NEWCASTLE PUBLIC SCHOOLS
Procedural Memorandum

Rev. 7/19/2021

Re: Creating an Electronic Purchase Requisition

Open the Purchase Requisition application in Wengage.

Purchase Requisitions are a two part process – first part is to create the "container", the second part is to create the "item" in the container.

Part One: Create the "Container".

Click on the Purchase Requisition box, then click on Unsubmitted
Click on New (over at the right side)

RQ No – leave this blank

RQ Date – the current date

Fund – You will need to know which fund you are approved to use
(11-General / 21-Building / 39-Technology)

Purchase Approval – This determines who will approve your requisition and where it goes. Generally this will be your supervisor for that particular purchase, then Dr. Hau, then to Mr. Landes, then to Shasta to finalize the purchase order.

Location – Select the Administration Building.

Vendor – you will need to locate your vendor

If there are multiple vendors with the same name, talk to Shasta so we can straighten that out – we are still trying to clean up old errors. If there is a "Z" in front of the name, Do not use that vendor.

If your vendor is not in the list, Shasta will have to create a new vendor before you can create a requisition. Email the information to Shasta. If we are NOT going to use a credit card, then you will need to provide a W9 to Shasta from the vendor

Vendor Contact – If you have a contact name at your vendor you can enter it but this is generally not necessary.

Description – a short description that shows up when we look at a list of POs. Use something that will make it easy for you / me / accounting / the board to have a general idea of what the PO is for. Please use proper capitalization and grammar – many people can see this Description.

Comments – Not necessary.

Click SAVE.

You should now see a new line with the "container" information you just entered.

Part Two: Create the "Items".

To enter the "Items", click on the word "Requested" in the Container line. In the second half of the screen, click "New" on the right. Now you will add exactly what you are wanting.

At this point there are several options. We do not require a separate "Item" for each item you are wanting to purchase, so the "Item" can be more general. Sometimes it is good to have separate Items, particularly on larger orders. These Items will show up as different lines on the Purchase Order. To add an Item:

Item No – a sequential number created by the computer.

Description – this is the trickiest part. This needs to have a description that I / Accounting / the Board can understand, but should also have details so that the vendor sells you the correct item. It should also have a Quote # if available. This description can be as long as necessary. A good rule would be make the first sentence your description (what/where/who), then the second sentence be the specifics for the vendor.

Qty, Unit Price and Extended Price go together.

If you are purchasing (10) $45.00 doors, then Qty is 10, Unit Price is 45, and the computer will calculate the Extended Price by multiplying the two.

You may not always have a Qty – for example, "Repair radiator on Bus #40565" would be Qty 1, Unit Price is whatever the estimate is.

If you want to have lots of Items and let the computer do the math, that is fine.

If you would prefer to have a more general Item and do the math yourself, that is fine.

An example of this would be "Classroom Supplies, $110.00"

There are many different possible scenarios.

Start Date is just the date of the PO. It doesn't matter if you back date it because the computer will record the date that the Approver clicks Approved.

Click "Add New" to add the coding for the purchase.

Here you will need to reference a coding "cheat sheet". Key elements:

Project – Generally this will be the code that has been assigned to your department

Function – Required. Generally the same for your particular department

Object – Required. Can vary

Program – Not required unless I have told you otherwise.

Subject – Not required unless I have told you otherwise.

JobClass – Not required – for payroll only.

Unit – Required. If you know which site will receive this purchase, then use that code. If it is "district purchase", then use 705 since the admin is on the HS campus.

Click Save.

Click “Back to Requests”, top-right.

Click the check box on the left, Click “Submit” on the right.

You will have an option to enter a comment. This is something that the approver can see but is not part of the official Purchase Order.   Use at your discretion – it is not required.

Once you have submitted the requisition, it will disappear from the “Unsubmitted” tab and appear under the “My Requests” tab. Click on the “Submitted” tab underneath “My Requests”.

Sts (Status) can have four options:
Submitted – it is in the approval process
Sent Back –one of the approvers has returned it for changes
Denied – one of the approvers has denied the purchase requisition
Encumbered – it has been converted to a Purchase Order.

If it is Sent Back or Denied, click on the Sts link, then click on the “Status/Comments” tab.   You will see comments from the approver about why it was sent back or denied.

A “Sent Back” requisition can be revised and resubmitted.
A “Denied” requisition is dead.

If the Status is “Encumbered”, then the PO No box will have your PO number.   You are clear to proceed with your purchase.   If you need a printed purchase order, click somewhere on that line to select it (it will turn blue), then click “Print Purchase Order” on the right.

The “Approved” tab underneath “My Requests” is only for individuals who are actually approving purchase orders.