

SWTJC Colleague Web Advisor

Web Requisition Manual

*(To be used to requisition a **Purchase Order** for goods and services – especially over \$1,000.)*

Provided by Purchasing

January 2018

Page 2: When to use a Web Requisition/Policy link

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Written by Purchasing Department

When to use a Web Requisition

Web Requisitions should be used when a Purchase Order needs to be issued to a supplier to place an order for goods or services. Many are prompted by a quote or contract already in place.

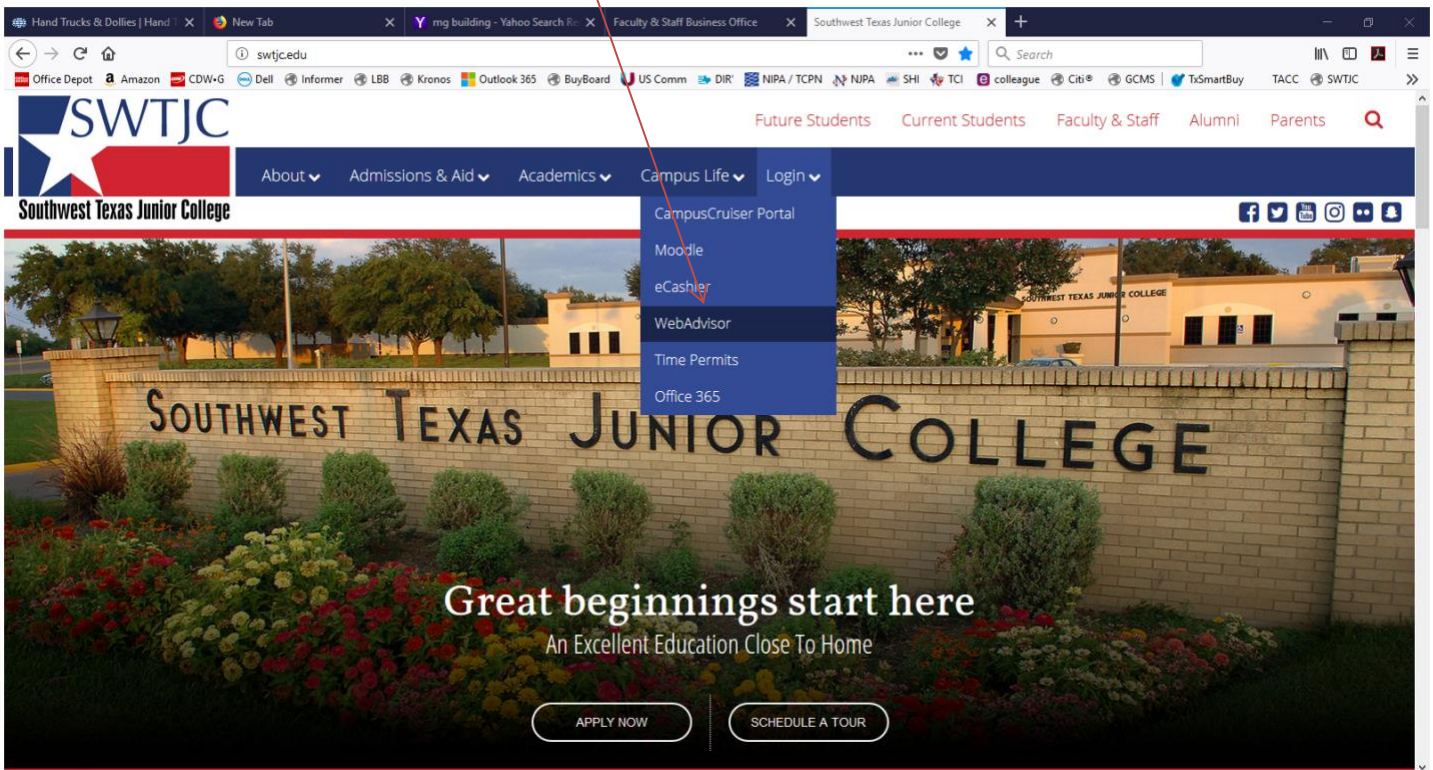
- Requisitions should **precede** the issuance of a Purchase Order. (Small dollar orders will likely be purchased through the College's P-card program.)
- Requisitions are often entered as the result of a bidding process. For purchases over \$1,000 for goods, and \$25,000 for services, quotes are required to obtain best value and pricing, **UNLESS the item(s) or Services requested are available under an existing contract**. The College is privy to many contracts via various consortiums, so please check with the Purchasing department before you enter your requisition.
- Requisitions may also be entered for Blanket Purchase Orders. Blanket PO's are assigned for recurring goods or services utilizing the same supplier over a period of time. Examples include maintenance and parts suppliers, utility billing, leases, and phone service.

See also, Business office policies found at:

