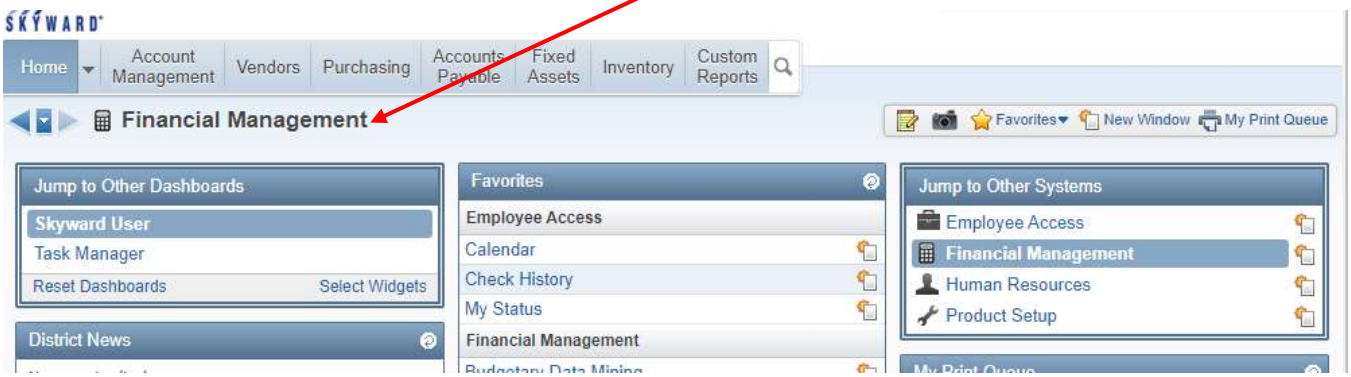
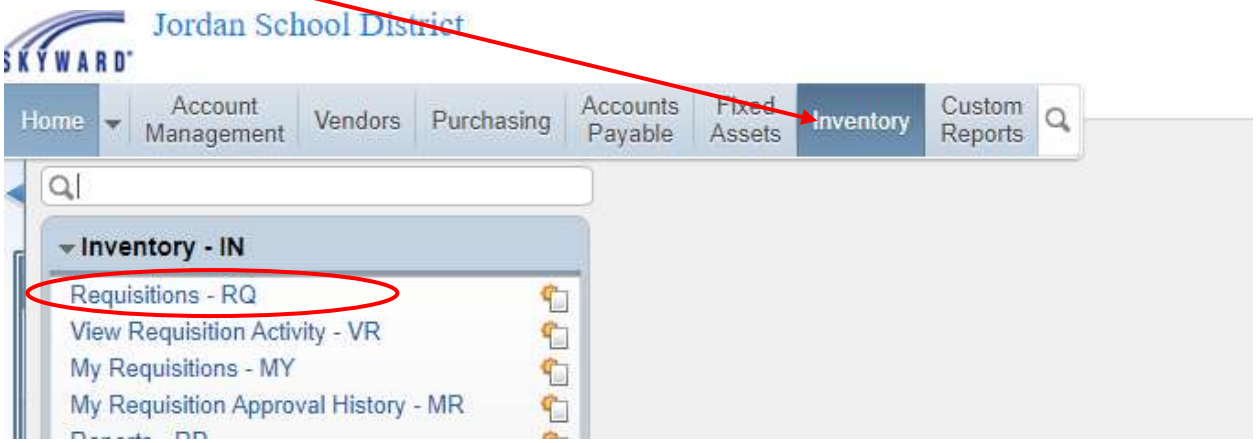
Placing an Order from the Warehouse

In Skyward:

