



### Warehouse Requisition Procedure

- 1.
2. Open "Requisition Form.pdf" file.
3. Fill in form with information as requested.
  - a. Clicking the "Highlight Fields" button in the upper right corner will highlight the required fields.
  - b. Click on the "Same as Above" check box will auto-fill the Deliver To address section.
  - c. The "Amount" value will be automatically calculated and filled in once the "Quantity" and "Unit Price" fields are completed.
4. Save the form to your computer.
  - a. Under the File menu, use the "Save As" function.
  - b. When saving the file, use the file name format 'req XXXX 20081103'. The first four digits indicate the year (2008), the next two digits indicate the month (11 = November), the last two digits indicates the day (03 = the third day of the month). The four X's indicate the school code per the attached list.
  - c. Write down the name and location of the saved file for future use.
5. Click on the email button located at the top of the form and email the document to Jeff Turner at [jaturner@access.k12.wv.us](mailto:jaturner@access.k12.wv.us) .
6. Close the completed requisition.
7. Login to the SchoolDude Maintenance Direct website.
8. Submit a New Work Request and make note of the work request number.
  - a. In the "Purpose" field, choose Warehouse.
  - b. In the "Craft" field, choose Warehouse.
  - c. Click on the "Home" tab at the top of SchoolDude page.
9. While still logged into the SchoolDude system, locate work request just created and open it.
10. At the bottom of the work request page, select "Attach New File" under the File Attachments tab.
11. Attach the file created above to the work request by following the instructions.
12. Save the work request by clicking the "Save" button at the bottom of the page.

You have now completed a warehouse request electronically. Upon completing the final step, your request will be routed for approval and processed accordingly.

November 3, 2008



### School Codes

BE	=	Bethlehem
BSMS	=	Bridge Street Middle School
EG	=	Elm Grove Elementary
ME	=	Madison Elementary
MC	=	Middle Creek Elementary
RE	=	Ritchie Elementary
SE	=	Steenrod Elementary
TMS	=	Triadelphia Middle School
WaMS	=	Warwood Middle School
WaE	=	Warwood Elementary
WL	=	West Liberty Elementary
WhMS	=	Wheeling Middle School
WP	=	Wheeling Park High School
WO	=	Woodsdale Elementary
BO	=	Board Office
OP	=	Operations Center
ST	=	Stadium