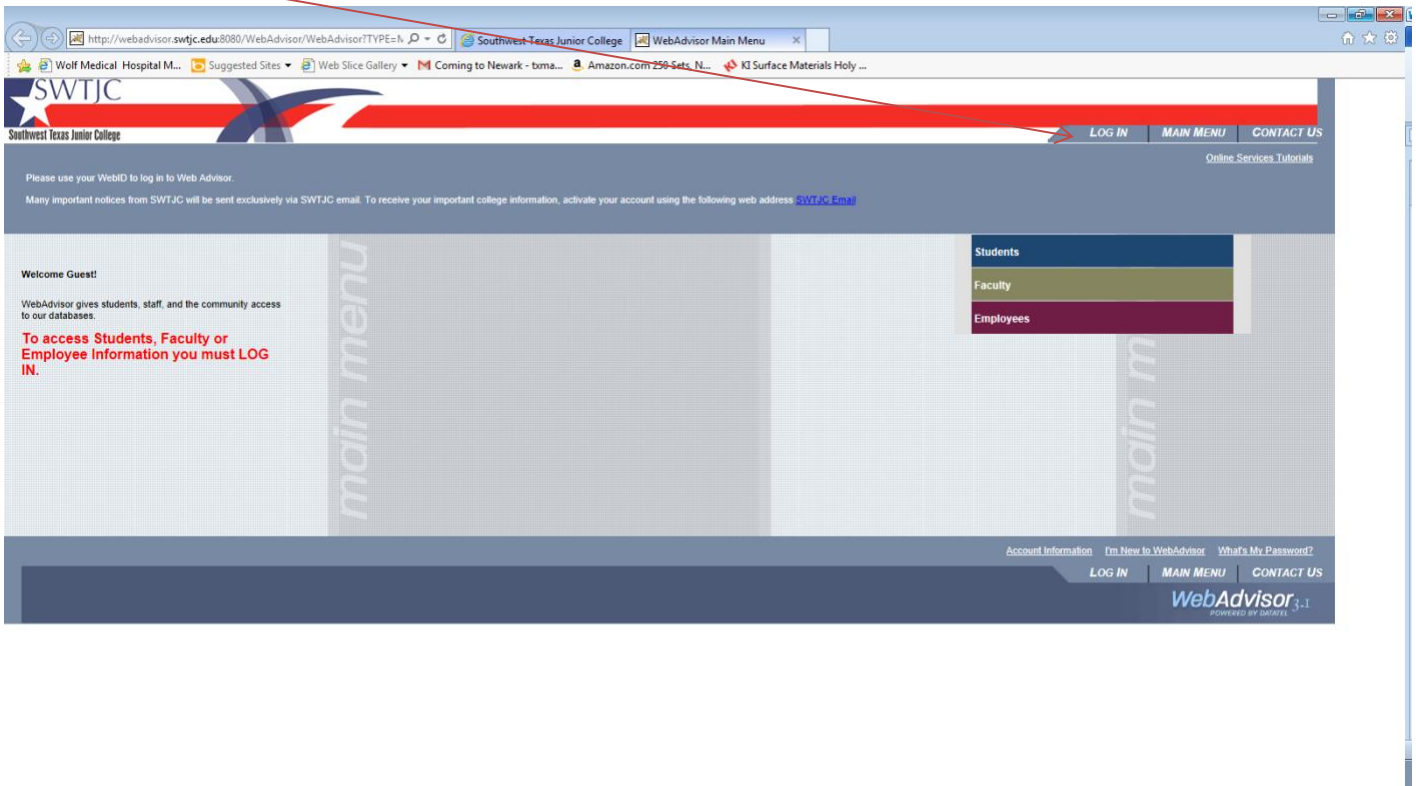
http://swtjc.edu/documents/business_office/swtjc_business_office_policies.pdf

SWTJC COLLEAGUE WEB REQUISITION (PO) SOP

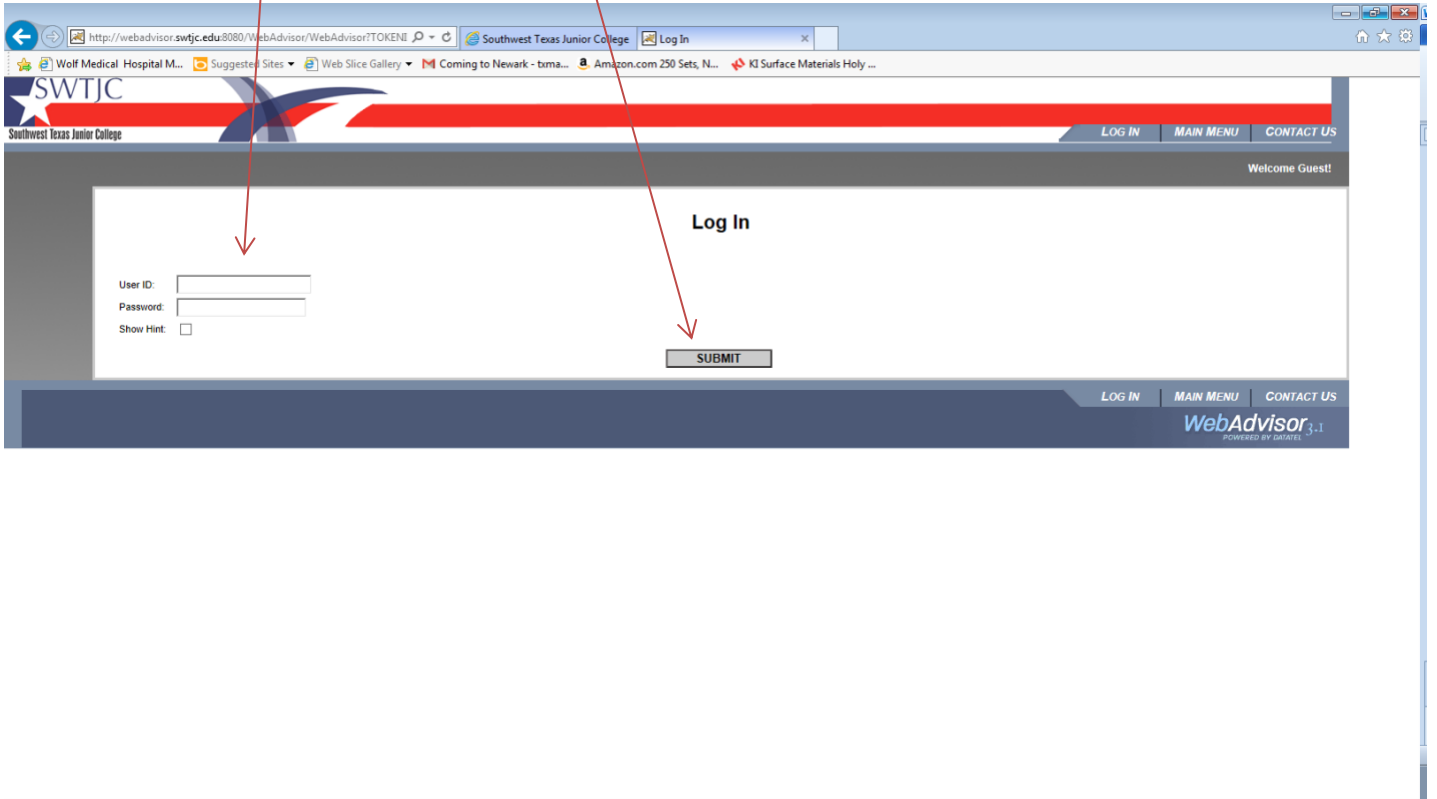
Click on **Web Advisor** from www.SWTJC.edu home page:



