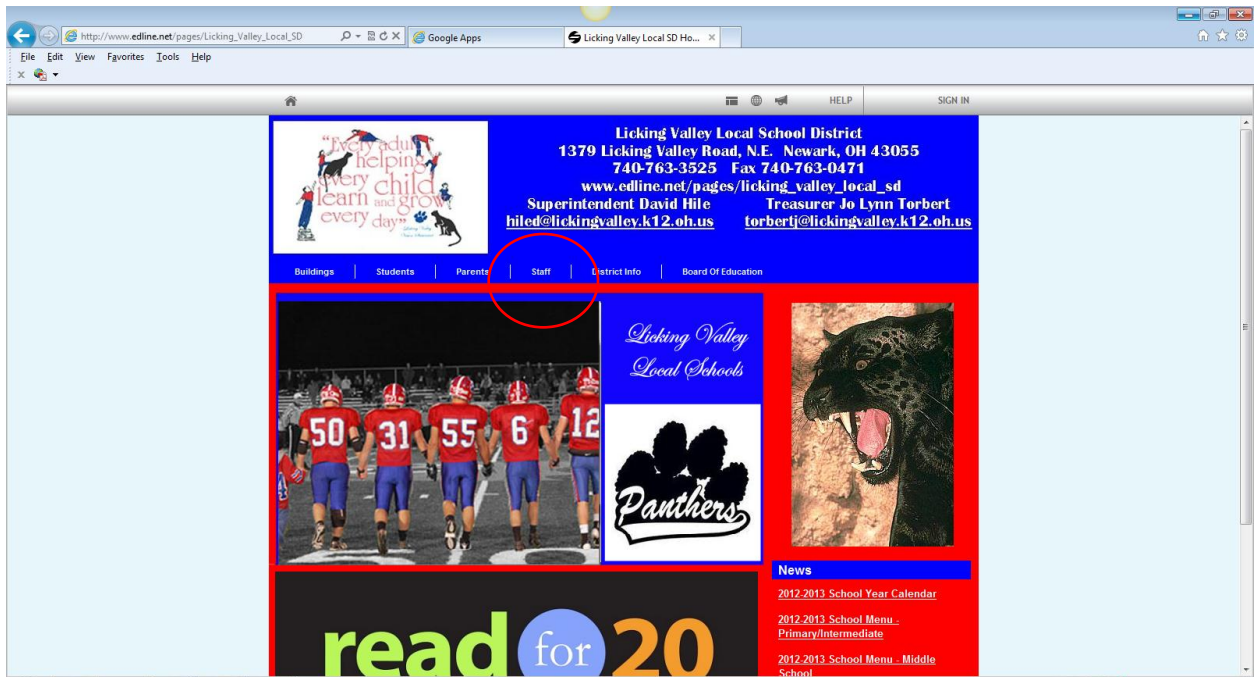
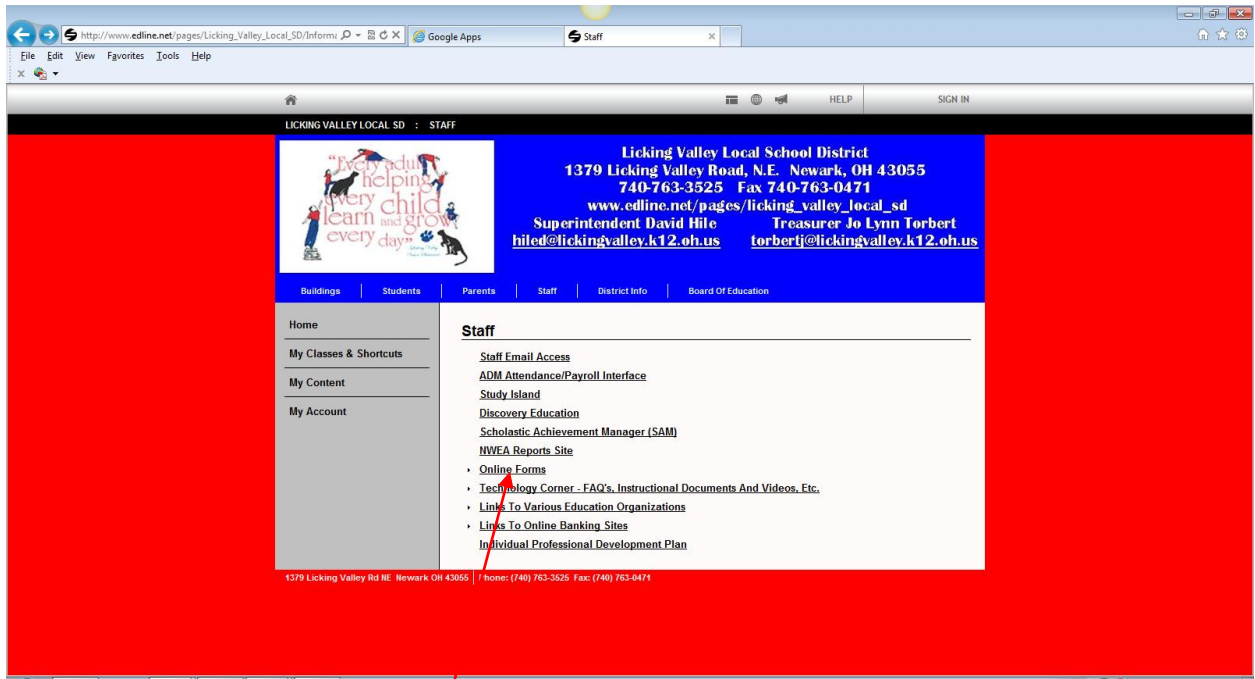


