REQUISITION CHECKLIST

| Check for Bid # Check for Cooperative # Verify Funds Budget Transfer from: to: Create Requisiton Notify Approvers Receive the Frontline email with PO number Download/Print PO# Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline | _ | Amount \$ |
|--|----|---|
| Contract/Agreement Y / N Send Contract/Agreement with Transmittal to contracts@hayscisd.net Check for Bid # Check for Cooperative # Verify Funds Budget Transfer from: to: Create Requisiton Project Traditional_ Notify Approvers Receive the Frontline email with PO number Download/Print PO# Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at Accounts.Payable@hayscisd.net let AP know that you have received in FL and attach the invoice to email on the subject line include PO# and Vendor Name | ٧e | rify Vendor Set-up Vendor # |
| Send Contract/Agreement with Transmittal to contracts hayscisd.net Check for Bid # Check for Cooperative # Verify Funds Budget Transfer from: to: Create Requisiton Project Traditional_ Notify Approvers Receive the Frontline email with PO number Download/Print PO# Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at Accounts.Payable hayscisd.net let AP know that you have received in FL and attach the invoice to email on the subject line include PO# and Vendor Name | SV | ip to Address: |
| Check for Cooperative # Verify Funds Budget Transfer from: to: Create Requisiton Notify Approvers Receive the Frontline email with PO number Download/Print PO# Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at Accounts.Payable hayscisd.net let AP know that you have received in FL and attach the invoice to email on the subject line include PO# and Vendor Name | Со | ntract/Agreement Y / N |
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| to: | Вι | udget Transfer |
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| Download/Print PO# Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at <u>Accounts.Payable@hayscisd.net</u> let AP know that you have received in FL and attach the invoice to email on the subject line include <u>PO#</u> and <u>Vendor Name</u> | Ν | otify Approvers |
| Send PO to vendor/requestor Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at <u>Accounts.PayableDhayscisd.net</u> let AP know that you have received in FL and attach the invoice to emai on the subject line include <u>PO#</u> and <u>Vendor Name</u> | Re | ceive the Frontline email with PO number |
| Receive Product/Service Packing Slip Invoice Receive in Frontline email Accounts Payable at <u>Accounts Payable hayscisd net</u> let AP know that you have received in FL and attach the invoice to email on the subject line include <u>PO#</u> and <u>Vendor Name</u> | Do | wnload/Print PO# |
| email Accounts Payable at <u>Accounts.Payable@hayscisd.net</u> let AP know that you have received in FL and attach the invoice to emai on the subject line include <u>PO#</u> and <u>Vendor Name</u> | 5 | end PO to vendor/requestor |
| Invoice Receive in Frontline email Accounts Payable at <u>Accounts Payable hayscisd net</u> let AP know that you have received in FL and attach the invoice to emai on the subject line include <u>PO#</u> and <u>Vendor Name</u> | Re | ceive Product/Service |
| Receive in Frontline email Accounts Payable at <u>Accounts.Payable@hayscisd.net</u> let AP know that you have received in FL and attach the invoice to emai on the subject line include <u>PO#</u> and <u>Vendor Name</u> | PO | cking Slip |
| on the subject line include <u>PO#</u> and <u>Vendor Name</u> | ΙV | voice |
| let AP know that you have received in FL and attach the invoice to emain on the subject line include $\underline{PO\#}$ and $\underline{Vendor\ Name}$ | Re | ceive in Frontline |
| on the subject line include <u>PO#</u> and <u>Vendor Name</u> | еп | nail Accounts Payable at <u>Accounts.PayableDhayscisd.net</u> |
| · | | let AP know that you have received in FL and attach the invoice to emai |
| include on your email if you are ready to Close PO or Keep it open | c | n the subject line include <u>PO#</u> and <u>Vendor Name</u> |
| | į | nclude on your email if you are ready to Close PO or Keep it open |

REQUISITION CHECKLIST

| ITEM | Amount \$ |
|------|--|
| | Verify Vendor Set-up Vendor # |
| | Ship to Address: |
| | Contract/Agreement Y / N |
| | Send Contract/Agreement with Transmittal to <u>contracts@hayscisd.net</u> |
| | Check for Bid # |
| | Check for Cooperative # |
| | Verify Funds |
| | Budget Transfer |
| | from: |
| | to: |
| | Create Requisiton Project_ Traditional_ |
| | Notify Approvers |
| | Receive the Frontline email with PO number |
| | Download/Print PO# |
| | Send PO to vendor/requestor |
| | Receive Product/Service |
| | Packing Slip |
| | Invoice |
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| | email Accounts Payable at <u>Accounts.Payable@hayscisd.net</u> |
| | let AP know that you have received in FL and attach the invoice to email and |
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