

## END USER (Trip initiator/requester)

- Once the correct inventory item(s) are determined, the end user will do the following:
  - In Visions – go to Warehouse > Ordering > Control Panel
  - Click on the green plus sign to add (+)
  - Fill in DAC and Requestor
  - Select the **Date Required** – this is the date of the trip
  - From here – select your inventory item(s), quantity and the proper account code(s)

**ONE REQUISITION SHOULD BE DONE FOR EACH ROUND TRIP**

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- Once the correct inventory item(s) are determined, the end user will do the following:
  - Go to the NOTES tab
    - In the Requisition Notes box enter the following:
      - School
      - Activity
      - Destination
      - Trip dates
      - \*If you are a District department and your travel will not be charged to a 55817 travel code – indicate the budget code that should be charged for the trip
  - Actions > Manage Documents – upload documents to support the transaction
  - Click on the disk for save, Submit for Approval, Close after update, OK

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Under Warehouse > Ordering > Print Requisitions you can access your requisition.

Actions > Print Requisition

The requisition number will be used to schedule your trip in Schooldude/TripDirect and the same process that has always been in place should be followed.

Warehouse Requisition						No. 22	
Ordered By				Requisition Information			
DAC:	Business Services			Requisition Date:	08/22/2018		
Requester:	Herbie Clites			Warehouse:	TRANSPORTATION		
Ship To:	CENTRAL CONSOLIDATED SCHOOLS WAREHOUSE			Project:	NONE		
Qty	Item #	Unit	Description	Account Number	Unit Price	Extended	
1	ABT	Each	Buslow bus under 100 miles	11000.1000.58817.1010.034.0000.038.000	230.00	230.00	

APPROVAL SIGNATURES: \_\_\_\_\_ Total Shipped:

\_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_ **FILE COPY**

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