ONLINE REQUISITION FORMS

Licking Valley Schools has designed an Excel spreadsheet form that allows all requisitions for purchases to be completed online. When a purchase is to be requested, the employee issuing the request will complete the requisition form and save it in his/her LV network folder. The employee will then email this form to his/her immediate supervisor, who will complete the supervisor approval section of the form and then email it to the District Office Secretary, Jane McKee for processing. Should there be questions concerning the requisition the employee will be contacted by district office staff. Once the requisition has been checked and approved the purchase order will be generated and returned to the employee for ordering. Please read these instructions carefully, as requirements for submission of requests are specific in nature.

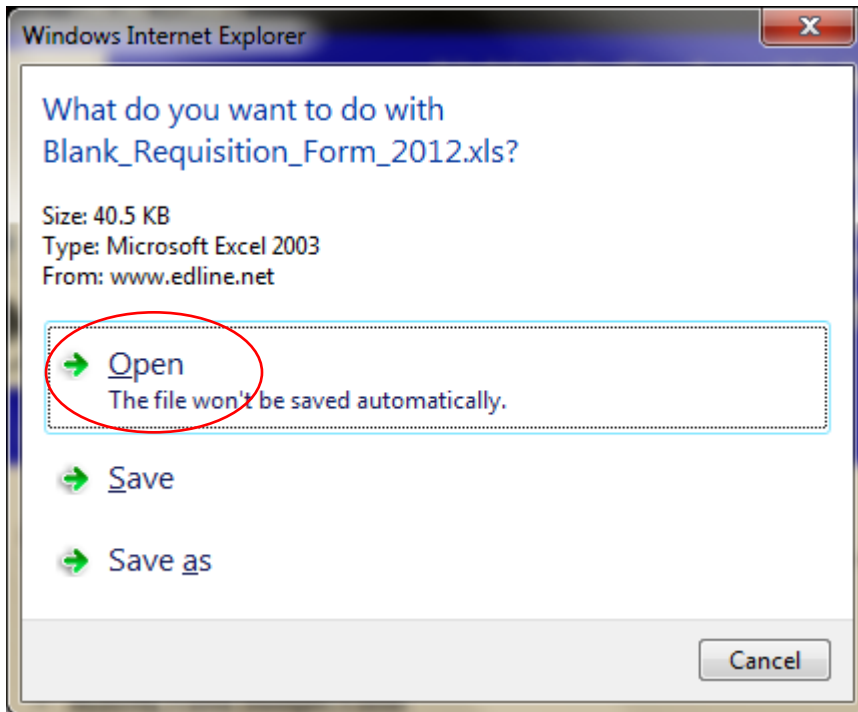
To complete a requisition form, go to the Licking Valley Schools Web Page, www.edline.net/pages/licking_valley_local_sd, and click on the **Staff** link at the top of the page.



