

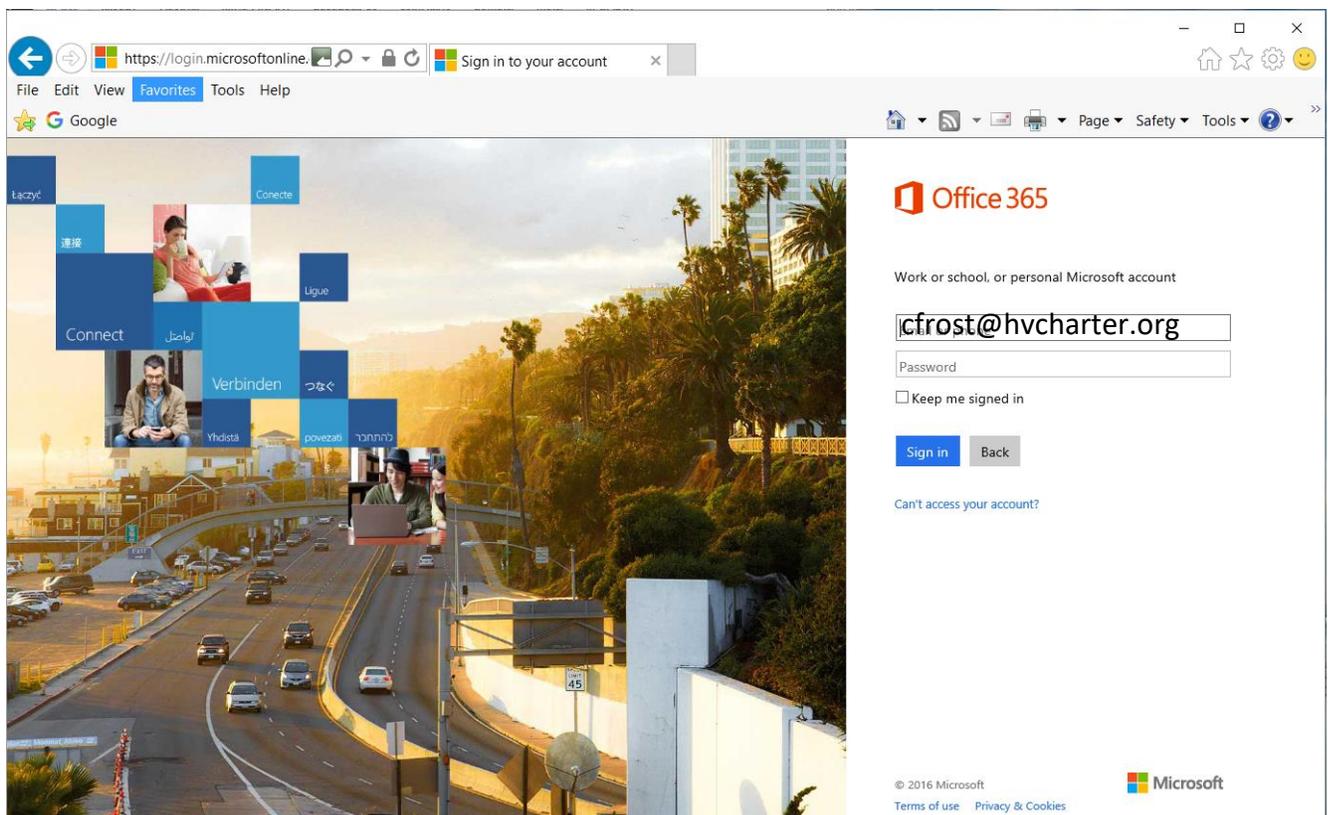
# SHAREPOINT PURCHASE ORDER SYSTEM

## Instructions

### 1. Login

<https://hapevillecharterschools.sharepoint.com/sites/BusinessOfficeRequests>

Enter the login and password that was provided to you. Sign in.

