

Creating a Requisition for a Purchase Order (Skyward)

1. Go to the Canyons Skyward website <http://skyward.canyonsdistrict.org/>
2. **Skyward does not work well with Google Chrome
3. Click on Skyward Finance
4. Log in with your active directory log-in
5. Click on "Requisitions."
6. Click on "Add."
7. Add Description Example:
 - Library—2013-14 Fiction/Nonfiction #1 August or
 - Library—2013-14 Legislative #1
8. Add Vendor (Follett Library Resources)
9. Add Ship To (look for School Name)
10. Click on Save and Add Details
11. Add Quantity—1 for book list
12. Add Cost
13. Add Description Example:
 - Library 2013-14 Fiction/Nonfiction. 37 books. See attached list.
14. Add another line if you need to add shipping and handling.
15. Save
16. View Requisition Accounts
17. Add Account Distribution
18. Put in account number
 - District (0050)
 - Legislative (5810)
19. Save Account Distribution
20. Save and Finish Later
21. Expand List and Check your order
22. Click Attach
23. Add File (choose Attached Quote)
24. Description –Name of Titlewave List
25. Attach and Save
26. Click on Edit, then Submit for Approval
27. Print a copy of your requisition
28. I usually notify the principal when I have an order that needs to be approved.