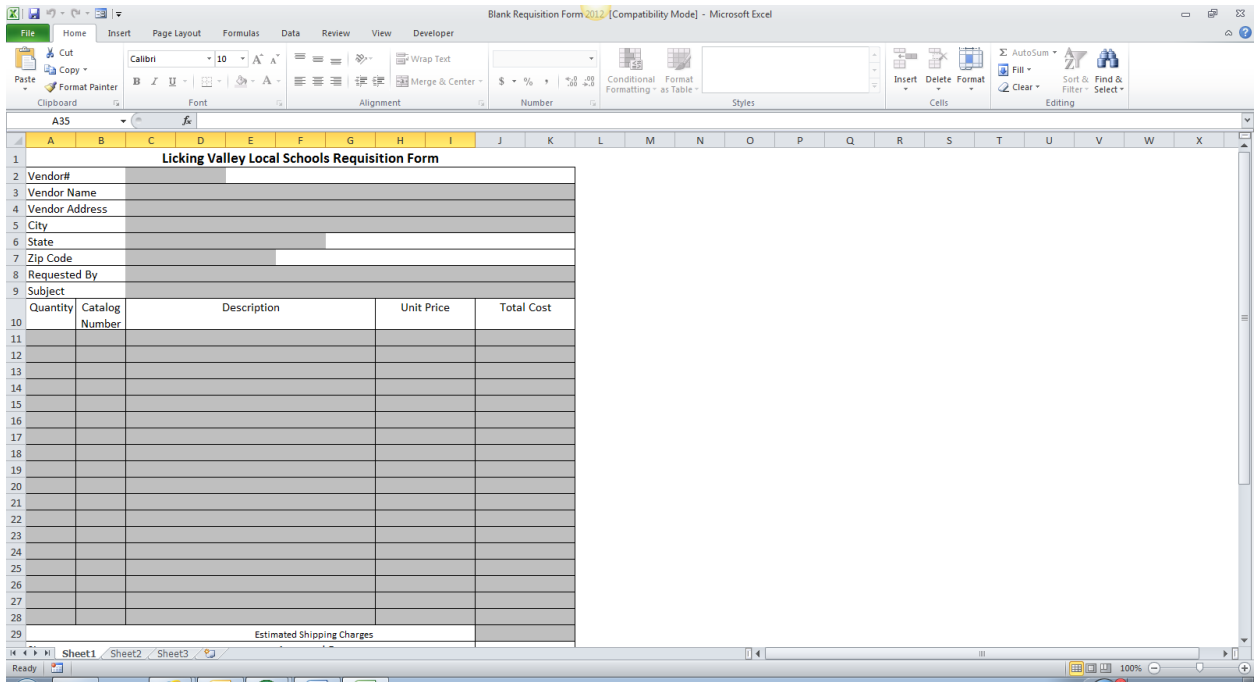


Next, click on the **Online Forms** link.

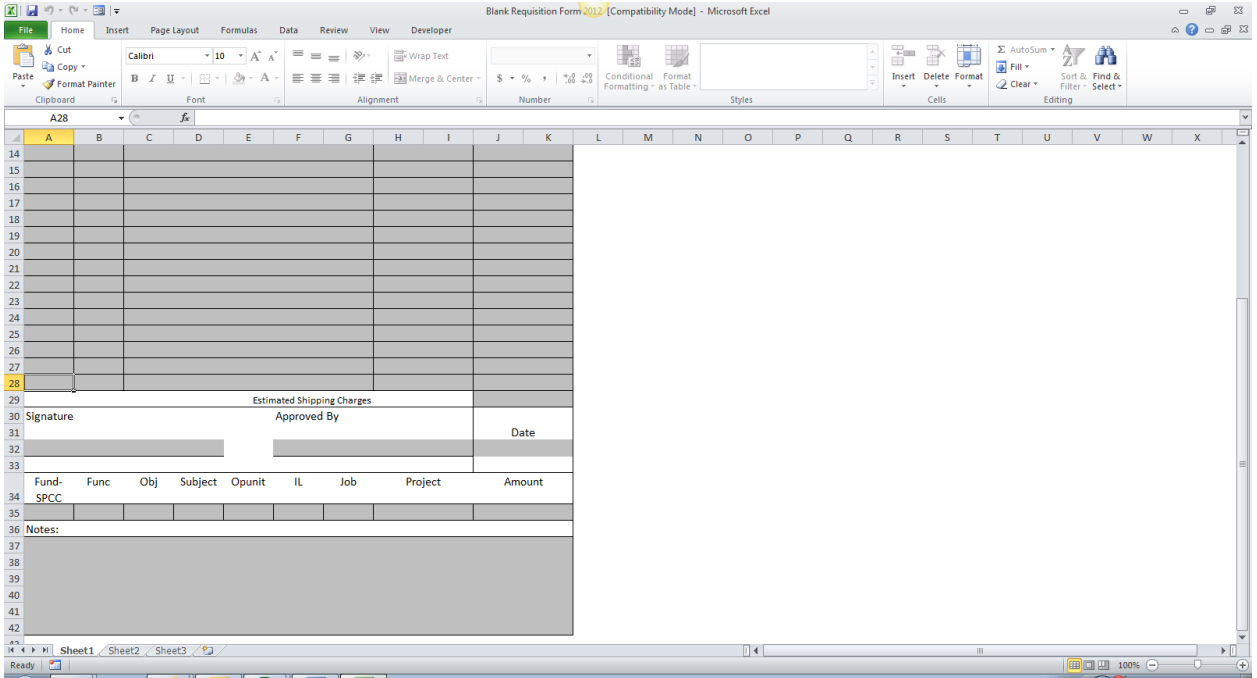
In the Online Forms menu, click on the **Requisition Form** link.