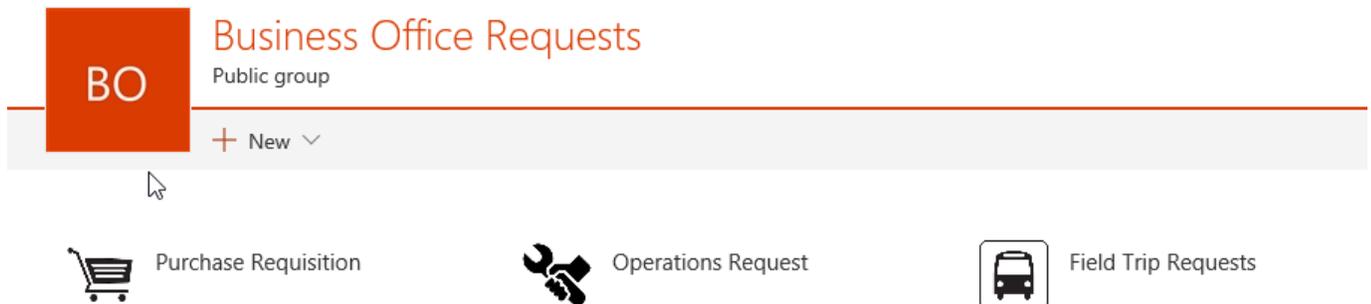


**\*\*\*At initial login, you may be asked to change your password. Please do so and save it for your records.\*\*\***

**\*\*\* Please note the domain on your email address to log in is @HVCHARTER.ORG.\*\*\***

## 2. Submitting a Purchase Request

There are three main types of requests: a purchase requisition, operations request, and field trip request.



\*\*\* Purchase Requisition will include any supplies you need (technology, copy paper, sports equipment, graduation accessories) and reimbursements.

\*\*\*Operations Requests are for maintenance. (ie. a leaky faucet or a light bulb out.)

\*\*\* Clicking Field Trip Requests will lead you to the Field Trip Portal.

\*\*\* If you're unsure, what exactly you need, please email me at [cfrost@hapevillecharter.org](mailto:cfrost@hapevillecharter.org).

### 3. Purchase Requisition

HAPEVILLE CHARTER SCHOOLS PURCHASE REQUISITION			
Purchase requested by:			
Employee	Department	Role	Request Date
Vanessa Jatho	BUSN	Staff	August 1, 2017
Select the purchase requisition category.		Shipping Location	
Association/ Organization Fees Athletics - Middle School Athletics - Career Academy Athletics - General Conference/ Workshop Instructional Supplies Mileage Office Supplies Reimbursement Student Activity Technology - Middle School Technology - Career Academy Technology - General		Business Office Career Academy Electronic Delivery Middle School (Main Campus) Middle School (8th Grade Campus) No Delivery Required	
The button to continue will display after the required shaded fields are complete.			

\*\*\* Select the category and shipping location of your order. Once you do, the button to proceed to the next screen will appear.

\*\*\* Electronic delivery is to be used for software and/or licensing codes that are sent electronically.

\*\*\* No Delivery would be a good option for professional development course registration or a consultant's fee for visiting a schools.

HAPEVILLE CHARTER SCHOOLS PURCHASE REQUISITION			
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Vanessa Jatho	BUSN	Staff	August 1, 2017
Select the purchase requisition category.		Shipping Location	
Association/ Organization Fees Athletics - Middle School Athletics - Career Academy Athletics - General Conference/ Workshop Instructional Supplies Mileage <span style="background-color: #007bff; color: white;">Office Supplies</span> Reimbursement Student Activity Technology - Middle School Technology - Career Academy Technology - General		<span style="background-color: #007bff; color: white;">Business Office</span> Career Academy Electronic Delivery Middle School (Main Campus) Middle School (8th Grade Campus) No Delivery Required	
<span style="background-color: #a6a6a6; color: black; padding: 5px 15px; font-weight: bold;">VENDOR DETAILS &gt;&gt;</span>			

