

Main Menu

[PURCHASING](#) [PHYSICAL](#)
[Purchase Orders](#) [Work Orders](#)
[Requisitions](#) [Maintenance](#)
[Code Finder](#) [Vehicles](#)

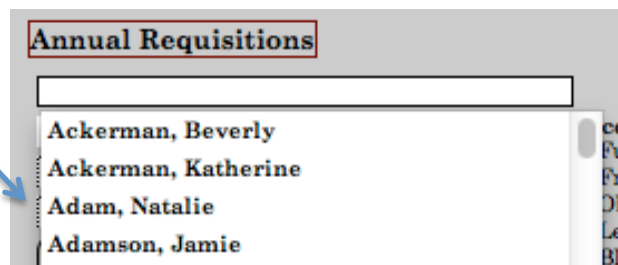
[Return to Main Menu](#)

4. Click on "Create a Requisition" on the next menu

Ma

5. Select your name from the drop-down menu

[Create a Requisition](#)
[Find My Requisitions](#)



6. When you select your name it will pull up a list of your requisitions from the past for reference purposes.

Requisition History			
Want to reorder from past years? Click on the blue link. The info will come in but you'll still have to look up the price.			
2192	2011-2012	Nylon Youth Mesh Vest Set	Nasco Physical Education
2193	2011-2012	Fleece Ball Sets 4"	Nasco Physical Education
2194	2011-2012	Deluxe Parachute 35" Diameter	Nasco Physical Education
2195	2011-2012	Standard Speed Ropes 6'	Gopher
2191	2011-2012	Standard Speed Ropes 7'	Gopher
2173	2011-2012	Polo Shirts	
2174	2011-2012	Team Practice Gear - Reversibles	
2175	2011-2012	Team Practice Gear - Shorts	
2176	2011-2012	Russell Jackets	
2177	2011-2012	Russell Pants	
2178	2011-2012	Warm-up shirts	
2179	2011-2012	Coaching Shirts - Living the Dream	
2180	2011-2012	Black iPad 2 16GB	
2181	2011-2012	Embroidery - Think Pink	
2182	2011-2012	Royal Blue Basketball Shirts	
2183	2011-2012	Oh The Places You'll Go	

7. Select the company you are ordering from in the drop down menu. If the company is not listed or parts of the company information are not listed, please complete these sections.

Vendor	Nasco Physical Education
Address 1	
Address 2	
City	
State	
VendorZip	
VoicePhone	
FaxPhone	

Vendor	Nasco Physical Education	ItemCat
Address 1		
Address 2		
City	.CDW Government	
State	1000 Bulbs.com	
VendorZip	24hourwristbands.com	
VoicePhone	365officesupplies.com	
FaxPhone	4colorprint.com	
Note to Vendor	4imprint	
Other Notes:	Abante Marketing	
This is a prac	Achievement Products	
	Advancing Technology, Inc	
	ALA Graphics	
	AlbeeBaby.com	
	Alliance Times Herald	
General Fund	Alsoft, Inc.	
	Aluminum Athletic Equipment Co	
	Amazon.Com	
	American 3B Scientific	

8. Fill in pertinent information about the item in the grey portion of the form (ItemCatalog Number, Description, Quantity, Price, Shipping).

- a. Make sure you enter an amount if you select "let me enter shipping" from the drop-down shipping menu.

ItemCatalogNumber	
EdititonIfTextbook	
Description	
Quantity	1
Price	
QtyXPrice	\$0.00
Shipping	
	\$0.00
Item Subtotal	\$0.00

b. If you copy and paste the catalog number or description from a website be sure to change the size and the font so the information fits in the text-box on the form.

9. Make sure to select the correct code for your requisition. Once you select your code, these fields will all fill in automatically.

AccountCode

Fund:

Functn:

Objct:

Level:

Bldg:

a. Codes are found below the main section of the requisition form by clicking the link "General Fund Codes"



[General Fund Codes](#)

b. After clicking it will allow you to pick your department. Scroll to find your subject or department and click.

[General Fund Codes](#)

OUTDOOR LEARNING
1100 REGULAR INSTRUCTIONAL PROGRAMS
1110 ENGLISH
1111 SPEECH
1113 DEBATE
1114 SPUD
1119 YEARBOOK

c. Locate the correct building and category for the item and click on the blue code which corresponds to your selection and press tab.

Alliance High School	01 1168 338 2 001	REPAIRS/EQUIP/OTHER
Alliance High School	01 1168 410 2 001	SUPPLIES
Alliance High School	01 1168 420 2 001	TEXTBOOKS
Alliance High School	01 1168 440 2 001	SUBSCRIPTIONS
Alliance High School	01 1168 465 2 001	SOFTWARE
Alliance High School	01 1168 530 2 001	FURNITURE/EQUIPMENT
Alliance High School	01 1168 670 2 001	TRAVEL MILEAGE
Alliance Middle School	01 1168 338 1 002	REPAIRS/EQUIP/OTHER
Alliance Middle School	01 1168 410 1 002	SUPPLIES
Alliance Middle School	01 1168 440 1 002	SUBSCRIPTIONS
Alliance Middle School	01 1168 450 1 002	AV MATERIAL
Alliance Middle School	01 1168 530 1 002	FURNITURE/EQUIPMENT
Alliance Middle School	01 1168 630 1 002	DUES AND FEES
Alliance Middle School	01 1168 670 1 002	TRAVEL MILEAGE
Emerson Elementary	01 1168 410 1 004	SUPPLIES
Emerson Elementary	01 1168 440 1 004	SUBSCRIPTIONS
Emerson Elementary	01 1168 530 1 004	FURNITURE/EQUIPMENT
Emerson Elementary	01 1168 670 1 004	TRAVEL MILEAGE
Grandview Elementary	01 1168 410 1 005	SUPPLIES
Grandview Elementary	01 1168 440 1 005	SUBSCRIPTIONS
Grandview Elementary	01 1168 530 1 005	FURNITURE/EQUIPMENT
Grandview Elementary	01 1168 670 1 005	TRAVEL MILEAGE

d. The account codes will now be filled in on the requisition form.

New Record	Duplicate Record	Show/Update My List
AccountCode	01 1168 410 1 004	
Fund:	01	GENERAL FUND
Functn:	1168	PHYSICAL EDUCATION
Objct:	410	SUPPLIES
Level:	1	ELEMENTARY
Bldg:	004	Emerson Elementary

10. If all information on the requisition is correct, click the "New Record" button to start a new item requisition.



The screenshot shows a header bar for a requisition form. On the left, there is a text box containing "Manion, Heidi". To the right of the text box are four buttons: "New Record", "Duplicate Record", "Show/Update My List", and "Add to Inventory". A blue arrow points from the text above to the "New Record" button. In the top right corner of the header bar, the number "8561" is visible.

11. Repeat the steps for each item you are requisitioning for the following school year.