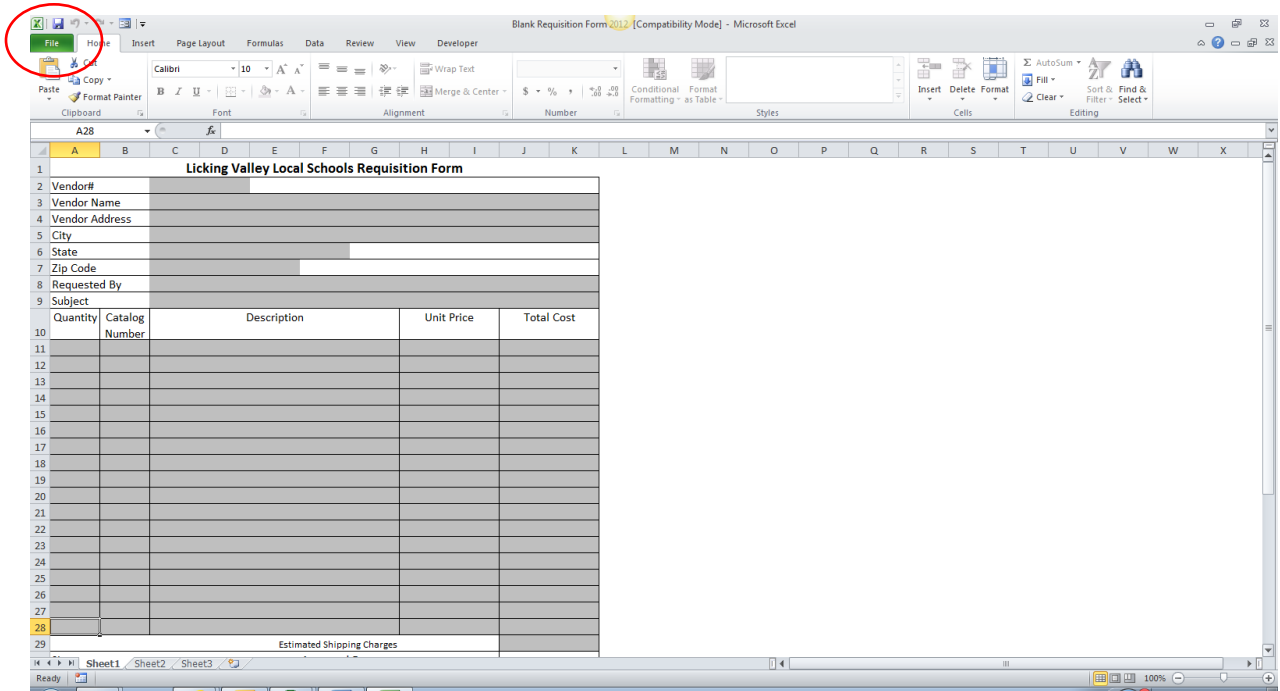
If you see the File Download box shown above, click on the **Open** button.



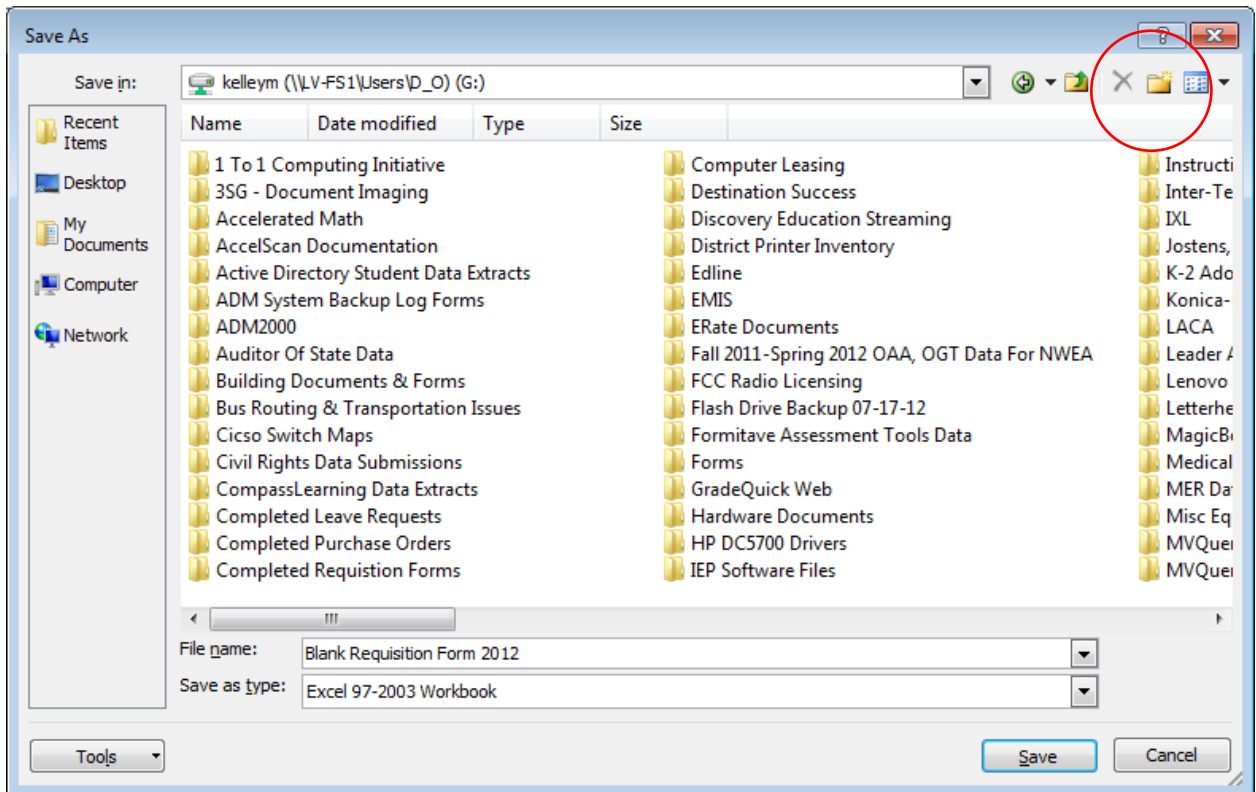
You should see a blank Requisition Form. To complete the form, begin by clicking in the grey Vendor# box. Complete each shaded field related to your request, pressing the Tab key to move from one shaded box to the next.



