

## Submitting a Pink Sticker Requisition

1. Log into Skyward Business – select Financial Management
2. Purchasing > Requisitions > Add

The screenshot shows the 'Add' screen in the Skyward Business Requisitions module. The user is logged in as Brooke Lakner. The interface includes a top navigation bar with 'Account', 'Preferences', and 'Exit' options. Below the navigation bar, there are tabs for 'Favorites', 'New Window', and 'My Print Queue'. A filter dropdown is set to '\*Skyward Default'. A table with columns 'Vendor Name', 'Vnd St', 'Amount', 'Entered By', and 'Disc Num' is visible. A red arrow points to the 'Add' button in the right-hand sidebar, which also contains buttons for 'View', 'Edit', 'Delete', 'Clone', 'Notes', 'Attach', 'Submit', 'Add Expense Reimb Req', 'Clone from Purchase Order', 'Assign Special Group', and 'Print WIP Report'.

3. Select pink sticker violation requisition group for your campus/department (will be a 900 series number)

The screenshot shows the 'Requisition Master Information' form. The form is titled 'Requisition Master Information' and includes a breadcrumb trail: 'Requisition Master Information | Requisition Detail Lines/Accounting'. The 'Requisition Master Information' section contains the following fields:

- Requisition Setup Information:**
  - Requisition Group:** 993 - PINK STICKER VIOLATION-BM 003 (highlighted with a red arrow)
  - Fiscal Year:** 2022 - 2023 September 1, 2022 - August 31, 2023
  - Account allocation by total requisition amount (YMA) (radio button)
  - Account allocation by each requisition detail line (YDA) (radio button, selected)
- Requisition Information:**
  - \* Description: (text area)
  - \* Vendor: (dropdown menu)
  - \* Ship To: (dropdown menu)
  - Attention: BROOKE LAKNER
  - \* Due Date: 08/17/2023 Thursday
  - Ship Date: 08/17/2023 Thursday
  - Ship Via: (text field)
  - Contract: (dropdown menu)

Buttons on the right side include 'Save and Add Detail', 'Save and Mass Add Detail', 'Save and Import Detail Lines', and 'Back'. A note at the bottom states: 'Asterisk (\*) denotes a required field'.

4. Description – “Pink Sticker Violation – Person’s Name”
5. Select Vendor
6. Enter “Ship To”

**Requisition Master Information**

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Master Information**

Requisition Setup Information

Requisition Group: 993 - PINK STICKER VIOLATION-BM 003  
 Fiscal Year: 2022 - 2023 September 1, 2022 - August 31, 2023  
 Account allocation by total requisition amount (YMA).  
 Account allocation by each requisition detail line (YDA).

Requisition Information

\* Description: PINK STICKER VIOLATION - BROOKE LAKNER

\* Vendor: AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184

\* Ship To: MAINTENANCE DEPT 19 9TH ST N TEXAS CITY TX 77590

Attention: BROOKE LAKNER

\* Due Date: 08/17/2023 Thursday  
 Ship Date: 08/17/2023 Thursday  
 Ship Via:  
 Contract:

Asterisk (\*) denotes a required field

7. Click “Save and Add Detail” button
8. Line Type – Narrative
9. Select violation code from the drop down list – PS 10% (PO exceeds allowable 10%), PS – No PO (no PO was issued prior to purchase), or PS – Closed (PO has already been closed)

**Requisition Detail Lines/Accounting**

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Detail Lines/Accounting**

Requisition Master Information

Batch Number: WEBREQ  
 Requisition Number: 0000063679  
 Group: (993) PINK STICKER VIOLATION-BM 003  
 Fiscal Year: 2022 - 2023  
 Vendor: AMAZON CAPITAL SERVICES INC  
 PO BOX 035184  
 SEATTLE WA 98124-5184

Accounting: Account allocation by each requisition detail line.  
 Amount: 0.00  
 Ship To: MAINTENANCE DEPT  
 Description: PINK STICKER VIOLATION - BROOKE LAKNER

Requisition Detail Lines

\* Line Number: 100  
 Line Type:  Merchandise  Narrative  
 Narrative: PS - NO PO  
 Quantity: 0  
 Unit of Measure:  
 Unit Cost: 0.00000  
 Total Amount: 0.00  
 Description: PINK STICKER VIOLATION  
 NO PURCHASE ORDER BEFORE PURCHASE  
 Commodity Code:

Asterisk (\*) denotes a required field

10. Click "save" button

11. Click "add" button to add another requisition line

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfintexascitytx/foreqdetl001.w

### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

**Requisition Master Information**

Batch Number: **WEBREQ**  
Requisition Number: **0000063679**      Accounting: **Account allocation by each requisition detail line.**      [Edit Master](#)  
Group: **(993) PINK STICKER VIOLATION-BM 003**      Amount: **0.00**      [Notes](#)  
Fiscal Year: **2022 - 2023**      Ship To: **MAINTENANCE DEPT**      [Attachments](#)  
Vendor: **AMAZON CAPITAL SERVICES INC**  
**PO BOX 035184**  
**SEATTLE WA 98124-5184**      Description: **PINK STICKER VIOLATION - BROOKE LAKNER**

[Submit For Approval](#)  
[Save and Finish Later](#)  
[Back](#)

#### Requisition Detail Line Items

Views: **General1**      Filters: **\*Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
▶ 100	PS - NO PO	PINK STICKER VIOLATION NO PURCHASE ORDER BEFORE PURCHASE	0		0.00000	0.00		

[Add](#)  
[Edit](#)  
[Delete](#)  
[Mass Add Detail](#)  
[Import Detail Lines](#)

12. Line Type – Merchandise

13. Quantity 1

14. Unit Cost will be invoice/payment amount

15. Description –

- First Line - invoice number
- Second Line – Original PO number (applies to over 10% and already closed)
- Third Line - reason for violation

### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

**Requisition Master Information**

Batch Number: **WEBREQ**  
Requisition Number: **0000063679**      Accounting: **Account allocation by each requisition detail line.**  
Group: **(993) PINK STICKER VIOLATION-BM 003**      Amount: **0.00**  
Fiscal Year: **2022 - 2023**      Ship To: **MAINTENANCE DEPT**  
Vendor: **AMAZON CAPITAL SERVICES INC**  
**PO BOX 035184**  
**SEATTLE WA 98124-5184**      Description: **PINK STICKER VIOLATION - BROOKE LAKNER**

#### Requisition Detail Lines

\* Line Number:       [Save](#)  
Line Type:  Merchandise      [Back](#)  
 Narrative  
Catalog:   
\* Quantity:   
Unit of Measure:   
\* Unit Cost:   
Total Amount:   
\* Description:   
Commodity Code:   
Commodity Code:   
Asterisk (\*) denotes a required field

16. Click "save" button

17. Enter budget code

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	41	6299	45	750	0	99	003	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	701	0	99	003	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	750	0	99	003	\$5,153.72	<input checked="" type="checkbox"/>
199	E	41	6399	22	750	0	99	000	\$349.35	<input type="checkbox"/>
199	E	41	6399	23	750	0	99	003	\$0.00	<input type="checkbox"/>
199	E	41	6399	24	750	0	99	000	\$186.10	<input type="checkbox"/>
199	E	41	6399	81	750	0	99	000	\$3,866.15	<input type="checkbox"/>
199	E	41	6399	91	750	0	99	003	\$0.00	<input type="checkbox"/>
199	E	41	6399	FB	750	0	99	003	\$6,973.75	<input type="checkbox"/>
199	E	41	6399	LM	750	0	99	003	\$0.00	<input type="checkbox"/>
199	E	41	6411	00	750	0	99	000	\$2,822.24	<input type="checkbox"/>
199	E	41	6411	00	750	0	99	003	\$471.18	<input type="checkbox"/>
199	E	41	6411	00	750	0	99	010	\$0.00	<input type="checkbox"/>
199	E	41	6419	00	750	0	99	003	\$0.00	<input type="checkbox"/>

84 records displayed

Account Number:

Quick Key:

**Account Level Description**  
ADM ASST SUPT

**Account Number Information**

Code	Description
199	LOCAL MAINTENANCE
41	GENERAL ADMINISTRATION
6399	GENERAL SUPPLIES
00	GENERIC
750	GENERAL ADM
0	0
99	UNDISTRIBUTED
003	ASST SUPT BUSINESS & OPER

**2022-2023 Available Funds By**  
Individual Account

18. Attach Invoice

19. Click "submit for approval"

**\*Once the PO is fully approved, you will stamp the invoice "OK to Pay" and submit to Accounts Payable – just like you do for all other invoices/payments\***