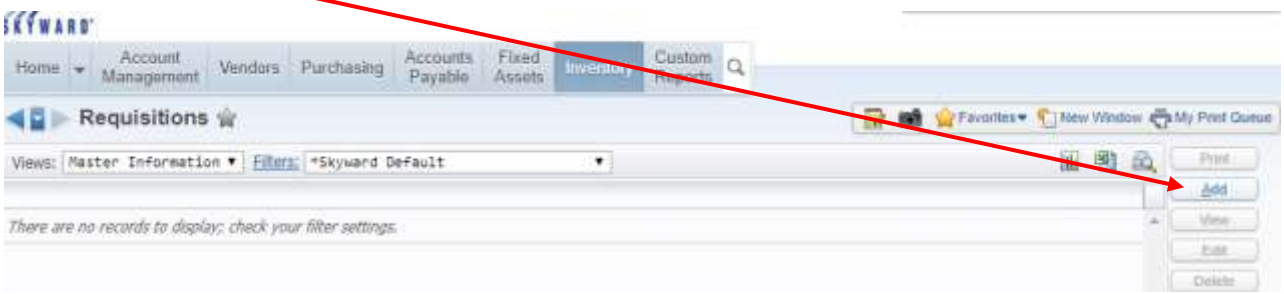
1. Use the drop down to toggle to the Financial Management screen