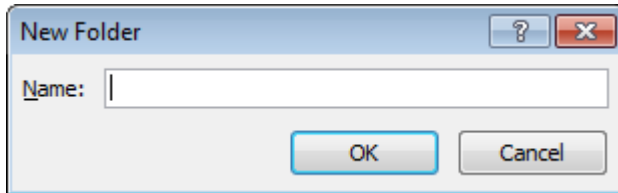
When you get to the bottom of the form, enter your name in the Signature box, and the date you are submitting the request in the Date box. When entering the date you must enter the date in MM/DD/YYYY format.



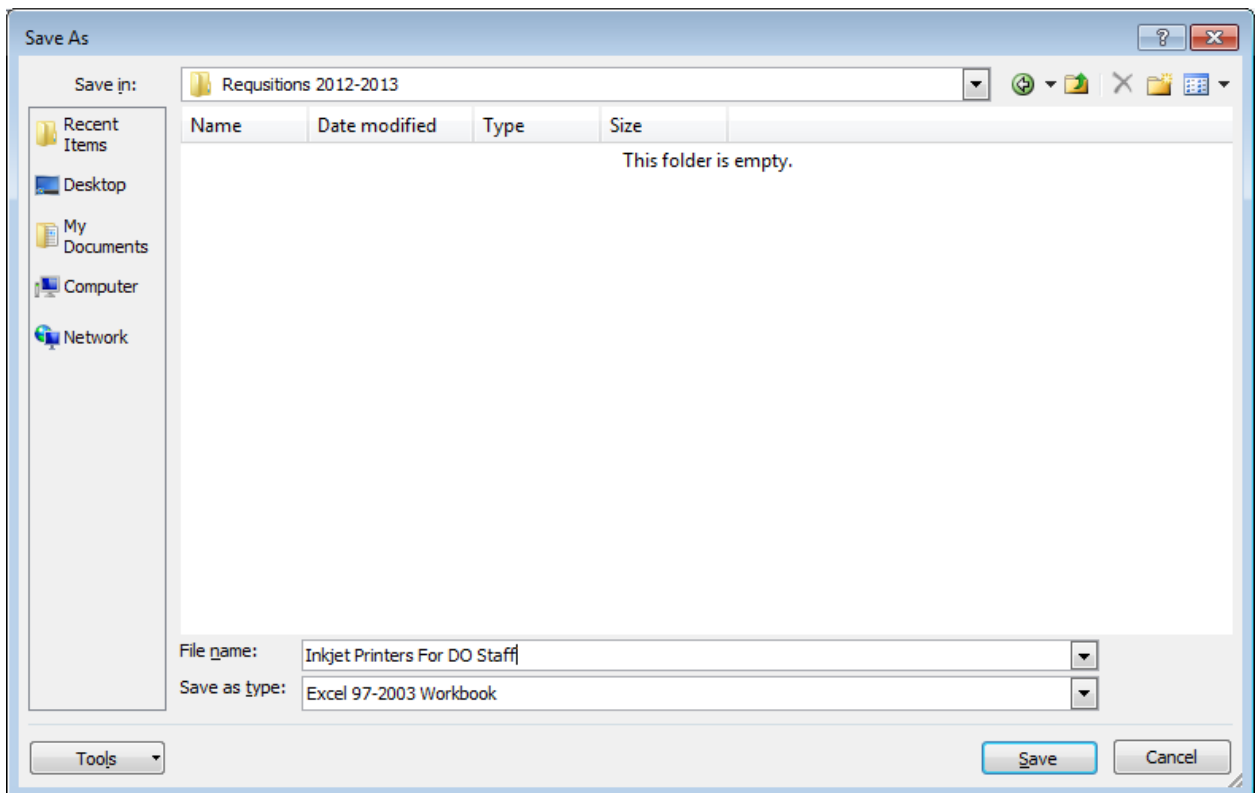
When you are sure everything on your request form is correct, click on the File option in the upper left hand corner of the screen, and in the drop down list select the Save As option.



