

Technology Purchasing Information

All technology purchases will now be made on the MISD Intranet. All purchases must be approved by the campus principal or department supervisor. The status of the purchase can be tracked throughout the process including the setup made by the technology department.

Sample Workflow:

Campus Secretary: Access the intranet purchasing and makes a purchase request (Will receive status updates throughout the process)

Principal: Approves the request (Will receive status updates throughout the process)

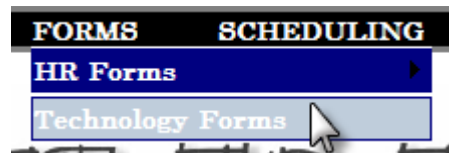
Purchasing: Encumbers funds and submits order

Warehouse: Receives order and delivers to technology (A workorder is immediately created)

Technology: Setup equipment and deliver to campus (Updates workorder during the process)

Making a Purchase Request:

1. Login to your computer using your network username.
2. Go to <http://intranet>
3. Under the FORMS menu, go to TECHNOLOGY FORMS.



4. Click PURCHASING REQUEST



5. Verify your profile information and update if necessary.
6. Go to Step 1. If you have already received a custom quote, click yes. If not, click no (You will have the option to request a custom quote in Step 2)

Step 1

Do you have a Custom Quote ID? Yes No

7. If you select no, a dropdown box will appear for you to select a purchasing category. Choose Hardware, Network, or Software. Step 2 will update as you make your change.

Choose A Request Type: Choose One

ems _____

Order _____

- Choose One
- Hardware
- Network
- Software

8. In Step 2, select what you would like to purchase. The total cost will update as you add check marks. To request a custom quote, choose that checkbox.

Step 2 - Select Items

<input type="checkbox"/> Laptop	Price:
<input type="checkbox"/> Monitor	Price:
<input type="checkbox"/> Smart Board and Projector	Price:
<input type="checkbox"/> Workstation	Price:
<input type="checkbox"/> I Need A Custom Quote	

9. In Step 3, type your PO number and any notes you would like to add about the purchase.

Step 3 - Save the Order

Enter A PO Number: -

Note:

Total Price:

10. You can use multiple accounts to make your purchase. Input the account information and the amount for each account, and then click Add This Account. The remaining amount will continue to update as accounts are added.

Step 4 - Enter Account Info

FND	FNC	OBJECT	SUB OBJ	ORG	PROG CODE	DISBURSED AMOUNT
222	22	2222	22	222	222	0.00

Add This Account

Order ID	Account Number	Disbursed Amount	
39	111-11-1111-11-111-111	\$1,000.00	Delete
39	222-22-2222-22-222-222	\$318.00	Delete
Total Amount:		\$1,318.00	

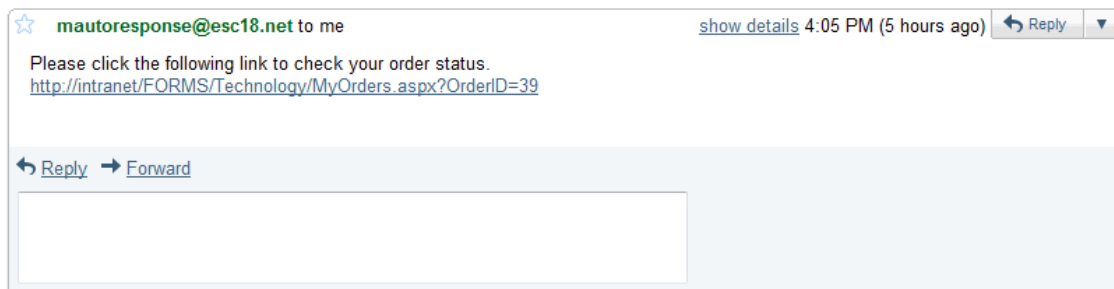
11. Click Finished when you are ready to send your request. You will be notified that your request was sent to your principal or supervisor.

Step 5 - Finish The Request

Finish

12. You will receive an email with a link to access the status of your order. You can also check the status of all your orders on the TECHNOLOGY FORMS menu.

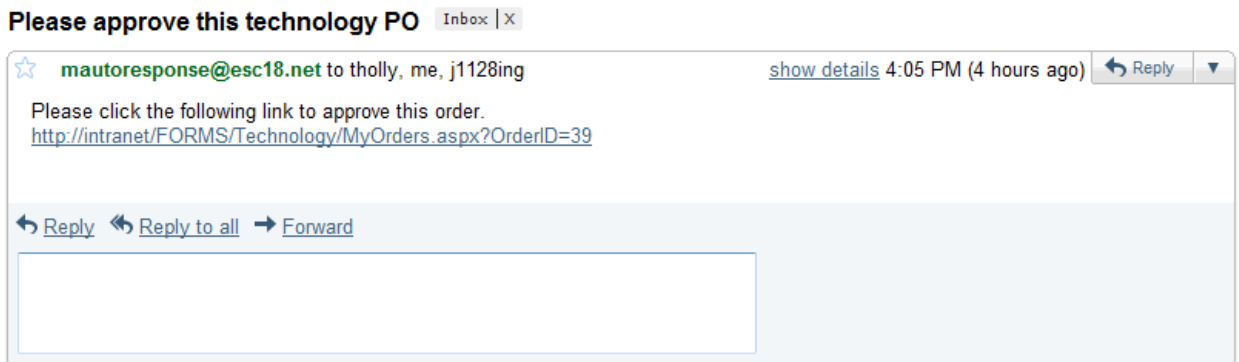
Your order has been sent to Principal/Director for processing Inbox | X



13. On the Status page, you can check the overall status, as well as the status of each item. A link to the workorder ticket will also be provided after the materials are sent from the warehouse to technology.

Approving a Purchase Request:

1. Principals or supervisors will receive an email when a request has been made.



2. The approval form will list the request information. The principal or supervisor can approve or deny a request as well as make notes. The response will automatically be emailed to the requester.

The screenshot shows a web form titled "My Orders". The form contains the following information:

- Order ID:** 39
- Ordered By:** dennis haynie
- Total Price:** \$1,318.00
- PO Number:** 111111
- Campus/Department:** Technology
- Ordered Date:** 8/18/2009

There are two buttons: "Print Order" and "Print PO".

Order Status

- Status:** Principal/Director Office
- Note:** Testing Purchasing Application for Documentation
- Updated By:** _____ **Date:** _____

Principal/Director Approval

Comments: _____

Approve Deny

Purchasing Approval

Approved: _____ **Date:** _____

Comments: _____