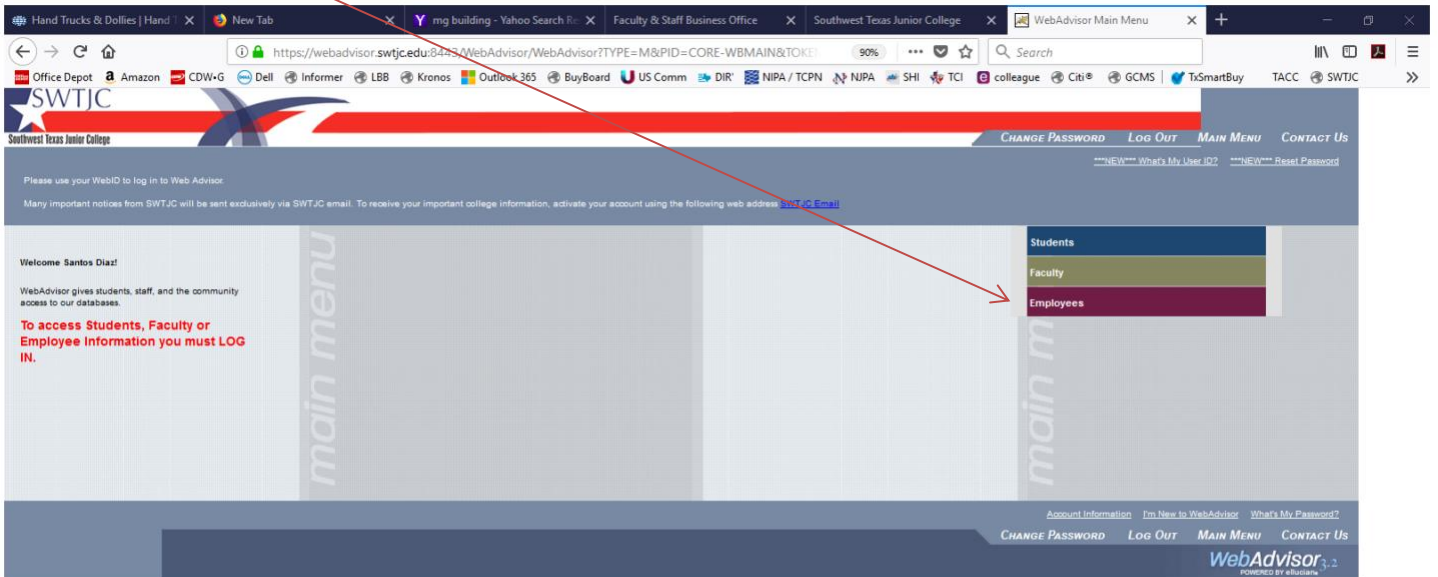
Click on **Log In**:



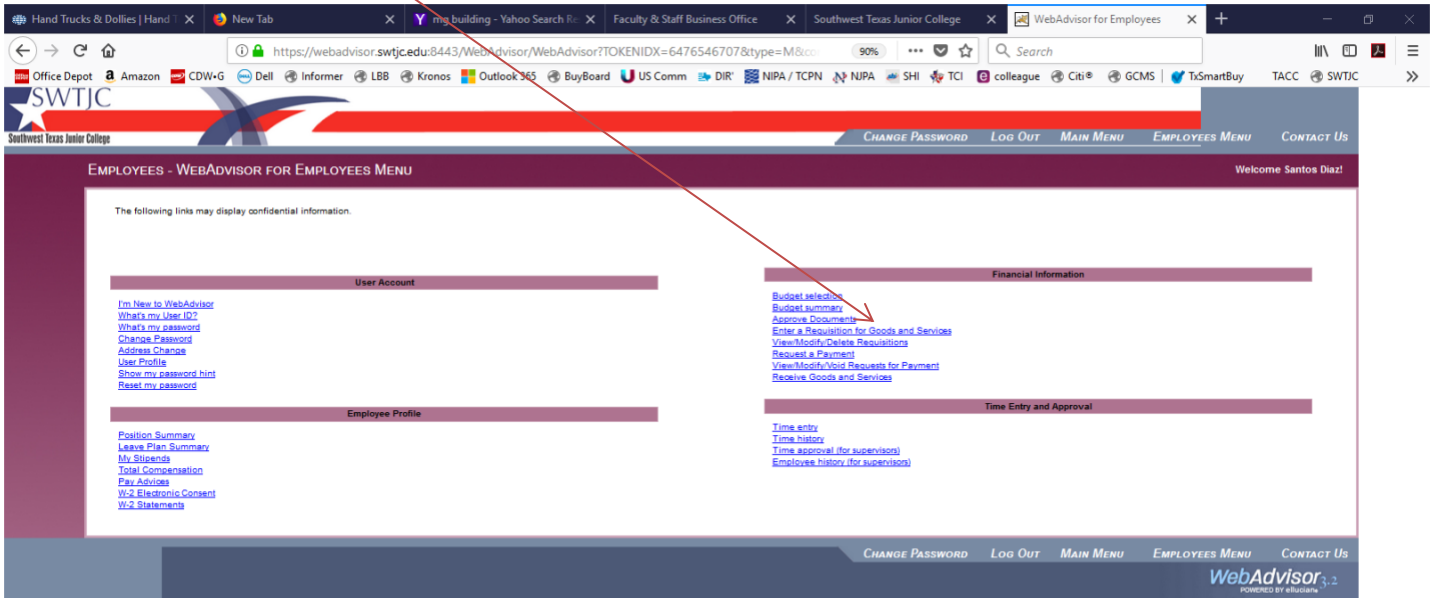
Enter your **User ID** and **Password** and click **Submit**:



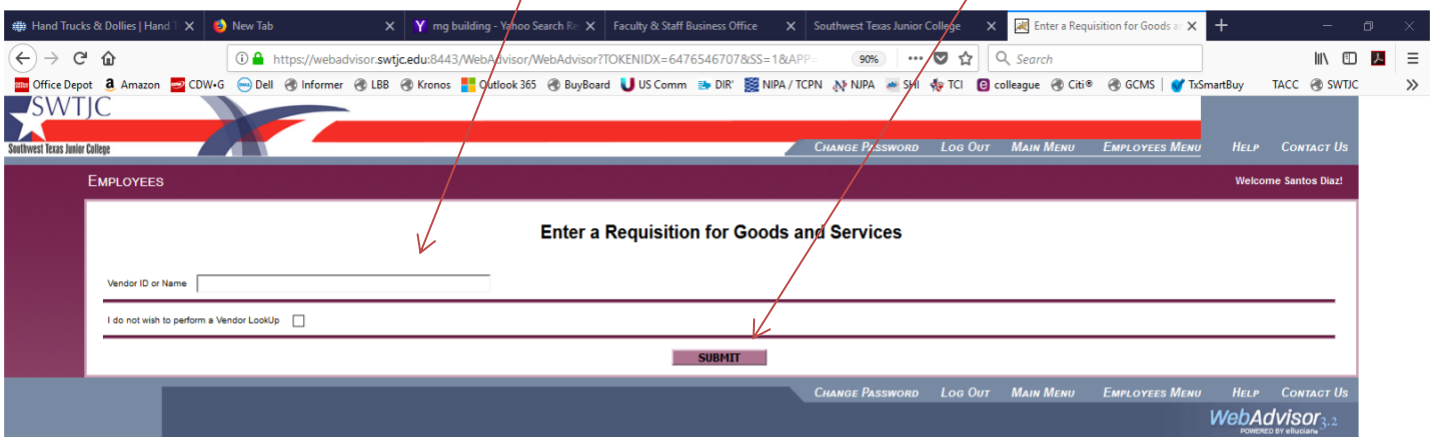
Click on **Employees**:



Click on **Enter a Requisition for Goods and Services**:



Click in **Vendor ID or Name** box and enter **Vendor name** (hint – for example, Tractor Supply Company may be entered as “Tractor”) or enter ID# if you know it (000760). Please note – **You MUST enter a vendor**. Please don’t click in the “I do not wish to perform a Vendor Lookup “ box. If you are unable to locate the appropriate vendor, please contact Blanca Martinez (bemartinez@swtjc.edu) in the Business Office for assistance. Click on **Submit**:



Choose and click on the circle next to the appropriate vendor, then click **Submit**:

Vendor Lookup Results

Choose One	Vendor ID	Vendor Name	Vendor Address
<input checked="" type="radio"/>	0000760	Tractor Supply Company	PO Box 699020 Des Moines IA 50369-9020
<input type="radio"/>	0002498	Uvalde Tractor & Implement Inc	PO Box 330 Uvalde TX 78802-0330
<input type="radio"/>	0101789	Bren Tex Tractor Co Inc	PO Box 2268 Brenham TX 77834-2268
<input type="radio"/>	0105271	South Texas Implement Co	PO Drawer 1850 Alice TX 78333
<input type="radio"/>	0208147	Kubota Tractor Corporation	1000 Kubota Drive Grapevine TX 76051

SUBMIT

Requisition form will backfill with your info from sign-on, **check to make sure it is correct**. At this time, you may check budget by clicking on **View Budget**; this will take you to the Budget Summary pages in Web Advisor:

Enter a Requisition for Goods and Services

[View Budget](#)

Requisition Date* 12/04/17
 Initiator* SXD
 Confirmation E-Mail Address* sdiaz2@swtjc.edu
 Ship to* 01 Southwest Texas Junior College
 Desired Date
 Vendor ID or Name 0000760
 Person Vendor
 AP Type RP Regular Accounts Payable

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	Cost Center	Object Code

Next, click in **Item Description** box and enter description (26 character limit – if you need more, you'll have to enter it in Printed Comments in the box below), tab to **Vendor Item** and type in item# if known, tab to **Quantity** and enter quantity, tab to **Unit of Issue** and select from drop down, tab to **Price** and enter the price (per item) including decimals, tab to **Cost Center** and select appropriate fund and department from drop down, tab to **Object Code** and select appropriate code and location from drop down:

The screenshot shows a web browser window with the URL <https://webadvisor.swtjc.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=6476546707&CS=3&APP=CF&CON>. The page title is "Enter a Requisition for Goods and Services". The form includes the following fields:

- Requisition Date*: 12/04/17
- Initiator*: SXD
- Confirmation E-mail Address*: sdiaz2@swtjc.edu
- Ship to*: 01 Southwest Texas Junior College
- Desired Date: [empty]
- Vendor ID or Name: 0000760
- Person Vendor:
- AP Type: RP Regular Accounts Payable