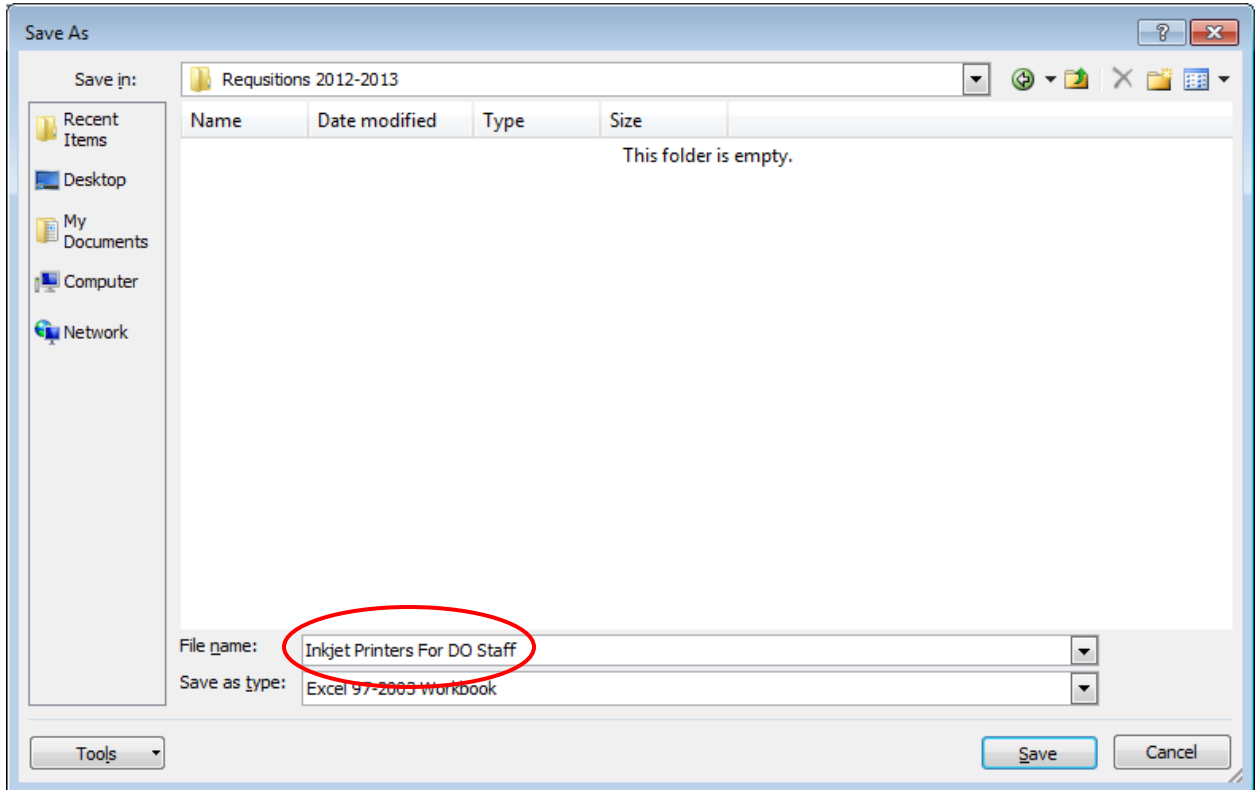
Now, go to your G: network drive. If you are saving your first requisition for the year click on the New Folder icon in the upper right hand portion of the screen. If you have saved requisitions for the current school year already, proceed to the section on saving the requisition form below.



If you are saving your first requisition for the year you want to create a new folder on your G: drive. Type a name for your new folder that identifies it as a folder containing completed requisition forms for the current school year. It is a good idea to create a new folder within your Completed Leave Requests folder for each school year, so that you can keep your requests separate for each year. Click OK after typing the name of your new folder.

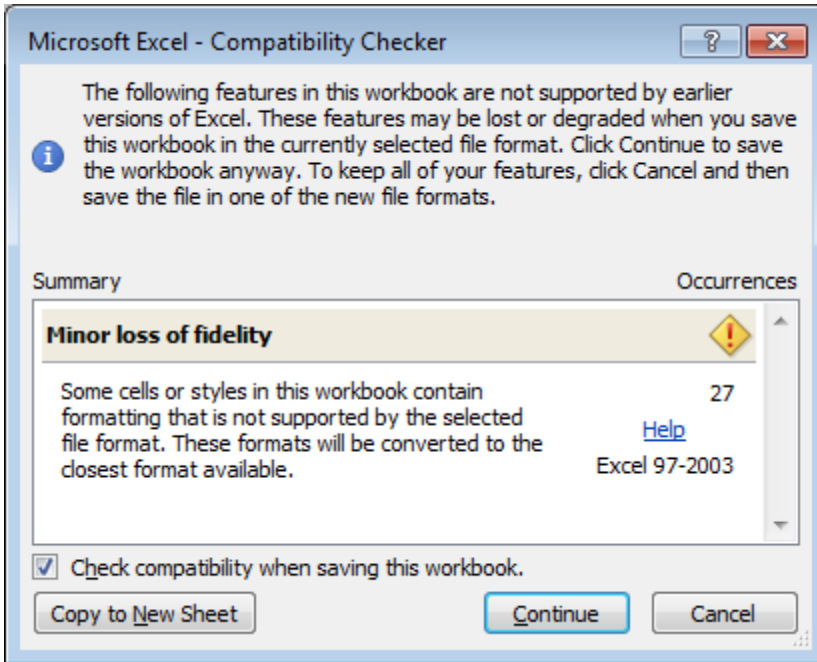


You will see that you are now in your new folder. Click on the Create New Folder icon again. Now you're ready to **save your requisition**. Click in the File Name box, and type a filename that clearly identifies your request. For example:



