

## Creating a New Purchase Order

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### Procedures Guidelines:

1. Sign in to Skyward
2. Go to the Recent Programs section of the page and click on requisitions
3. Click on Create New PO. On the right side will be a column of commands. Click the Add column.
4. The Requisition Master Information page will pop up. Go to the Description box. Type in the description of what the PO is being used for.
5. Pick the Vendor from the drop down list.
6. Click Save & Add Detail. This will take you to the Requisition Detail Lines section. In the Qty. field, type 1. In the Unit Cost field, type in the entire amount for the PO. Under description, copy and paste the description from the top of the page. Don't forget to unmark the taxable box.
7. Click Add Requisition Accts.
8. Put in the account codes for the requisition.
9. Click Submit for Approval.
10. When the approval process is complete, the Business Office will bring you the hard copy of the Purchase Order.
11. When an invoice is received, you will use the Purchase Order to pay it.

Please see the link to data process for further instructions or to troubleshoot any problems.