Below the form is a table with the following columns: Item Description*, Vendor Item, Quantity*, Unit of Issue, Price, Cost Center, and Object Code. The first row contains the following data:

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	Cost Center	Object Code
Supplies		12	EA Each	4.50	11-610020 Building Maintenance	5001-01 Supplies < \$1,000 - Uvalde

Continue to enter additional lines as needed, when complete, scroll down to **Printed Comments** and enter additional descriptive info from lines above or any other information that the vendor would need to see on the PO such as *Per attached quote*, or *Items needed by a specific date*. Tab to **Comments** box and enter individuals name or department that will be receiving the items ordered. This information is *critical* to our Receiving folks so they know where to make deliveries on campus or at extended campuses. Tab to **Next Approver**, and enter the appropriate “Next Approver” Colleague name (see List of Approvers) – this could be the first of several approvals that might be required (follow your required protocol). *Enter only ONE next level approver here*. Click **Submit**:

The screenshot shows a web browser window with the URL <https://webadvisor.swtjce.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=6476546707&SS=38&APP=CF8&CON...>. The page title is "Enter a Requisition for Goods". The form contains several sections:

- Printed Comments:** A text box containing the text "Hooks and ratchets per quote #234". A red arrow points to this field.
- Comments:** A text box containing the text "Deliver to Jesse Martinez". A red arrow points to this field.
- Next Approver:** A dropdown menu with "DSAN3949" selected. Below it are several empty dropdown options. A red arrow points to this field.
- SUBMIT:** A button at the bottom of the form. A red arrow points to this button.

At the bottom of the page, there are links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT US". The footer includes the "WebAdvisor 3.2" logo and the text "POWERED BY #BUDGET".

The requisition is now posted, and a **Requisition Number** is assigned; check to make sure information on the requisition is correct:

Requisition

Requisition was successfully created

Requisition Number 0014378
Requisition Total \$54.00
Vendor ID and/or Name 0000760 Tractor Supply Company

Requisition Status Not Approved AP Type RP Regular Accounts Payable
Requisition Date 12/05/17 Status Date 12/05/17 Maintenance Date 12/05/17 Desired Date
Requestor Name Santos Diaz Initiator Name Santos Diaz
Ship to 01 Southwest Texas Junior College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
Supplies		12.000	EA Each	4.5000	54.00	11-610020-5001-01 Supplies < \$1,000 - Unvalde					

Printed Comments
Hooks and latches per quote #234

Comments	Approval	Date
Deliver to Jesse Martinez		

Next Approval
Derek Sandoval

OK

WebAdvisor 1.2
POWERED BY eLUGATE

Please forward any quotes, contracts, etc to the Purchasing Dept (sdiaz2@swtjc.edu) with the requisition # plainly written on it.

Finally, you will receive an email with all pertinent information – your next Approver will receive one as well. Please store it in an Outlook folder as you may need it for follow up at some point.

From: POWebAdvisor@swtjc.edu]
Sent: Monday, December 4, 2017 4:57 PM
To: sdiaz2@swtjc.edu
Subject: Requisition for Goods and Services Confirmation

Requisition Number 0014378
Requisition Status Not Approved
Requestor Name Santos Diaz
Initiator Name Santos Diaz

Requisition Date 12/04/17
Desired Date
Vendor ID and/or Name 0000760 Tractor Supply Company
AP Type RP Regular Accounts Payable
Requisition Total \$54.00
Ship to 01 Southwest Texas Junior College

Item 1
Item Description Supplies
Vendor Item
Quantity 12.000
Unit of Issue EA Each
Price 4.5000
Extended Price 54.00
GL Account Number 11-610020-5001-01 Supplies < \$1,000 : Uvalde
Project ID

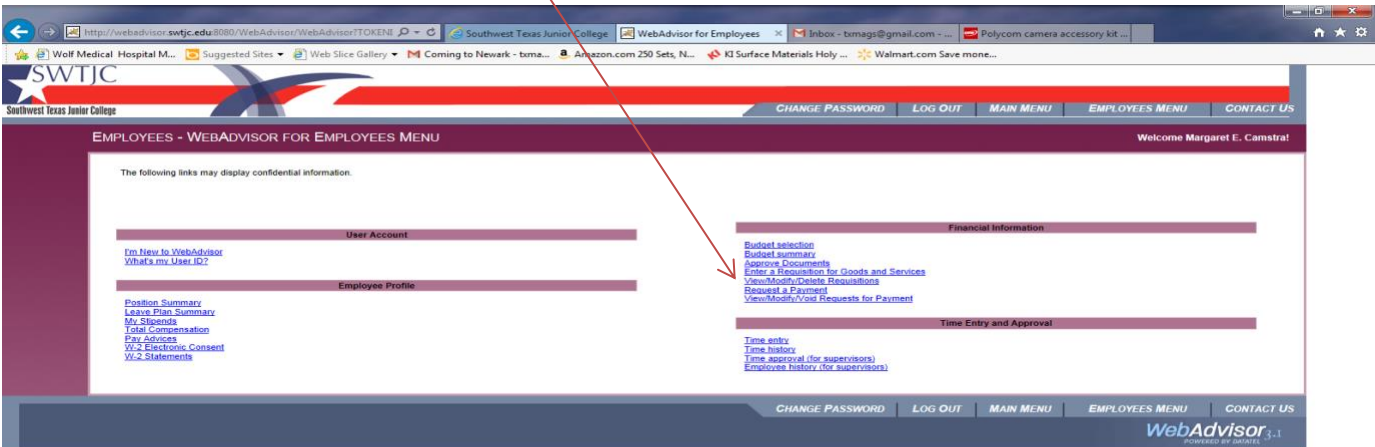
Printed Comments
Hooks and ratchets per quote #234
Comments
Deliver to Jesse Martinez

Approval Date

Next Approval
DSAN3949

SWTJC WEB REQUISITION VIEW/MODIFY/DELETE SOP

To View, change (Modify), or Delete a requisition you've entered previously, log into Web Advisor as previously instructed (see page 3), and click on **VIEW/MODIFY/DELETE REQUISITION:**



A list of requisitions that you have added will appear. Note the **RECEIVE MODIFY DELETE** on the right side of the page. If you wish to View a Requisition, click on the **Requisition Number**. It's important to note that this screen will show you the **Status – Not Approved, Outstanding (Approved but not yet a PO), PO Created, etc.** Please note that the "Receive" function has not yet been activated. You will continue to receive a Yellow copy of PO's. As soon as you receive an item that you've ordered, you are required to note receipt of item and return the Yellow copy to Purchasing.

