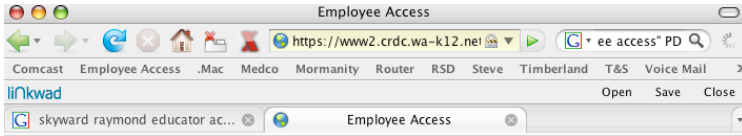


1. Log in at “Employee Access”— <http://ea.raymond.wa-k12.net/>.

2. Enter login and password



RAYMOND SCHOOL DISTRICT 116

Login: jleach99  
Password: \*\*\*\*\*

Version: 03.07.02.01.04

You are not using a browser supported by Employee Access. Some features may not work correctly.  
[Click here](#) to view a list of supported browsers.



3. Click on “Requisition Entry”.

4. Click on “Add”

Available Requisition Groups			
Group	Description	Work In Progress	Awaiting Approval
101	ELEMENTARY	<input type="button" value="ViewAccounts"/>	<input type="button" value="View History"/>
			<a href="#">One</a> <input type="button" value="+ Add"/>

5. Select the vendor by finding the right name, highlighting and clicking “Select”. If the vendor has not been used before the name will have to be added. Call the DO to do this.

Vendor Selection	
Vendor Name	
1ST PLACE TEAM SALES INC	<input checked="" type="checkbox"/>
4 ALL MEMORY	<input type="checkbox"/>
4TH DIMENSION COMPUTER	<input type="checkbox"/>
AAA WASHINGTON INLAND	<input type="checkbox"/>
ABC SCHOOL SUPPLY INC	<input type="checkbox"/>
ABERDEEN HIGH SCHOOL	<input type="checkbox"/>
ABERDEEN OFFICE EQUIPMENT COMP	<input type="checkbox"/>
ABERDEEN SCHOOL DISTRICT	<input type="checkbox"/>
ABERDEEN SPECIAL SERVICES COOP	<input type="checkbox"/>
ABILITATIONS	<input type="checkbox"/>
ABLENET	<input type="checkbox"/>
ABSOLUTE PLUMBING	<input type="checkbox"/>
ACADEMIC BOOK SERVICES	<input type="checkbox"/>

Lookup: |

6. Enter all available information. Click “Continue”. If there are multiple items to be requested, input them in the succeeding line item #'s.

Item Add By Description	
<a href="#">Continue</a>	
<b>Line Item #: 100</b>	
Catalog Nbr:	1001 <span style="float: right;">Taxable: <input checked="" type="checkbox"/></span>
* Item Desc:	Read Right Manual
* Item Quantity:	8
* Cost per Unit:	23.95 (When less than \$1.00, a leading zero is required)
* Unit of Measure:	each

7. Double check information. If correct, click “Continue”.

Item Verification						
<a href="#">Back</a>		<a href="#">Attachments</a>	<a href="#">Add by Description</a>		<a href="#">Continue</a>	
Line Nbr.	Cat. Code	Description	Price	Qty.	Item Total	Edit Delete
100	1001	READ RIGHT MANUAL	\$23.95	8	\$191.60	
Total \$ for Requisition:					\$191.60	

8. Change ship date if necessary. Add shipping costs by clicking “Other” entering the dollar amount. When correct, click “Continue”. If there are special instructions (i.e., what funds should be used), put these in the “Summary description”.

Detail Information	
<a href="#">Continue</a>	
<a href="#">Back</a>	
<a href="#">Attachments</a>	
Vendor:	<a href="#">READ RIGHT SYSTEMS INC</a>
* Fiscal Year:	2006-2007 September 1, 2006 - August 31, 2007
* Attention:	JOAN L LEACH
* Ship To:	<a href="#">RAYMOND SCHOOL DISTRICT #116</a>
Ship Via:	
Ship Date:	Aug 16 2007 <b>Thu, Aug 16 2007</b>
Tax:	7.8000 %
Other:	<input type="checkbox"/> 0.0000 %
	<input type="checkbox"/> \$0.00
Summary Description of Purchase:	WEB ENTERED REQUISITION

9. Unless you know the exact code, select the first one shown. (The principal will decide what code to use when approving the request.) Click “Continue”.

Account Distribution					
<input type="button" value="Back"/>	Total \$	<input type="text" value="\$191.60"/>	\$ Distributed	<input type="text" value="\$191.60"/>	<input type="button" value="Continue"/>
					<input type="button" value="Search"/>
Begins: <input type="text"/>					
Account	Use	Distribution \$	Account	Use	Distribution \$
<a href="#">10 E 530 0100 22 5000 101 0000 0000</a>	<input checked="" type="checkbox"/>	<input type="text" value="191.6"/>	<a href="#">10 E 530 0100 27 9000 101 0000 0000</a>	<input type="checkbox"/>	<input type="text"/>
<a href="#">10 E 530 0100 22 7000 101 0000 0000</a>	<input type="checkbox"/>	<input type="text"/>	<a href="#">10 E 530 0113 27 5000 101 0000 0000</a>	<input type="checkbox"/>	<input type="text"/>