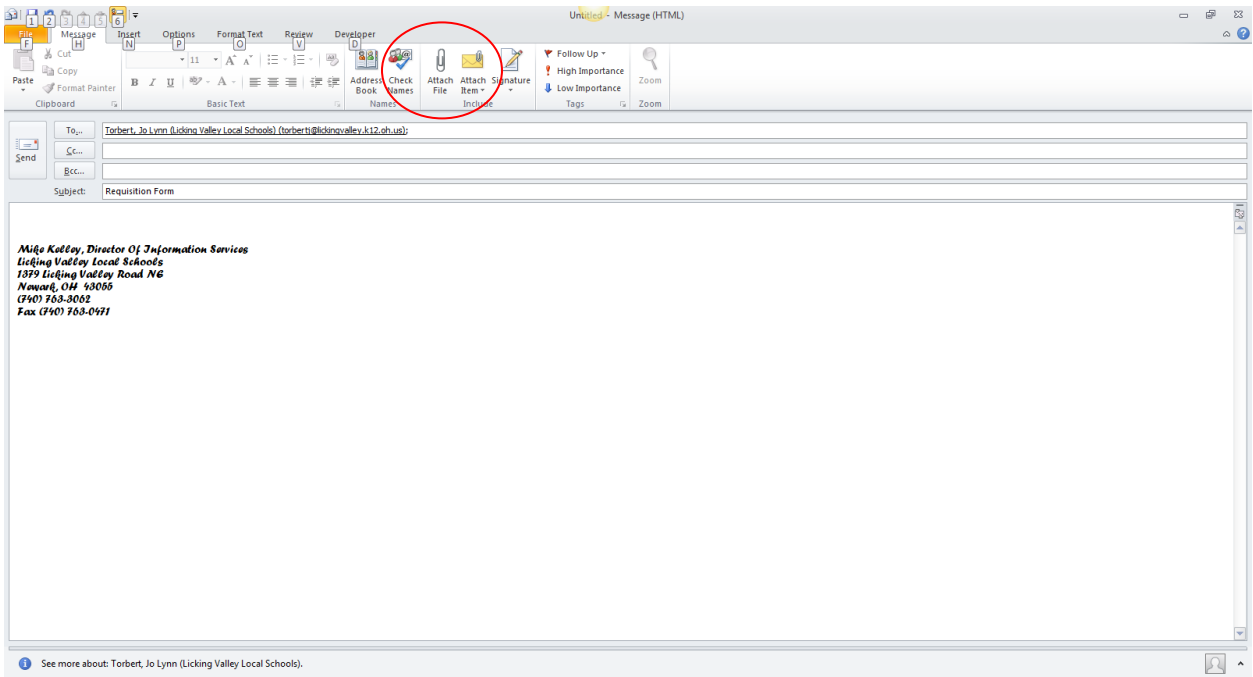
Then, click on the Save button. This will store the completed requisition form in your network folder. After you have completed your first requisition all you'll need to do after clicking the File/Save As combination is navigate to the folder you've created, and you'll be ready to save another form.

It's possible that you'll see the following message when you save your requisition:

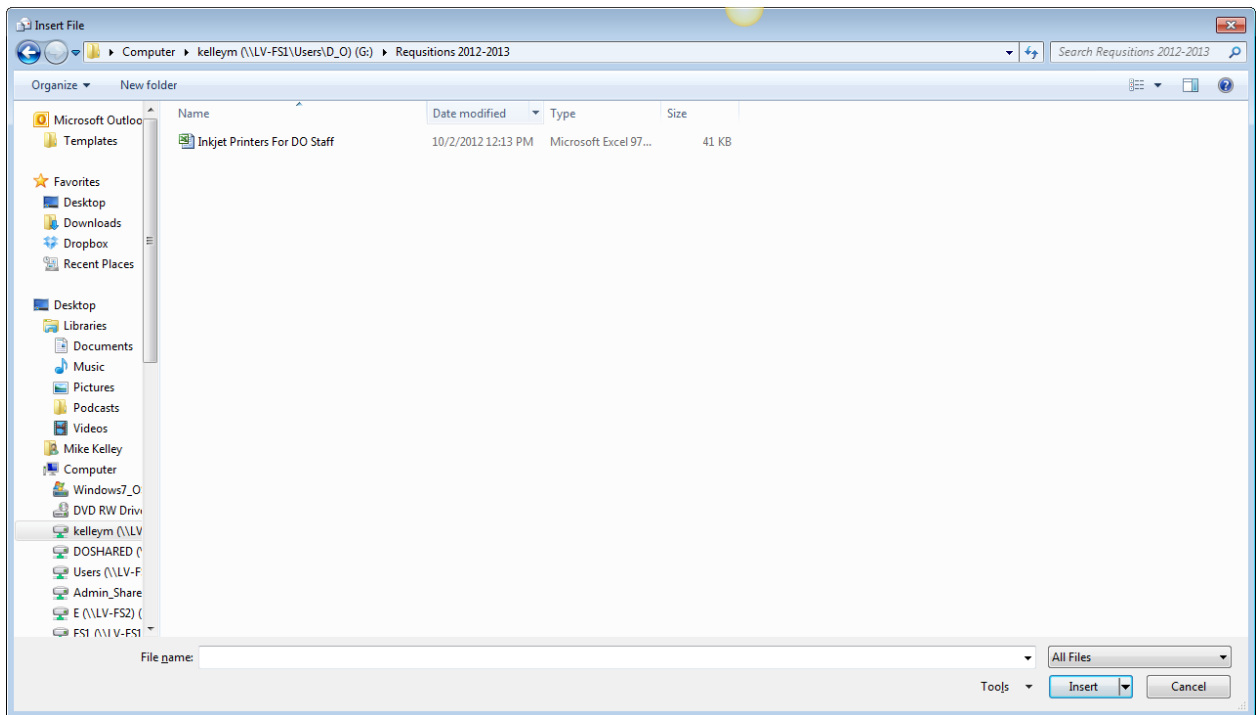


If you do, just click Continue.

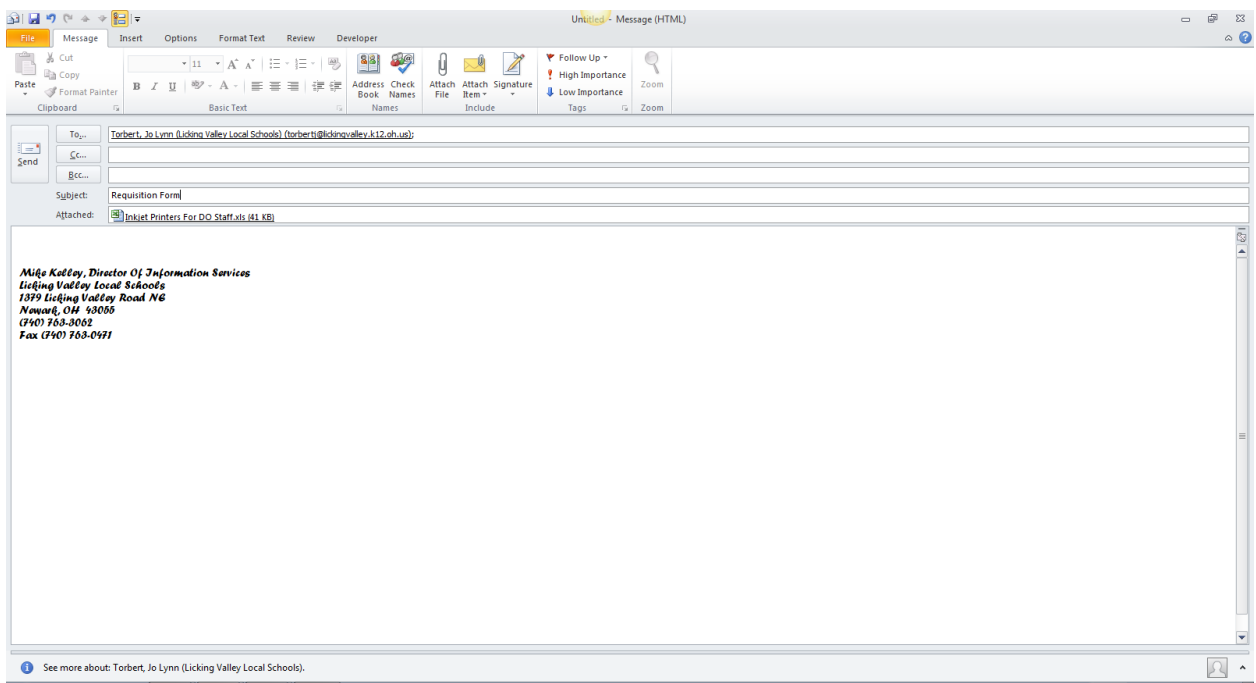
Once you've completed and saved your requisition you will need to send the request via email to your **immediate supervisor**. Use your email to create a new message.



Create your email message, typing **Requisition Form** in the subject line. Then, click on the attachment icon at the top of the window.



Now, navigate to your stored requests folder and select the completed leave request. Click OK to add the attachment to your email message.



Now, click Send to send your message. Your supervisor will receive the email, process it, and then forward it on to the District Office Secretary, who will process it and submit it to the Accounting department for issuance of your purchase order. You'll your purchase order copies as soon as the order has been printed.

NOTES: On the Online Forms web page, directly below the link to the Requisition Form, you'll see a link to this set of instructions.