The screenshot shows the 'View/Modify/Delete Requisitions' page with a table of requisitions. The table has columns for Requisition Number, Requisition Date, Status, Purchase Orders Created, Requestor Name, Initiator Name, Vendor ID, Vendor Name, and Total Amount. Each row also has three links: 'Receives', 'Modify', and 'Delete'. Red arrows point from the text above to these columns.

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receives	Modify	Delete
0014378	12/05/17	Not Approved		Santos Diaz	Santos Diaz	0000760	Tractor Supply Company	54.00	Receives	Modify	Delete
0014371	11/20/17	PO Created	P0032831	Santos Diaz	Santos Diaz	0148500	Interpool, Inc.	8,559.95	Receives	Modify	Delete
0014369	10/30/17	PO Created	P0032827	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	967.50	Receives	Modify	Delete
0014361	10/30/17	PO Created	P0032828	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	15,100.30	Receives	Modify	Delete
0014357	10/24/17	PO Created	B0000593	Santos Diaz	Santos Diaz	0000300	Real County Appraisal District	18,087.32	Receives	Modify	Delete
0014350	10/18/17	PO Created	P0032821	Santos Diaz	Santos Diaz	0000440	Office Depot	8,428.00	Receives	Modify	Delete
0014349	10/09/17	PO Created	P0032819	Santos Diaz	Santos Diaz	0135352	Southern Tire Mart, LLC	8,852.00	Receives	Modify	Delete
0014334	10/04/17	PO Created	B0000591	Santos Diaz	Santos Diaz	0201177	Frontier Southwest Incorporated	28,000.00	Receives	Modify	Delete
0014331	09/29/17	PO Created	B0000587	Santos Diaz	Santos Diaz	0001430	AT&T Mobility	13,500.00	Receives	Modify	Delete
0014330	09/29/17	PO Created	B0000586	Santos Diaz	Santos Diaz	0142089	AT&T	65,000.00	Receives	Modify	Delete
0014329	09/26/17	PO Created	B0000584	Santos Diaz	Santos Diaz	0000220	City of Uvalde	8,500.00	Receives	Modify	Delete
0014320	09/26/17	PO Created	B0000583	Santos Diaz	Santos Diaz	0108101	Uvalde County Appraisal District	101,525.36	Receives	Modify	Delete
0014314	09/22/17	PO Created	P0032813	Santos Diaz	Santos Diaz	0211552	Weatherproofing Technologies Inc	55,674.60	Receives	Modify	Delete
0014304	09/19/17	PO Created	B0000574	Santos Diaz	Santos Diaz	0178218	Rioch Usa Inc	30,000.00	Receives	Modify	Delete
0014303	08/19/17	PO Created	B0000573	Santos Diaz	Santos Diaz	0174055	Ga Capital Information Technology Solutions Inc	200,000.00	Receives	Modify	Delete
0014204	08/31/17	PO Created	P0032790	Santos Diaz	Santos Diaz	0054212	Scott G. Yanta	2,940.00	Receives	Modify	Delete
0014203	08/31/17	PO Created	P0032789	Santos Diaz	Santos Diaz	0089178	Alan R. Klaus	2,880.00	Receives	Modify	Delete
0014186	08/29/17	PO Created	P0032791	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	944.22	Receives	Modify	Delete
0014176	08/21/17	PO Created	P0032783	Santos Diaz	Santos Diaz	0000073	Dell Marketing LP	99,785.60	Receives	Modify	Delete
0014168	08/09/17	PO Created	P0032778	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	15,077.50	Receives	Modify	Delete
0014162	07/24/17	PO Created	P0032768	Santos Diaz	Santos Diaz	0000440	Office Depot	4,204.08	Receives	Modify	Delete
0014146	07/13/17	PO Created	P0032767	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	826.20	Receives	Modify	Delete
0014144	07/12/17	PO Created	B0000511	Santos Diaz	Santos Diaz	0201730	Davila Construction Inc	91,528.06	Receives	Modify	Delete
0014132	06/01/17	PO Created	P0032756	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	4,500.00	Receives	Modify	Delete
0014131	06/01/17	PO Created	P0032755	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	9,400.00	Receives	Modify	Delete
0014121	05/19/17	PO Created	P0032748	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	857.03	Receives	Modify	Delete
0014117	05/08/17	PO Created	P0032744	Santos Diaz	Santos Diaz	0157718	Morison Supply Co	2,782.00	Receives	Modify	Delete
0014116	05/08/17	PO Created	P0032740	Santos Diaz	Santos Diaz	0209605	USA Boresopes LLC	5,072.00	Receives	Modify	Delete
0014115	05/08/17	PO Created	P0032739	Santos Diaz	Santos Diaz	0210998	Zoll Medical Corp	36,812.89	Receives	Modify	Delete
0014113	05/05/17	PO Created	P0032741	Santos Diaz	Santos Diaz	0119463	Bound Tree Medical LLC	39,404.97	Receives	Modify	Delete

You will be able to see all of the requisition information, as well as have the ability to drill in to see line item detail by clicking on the **Description**:

Requisition

Requisition Number: 0014378
 Requisition Total: \$54.00
 Vendor ID and/or Name: 0000760 Tractor Supply Company

Requisition Status: Not Approved AP Type: RP Regular Accounts Payable
 Requisition Date: 12/05/17 Status Date: 12/05/17 Maintenance Date: 12/05/17 Desired Date:
 Requestor Name: Santos Diaz Initiator Name: Santos Diaz
 Ship to: 01 Southwest Texas Junior College Commodity Code:

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
Supplies		12.000	EA Each	4.5000	54.00	11-610020-5001-01 Supplies < \$1,000	Uvalde				

Printed Comments
 Hooks and ratchets per quote #234

Comments **Approval Date**

Deliver to Jesse Martinez

Next Approval
 Derek Sandoval

CLOSE WINDOW

If you need to make a change to your requisition (only if it's not been made into a PO), such as the quantity, description, price, or adding an approver, you may do so by clicking on **Modify**:

View/Modify/Delete Requisitions

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Requis	Modify	Delete
0014378	12/05/17	Not Approved		Santos Diaz	Santos Diaz	0000760	Tractor Supply Company	54.00	Requis	Modify	Delete
0014371	11/20/17	PO Created	P0032831	Santos Diaz	Santos Diaz	0148500	Interpool, Inc.	8,559.95	Requis	Modify	Delete
0014362	10/30/17	PO Created	P0032827	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	567.50	Requis	Modify	Delete
0014361	10/30/17	PO Created	P0032828	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	15,100.30	Requis	Modify	Delete
0014357	10/24/17	PO Created	B0000593	Santos Diaz	Santos Diaz	0000360	Real County Appraisal District	18,087.32	Requis	Modify	Delete
0014350	10/18/17	PO Created	P0032821	Santos Diaz	Santos Diaz	0000440	Office Depot	8,428.00	Requis	Modify	Delete
0014342	10/09/17	PO Created	P0032819	Santos Diaz	Santos Diaz	0130352	Southern Tire Mart, LLC	5,882.00	Requis	Modify	Delete
0014334	10/04/17	PO Created	B0000591	Santos Diaz	Santos Diaz	0201177	Frontier Southwest Incorporated	28,000.00	Requis	Modify	Delete
0014331	09/29/17	PO Created	B0000587	Santos Diaz	Santos Diaz	0001430	AT&T Mobility	13,500.00	Requis	Modify	Delete
0014330	09/29/17	PO Created	B0000586	Santos Diaz	Santos Diaz	0142089	AT&T	55,000.00	Requis	Modify	Delete
0014322	09/26/17	PO Created	B0000584	Santos Diaz	Santos Diaz	0000220	City of Uvalde	8,000.00	Requis	Modify	Delete
0014320	09/26/17	PO Created	B0000583	Santos Diaz	Santos Diaz	0108101	Uvalde County Appraisal District	101,525.36	Requis	Modify	Delete
0014314	09/22/17	PO Created	P0032813	Santos Diaz	Santos Diaz	0211582	Weatherproofing Technologies Inc	55,674.00	Requis	Modify	Delete
0014304	09/19/17	PO Created	B0000574	Santos Diaz	Santos Diaz	0178218	Rioch Usa Inc	30,000.00	Requis	Modify	Delete
0014303	09/19/17	PO Created	B0000573	Santos Diaz	Santos Diaz	0174695	Ge Capital Information Technology Solutions Inc	200,000.00	Requis	Modify	Delete
0014204	08/31/17	PO Created	P0032790	Santos Diaz	Santos Diaz	0054212	Scott G Yanta	2,940.00	Requis	Modify	Delete
0014203	08/31/17	PO Created	P0032789	Santos Diaz	Santos Diaz	0089178	Alan R Klaus	2,880.00	Requis	Modify	Delete
0014185	08/29/17	PO Created	P0032791	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	944.22	Requis	Modify	Delete
0014176	08/21/17	PO Created	P0032783	Santos Diaz	Santos Diaz	0000073	Dell Marketing LP	99,750.00	Requis	Modify	Delete
0014169	08/09/17	PO Created	P0032778	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	15,077.50	Requis	Modify	Delete
0014162	07/24/17	PO Created	P0032768	Santos Diaz	Santos Diaz	0000440	Office Depot	4,204.00	Requis	Modify	Delete
0014146	07/13/17	PO Created	P0032767	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	826.20	Requis	Modify	Delete
0014145	07/12/17	PO Created	B0000551	Santos Diaz	Santos Diaz	0201730	Devika Construction Inc	91,528.05	Requis	Modify	Delete
0014142	06/01/17	PO Created	P0032758	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	4,500.00	Requis	Modify	Delete
0014141	06/01/17	PO Created	P0032755	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	9,400.00	Requis	Modify	Delete
0014141	05/16/17	PO Created	P0032748	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	857.03	Requis	Modify	Delete
0014117	05/08/17	PO Created	P0032744	Santos Diaz	Santos Diaz	0197118	Morrison Supply Co	2,782.00	Requis	Modify	Delete
0014116	05/08/17	PO Created	P0032740	Santos Diaz	Santos Diaz	0209009	USA Borescopes LLC	5,072.00	Requis	Modify	Delete
0014115	05/08/17	PO Created	P0032739	Santos Diaz	Santos Diaz	0210898	Zoll Medical Corp	95,912.88	Requis	Modify	Delete
0014113	05/05/17	PO Created	P0032741	Santos Diaz	Santos Diaz	0119468	Bound Tree Medical LLC	39,404.97	Requis	Modify	Delete

Simply click in appropriate box, make any necessary **modifications** such as adding or removing an approver, changing the price or account number, or adding an additional line item, and click **Submit**

Modify a Requisition

* * * Required

[View Budget](#)