10. Click “Submit for Approval” to forward the request to the next step.

Submit Requisition For Approval					
<input type="button" value="Back"/>	<input type="button" value="Attachments"/>	<input type="button" value="Save as WIP"/>	<input checked="" type="checkbox"/> Submit for Approval		
Detail Information					
Vendor:	<a href="#">READ RIGHT SYSTEMS INC</a>				
Project Num:					
Batch Nbr:	JLL				
Fiscal Year:	2006 - 2007				
Attention:	JOAN L LEACH	Subtotal:	\$191.60		
Ship To:	<a href="#">RAYMOND SCHOOL DISTRICT #116</a>	Tax:	\$14.94		
Ship Via:		Other:	\$0.00		
Ship Date:	08/16/2007	Total:	\$206.54		
Summary Description of Purchase:	WEB ENTERED REQUISITION				
Items Requested					
Line Nbr.	Catalog Code	Description	Price	Qty.	Item Total
100	1001	READ RIGHT MANUAL...	\$23.95	8	\$191.60
Total \$:					\$191.60
Account Distribution					
Account					Amount
10 E 530 0100 22 5000 101 0000 0000					\$ 191.60

11. You will see this screen when submission has been successful. The next person in the approval process will designate what account(s) to pay out of, or decline the request. When your request is approved, you will be notified and may then place the order.

Requisition has been submitted for approval.

[Return to Requisition Entry](#)

Detail Information	
<b>Vendor:</b>	<a href="#">READ RIGHT SYSTEMS INC</a>
<b>Project Num:</b>	
<b>Batch Nbr:</b>	JLL
<b>Fiscal Year:</b>	2006 - 2007
<b>Attention:</b>	JOAN L LEACH
<b>Subtotal:</b>	\$191.60
<b>Ship To:</b>	<a href="#">RAYMOND SCHOOL DISTRICT #116</a>
<b>Tax:</b>	\$14.94
<b>Ship Via:</b>	
<b>Other:</b>	\$0.00
<b>Ship Date:</b>	08/16/2007
<b>Total:</b>	\$206.54
<b>Summary Description of Purchase:</b>	WEB ENTERED REQUISITION

Items Requested					
Line Nbr.	Catalog Code	Description	Price	Qty.	Item Total
100	1001	READ RIGHT MANUAL...	\$23.95	8	\$191.60
<b>Total \$:</b>					\$191.60

Account Distribution	
Account	Dollar Amount
10 E 530 0100 22 5000 101 0000 0000	\$ 191.60

## Approval Steps by Administrator:

1. After logging in, click on "Requisition Approval".

Current User: LEACH, JOAN

**District News Calendar**  
August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Current News**

Type	Date	Description

**General**  
[District News](#)  
[Personnel Info](#)  
[Change Password](#)  
[Login History](#)  
[Org Chart](#)

**Time Off**  
[Sick Leave](#)  
[Vacation](#)  
[Other Paid Leave](#)  
[Not on Staff](#)  
[My Requests](#)  
[My Approvals](#)

**Payroll**  
[W4 Info](#)  
[Check History](#)  
[Check Estimator](#)  
[Calendar YTD](#)  
[Fiscal YTD](#)  
[Direct Deposit Info](#)  
[W2 Info](#)

**Requisitions**  
[My Accounts](#)  
[Requisition Entry](#)  
[Requisition History](#)  
[Requisition Approval](#)

2. Click on “Change Account Distribution” and select the appropriate account and distribution. If more than one, you may mark all of them in the same manner at this time.
3. Click on “Approve” or “Deny”
4. Click on “Submit Approvals and Denials” or “Mass Approve”

**Requisitions Awaiting your Approval**

Use the check boxes to approve or deny requisitions.  
 You must push "Submit Approvals and Denials" to commit changes.

Show all requisition levels:

Submit Approvals and Denials

**Approval Level: 101 - ELEMENTARY - PRINCIPAL**

Mass Approve

Requisition #: <a href="#">1010007002</a>	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	<a href="#">Denial Notes</a>	
Date Submitted: 08/16/2007	Entered By: ALLISON ANDERSON			
Description: WEB ENTERED REQUISITION	Fiscal Year: 2007 - 2008			
Batch: AJA	Amount: 86.22			
Vendor: 4 ALL MEMORY	Ship Date: 09/01/2007			
Description	Qty	Unit Cost	SubTotal	Total Catalog
256 MB DIMM FOR MACBOOK	2	39.99000	\$79.98	\$86.22 1000-01
Account #	<input checked="" type="checkbox"/> Change Account Distribution		Percent Sub Total	Total
<a href="#">10 E 530 0100 22 5000 101 0000 0000</a>			100.00%	79.98 86.22

Submit Approvals and Denials

5. After submission you will see the following screen. The request will move up the chain.

Show all requisition levels:

Submit Approvals and Denials

**Approval Level: 101 - ELEMENTARY - PRINCIPAL**

Mass Approve

Requisition #: <a href="#">1010007002</a>	<b>***YOU HAVE APPROVED THIS REQUISITION***</b>			
Date Submitted: 08/16/2007	Entered By: ALLISON ANDERSON			
Description: WEB ENTERED REQUISITION	Fiscal Year: 2007 - 2008			
Batch: AJA	Amount: 86.22			
Vendor: 4 ALL MEMORY	Ship Date: 09/01/2007			
Description	Qty	Unit Cost	SubTotal	Total Catalog
256 MB DIMM FOR MACBOOK	2	39.99000	\$79.98	\$86.22 1000-01
Account #			Percent Sub Total	Total
<a href="#">10 E 530 0100 22 5000 101 0000 0000</a>				39.98 43.10
<a href="#">10 E 530 0100 22 7000 101 0000 0000</a>				40.00 43.12

Submit Approvals and Denials