

USASWEB Quick Reference Revised 9/9/09

Logan-Hocking Local School District

Functions

New Requisition

Requisition #	111111	Deliver By Date	
Vendor #	46600	Deliver To Vendor #	0
Vendor	SCHOOL SPECIALTY, INC. ATTN: MARY JANE HALL P.O. BOX 8105 MANSFIELD OH 44901 Phone:		
Deliver To	UNION FURNACE ELEMENTARY CARRIE COOK-PORTER, PRINCIPAL 36140 LIMEBANK ROAD P.O. BOX 172 UNION FURNACE OH 43158-0172		
Requested PO Date	02/23/2007	Requisition Description	Brief Description
Terms		Attention	WENDY COOK
Total	\$95.00	Type	Enter T for Template

#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00	EA	UF INSTRUCTIONAL SUPPLIES ONLINE ORDER #S45312581 SEE ATTACHED FOR DETAIL	95	95.00	001	1110	511	9902	000000	038	00	000
Total					\$95.00								

Functions

Use Prefix
Look-up

No \$ Dollar
Signs or
Commas

Provide Unit

Item #1
Add item

See
reverse
for
Vendor
Numbers

-Go to seovec.org, click on **USASWEB**, login
- Click "Requisitions, New" to begin

- ▣ Home
- ⊕ Accounts
- ▣ Requisitions
 - ▣ New
 - ▣ Query
 - ▣ Load Draft
- ⊕ Purchase Orders
- ⊕ Vendors
- ⊕ Receipts
- ⊕ Refunds
- ⊕ Invoices
- ⊕ Admin
- ⊕ Utilities
- ⊕ Help
- ▣ Logout

- Look-up vendor / account code
- Add items (up to 99)
- Post item
- Edit item
- Cut / Delete item
- Copy item
- Delete item

Requisition Details

To Print Requisition:

- Validate (no errors)
- Post
- Print Window
- File print

- (*CAUTION!*) **30 Minute 'time-out' limit**
- Post often for large requisitions** (vs. save)
- Query & Modify** posted requisitions to add items or make corrections (before signatures)
- Query & Clone** posted requisitions to create new requisitions with same contents
- Please use assigned requisition prefix (contact Treasurer's Office for assistance)

Logan-Hocking Local School District

USASWEB Quick Reference

<u>VENDOR # ship to information:</u>	932845 Logan Christian School
92751 A.C.E. (K. Walker)	932751 Memo Vendor <small>(Treasurer's Office Only)</small>
91095 Activities Director	91025 Middle School
32750 Administration Office	91078 Middle School Librarian
13059 Gateway School	92137 Maintenance Supervisor
90981 Assistant Superintendent	90016 Pupil Personnel
90036 Chieftain Elementary	91018 Registrar
98020 Director of Instruction	
90032 East/Central Primary	47465 St. John School
91014 EMIS Coordinator	98000 Superintendent
	93035 TAG Coordinator
90080 Food Service	
90034 Green Elementary	90980 Technology
988830 Grueninger, Darlene	90975 Transportation Supervisor
91125 High School	90038 Union Furnace Elementary
91027 High School Librarian	988832 Kristy Walter
90037 Hocking Hills Elementary	90039 West/Central Intermediate

•Remember that all other processing/procedures will remain the same. After the requisition is signed, it must go through the regular channels of signatures/approval. Purchase Order processing/procedures will not change.

•**Use Vendor #32750 for all requisitions to Classic Fare & Logan-Hocking Schools (a PO will not be created, but requisitions are required for journal entry processing).**

•Please refer to your **chart of accounts** for account codes. If you have questions, please contact the Treasurer's Office.

•If you have a new vendor or vendor change, email Gina – gdandrea@loganhocking.k12.oh.us or call 385-8517, extension 2722.