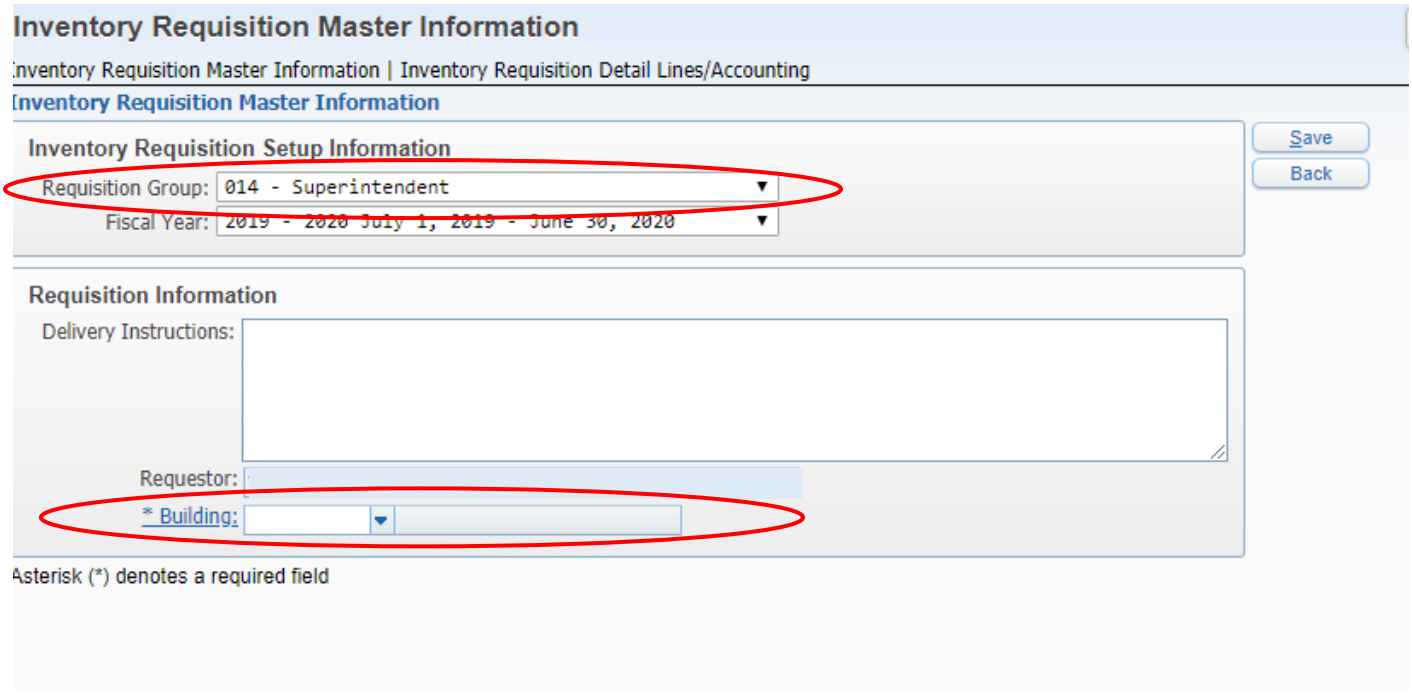
2. Click Inventory, then Requisitions



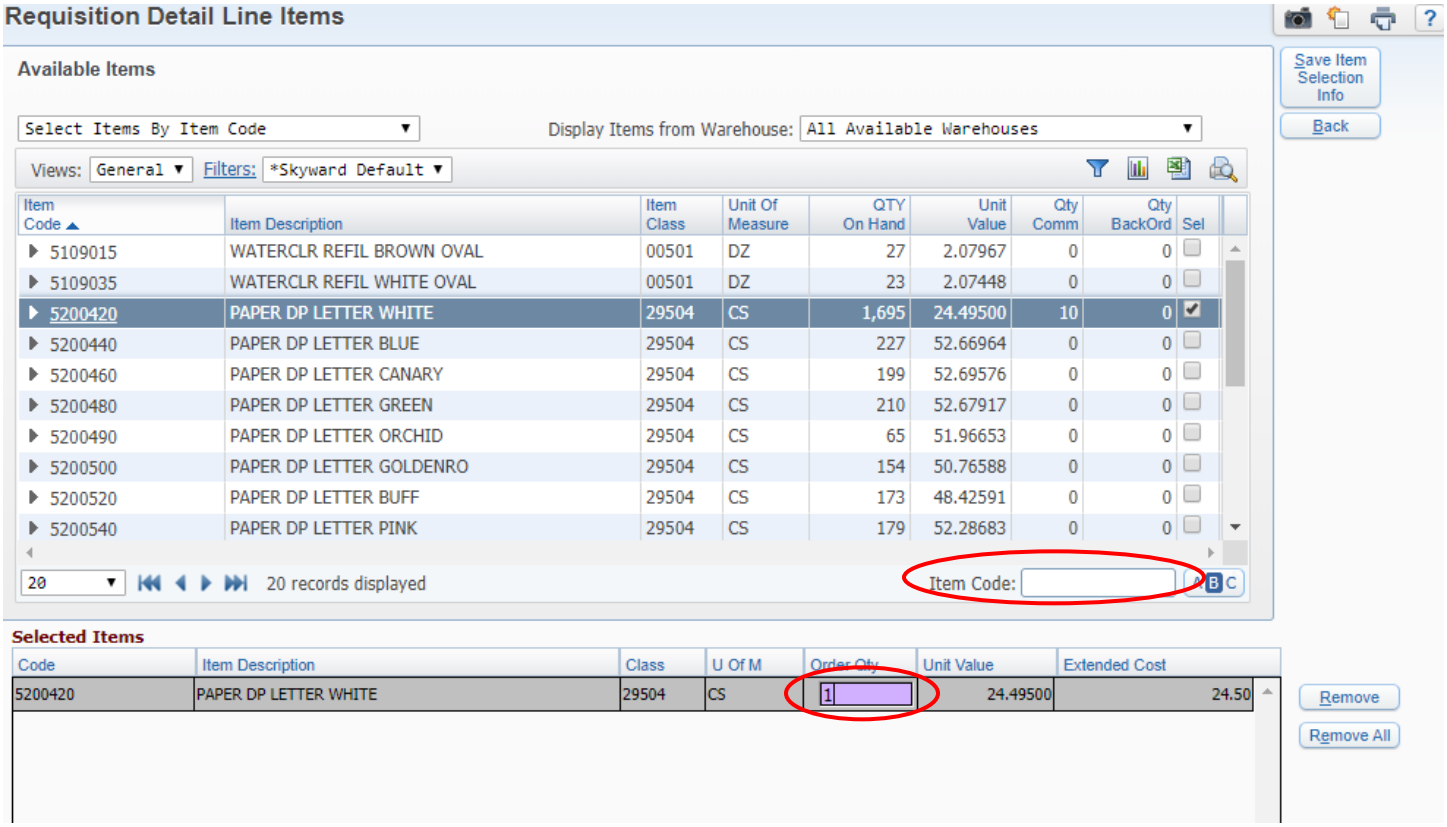
3. Click Add



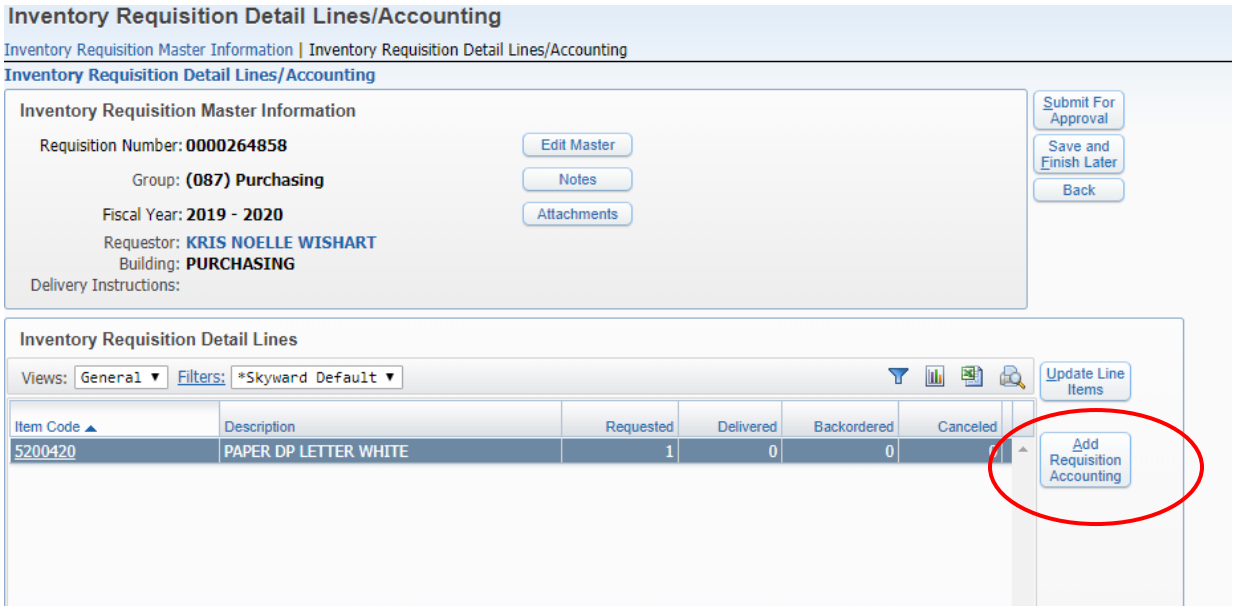
4. On that screen, change the Requisition Group and Building to your school or department location.