Requisition Number: 0014378 Requisition Date: 12/05/17 Status: Not Approved Status Date: 12/05/17
 Initiator: Santos Diaz Desired Date: Commodity Code:

Confirmation E-Mail Address:
 Ship to:
 Vendor ID or Name:
 Person Vendor:
 AP Type:

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplies		12,000	EA Each	4,500

Number of Line Items to Add:

Printed Comments:
 Comments:

Next Approval

Approval	Approval Date
OSAN3949	

SUBMIT

If you wish to delete a requisition, click on **Delete**:

View/Modify/Delete Requisitions

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receive	Modify	Delete
0014378	12/05/17	Not Approved		Santos Diaz	Santos Diaz	0000760	Tractor Supply Company	54.00	Receive	Modify	Delete
0014371	11/20/17	PO Created	P0032831	Santos Diaz	Santos Diaz	0148506	Interpool, Inc.	8,559.95	Receive	Modify	Delete
0014362	10/30/17	PO Created	P0032827	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	967.50	Receive	Modify	Delete
0014361	10/30/17	PO Created	P0032828	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	15,100.30	Receive	Modify	Delete
0014357	10/24/17	PO Created	B0000593	Santos Diaz	Santos Diaz	0000360	Real County Appraisal District	18,087.32	Receive	Modify	Delete
0014350	10/18/17	PO Created	P0032821	Santos Diaz	Santos Diaz	0000440	Office Depot	8,428.00	Receive	Modify	Delete
0014342	10/09/17	PO Created	P0032819	Santos Diaz	Santos Diaz	0135352	Southern Tire Mart, LLC	5,852.00	Receive	Modify	Delete
0014334	10/04/17	PO Created	B0000591	Santos Diaz	Santos Diaz	0201177	Frontier Southwest Incorporated	28,000.00	Receive	Modify	Delete
0014331	09/29/17	PO Created	B0000587	Santos Diaz	Santos Diaz	0001436	AT&T Mobility	13,500.00	Receive	Modify	Delete
0014330	09/29/17	PO Created	B0000586	Santos Diaz	Santos Diaz	0142089	AT&T	55,000.00	Receive	Modify	Delete
0014322	09/26/17	PO Created	B0000584	Santos Diaz	Santos Diaz	0000226	City of Uvalde	8,000.00	Receive	Modify	Delete
0014320	09/26/17	PO Created	B0000583	Santos Diaz	Santos Diaz	0108101	Uvalde County Appraisal District	101,525.36	Receive	Modify	Delete
0014314	09/22/17	PO Created	P0032813	Santos Diaz	Santos Diaz	0211592	Weatherproofing Technologies Inc	55,674.60	Receive	Modify	Delete
0014304	09/19/17	PO Created	B0000574	Santos Diaz	Santos Diaz	0178218	Rioch Usa Inc	30,000.00	Receive	Modify	Delete
0014303	09/19/17	PO Created	B0000573	Santos Diaz	Santos Diaz	0174055	Ge Capital Information Technology Solutions Inc	200,000.00	Receive	Modify	Delete
0014204	08/31/17	PO Created	P0032790	Santos Diaz	Santos Diaz	0054212	Scott G. Yanta	2,940.00	Receive	Modify	Delete
0014203	08/31/17	PO Created	P0032789	Santos Diaz	Santos Diaz	0089178	Alan R. Klaus	2,880.00	Receive	Modify	Delete
0014185	08/29/17	PO Created	P0032791	Santos Diaz	Santos Diaz	0000100	Maxey Energy Company	944.22	Receive	Modify	Delete
0014178	08/21/17	PO Created	P0032783	Santos Diaz	Santos Diaz	0000073	Dell Marketing LP	99,795.60	Receive	Modify	Delete
0014188	06/09/17	PO Created	P0032778	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	15,077.50	Receive	Modify	Delete
0014152	07/24/17	PO Created	P0032768	Santos Diaz	Santos Diaz	0000440	Office Depot	4,204.08	Receive	Modify	Delete
0014145	07/13/17	PO Created	P0032767	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	826.20	Receive	Modify	Delete
0014144	07/12/17	PO Created	B0000511	Santos Diaz	Santos Diaz	0201730	Davila Construction Inc	91,528.06	Receive	Modify	Delete
0014132	06/01/17	PO Created	P0032756	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	4,500.00	Receive	Modify	Delete
0014131	06/01/17	PO Created	P0032755	Santos Diaz	Santos Diaz	0002142	RCI Technologies Inc	9,400.00	Receive	Modify	Delete
0014121	05/16/17	PO Created	P0032748	Santos Diaz	Santos Diaz	0208145	Tandem Distributors Llc	857.03	Receive	Modify	Delete
0014117	05/08/17	PO Created	P0032744	Santos Diaz	Santos Diaz	0197716	Morrison Supply Co	2,782.00	Receive	Modify	Delete

You will receive a warning that pressing **Submit Will Delete the Requisition**. Click **Submit**.

SWTJC
Southwest Texas Junior College

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EMPLOYEES Welcome Santos Diaz!

Delete a Requisition

Caution: Pressing Submit will Delete this Requisition

Requisition Number 0014378
Requisition Total \$54.00
Vendor ID and/or Name 0000760 Tractor Supply Company
Confirmation E-Mail Address

Requisition Status Not Approved AP Type RP Regular Accounts Payable
Requisition Date 12/05/17 Status Date 12/05/17 Maintenance Date 12/05/17 Desired Date
Requestor Name Santos Diaz Initiator Name Santos Diaz
Ship to 01 Southwest Texas Junior College Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
Supplies		12.000	EA Each	4.5000	54.00	11-610020-5001-01 Supplies - \$1,000 ; Unavail					

Printed Comments

Comments

Approval Date

Next Approval

SUBMIT

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