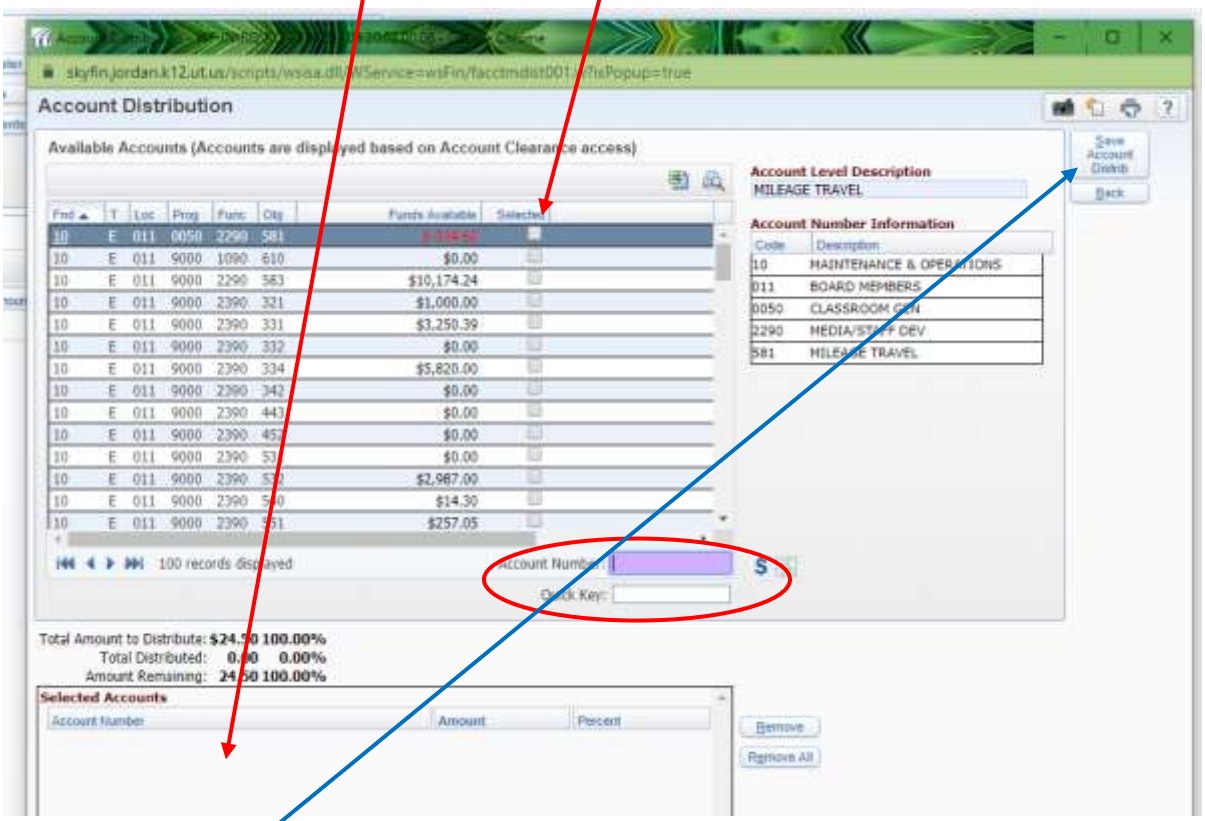
5. Add your items, update the quantities (the default is 0) then click Save. There are catalogs on the Purchasing Website under Central Warehouse that has both Stockroom and Custodial Supplies items with current pricing for your reference.

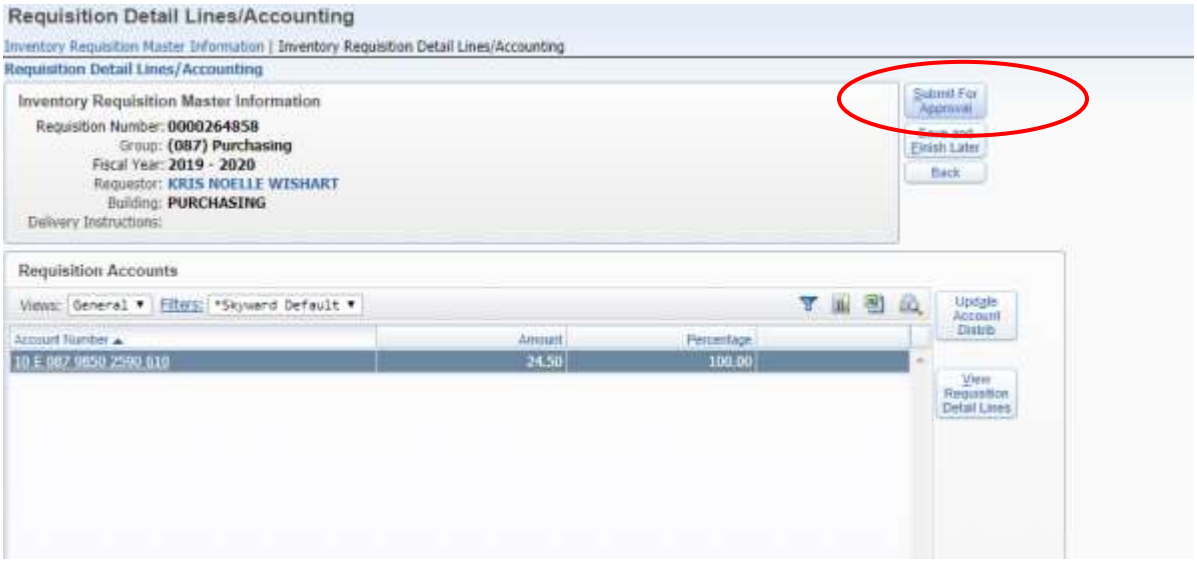


6. Click Add Requisition Accounting.



7. In the account number box, search for your accounting code here. Once you find the correct account code, check the box. This will populate the account number in the bottom of the screen.



8. Click Save.

9. Click Submit for Approval