## 4. Vendor Selection

HAPEVILLE CHARTER SCHOOLS PURCHASE REQUISITION			
<b>Vendor Details</b>			
<i>If the vendor is not listed, complete the new vendor request form.</i>			
Select the Vendor	Office Depot	<input type="text"/>	
Vendor Account Number	<input type="text"/>		
Vendor Website	business.officedepot.com		
Vendor Phone	770-460-7305	(Format: XXX-XXX-XXXX)	
Vendor Address	Street Address 1	Street Address 2	
	1395 Highway 85 N		
	City	State	Zip Code
	Fayetteville	GA	30214
Vendor Email	<input type="text"/>		
Vendor Notes	<input type="text"/>		
<i>If there is a specific vendor representative that handles this account, enter the information below.</i>			
Contact Person	<input type="text"/>		
<input style="margin-right: 10px;" type="button" value=" &lt;&lt; REQUEST DETAILS "/> <input type="button" value=" ITEM DETAILS &gt;&gt;"/>			

\*\*\* The most used vendors are in the drop down menu. Please check there when making your selection.

\*\*\* If you don't see your vendor in the menu, you have the ability to add a vendor. When adding your vendor, the required fields are highlighted in yellow: name, phone, website. (If there is no website, please type NA in the website field in order to proceed.)

\*\*\* Click Item Details to continue to the next screen.



## 6. Attachments

HAPEVILLE CHARTER SCHOOLS  
PURCHASE REQUISITION

**Add Supporting Documentation**

 Click here to attach a file

 ADD ADDITIONAL ATTACHMENT

*Complete the required fields to continue to the next section.*

[<< ITEM DETAILS](#)    [VIEW SUMMARY >>](#)

HAPEVILLE CHARTER SCHOOLS  
PURCHASE REQUISITION

**Add Supporting Documentation**

 TEST PO.docx  
11.08 KB

 ADD ADDITIONAL ATTACHMENT

*Complete the required fields to continue to the next section.*

[<< ITEM DETAILS](#)    [VIEW SUMMARY >>](#)

HAPEVILLE CHARTER SCHOOLS  
PURCHASE REQUISITION

**Add Supporting Documentation**

 TEST PO.docx  
11.08 KB

 Click here to attach a file

 ADD ADDITIONAL ATTACHMENT

*Complete the required fields to continue to the next section.*

[<< ITEM DETAILS](#)    [VIEW SUMMARY >>](#)

\*\*\* Add supporting documentation here. You can add additional attachments by clicking on the blue arrow labeled "ADD ADDITIONAL ATTACHMENT."

# 7. Summary & Submit

**HAPEVILLE CHARTER SCHOOLS**  
**PURCHASE REQUISITION**

Purchase requested by:						
Employee	Department	Role	Request Date			
Vanessa Iatho	BUSN	Staff	August 1, 2017			
Select the purchase requisition category.		Shipping Location				
Association/ Organization Fees Athletics - Middle School Athletics - Career Academy Athletics - General Conference/ Workshop Instructional Supplies Mileage <b>Office Supplies</b> Reimbursement Student Activity Technology - Middle School Technology - Career Academy Technology - General		Business Office Career Academy Electronic Delivery Middle School (Main Campus) Middle School (8th Grade Campus) No Delivery Required				
Vendor Details						
<i>If the vendor is not listed, complete the new vendor request form.</i>						
Select the Vendor	Office Depot <input type="button" value="v"/>					
Vendor Account Number	<input type="text"/>					
Vendor Website	<input type="text"/>					
Vendor Phone	770-460-7305	(Format: XXX-XXX-XXXX)				
Vendor Address	Street Address 1		Street Address 2			
	1395 Highway 85 N					
	City	State	Zip Code			
	Fayetteville	GA	30214			
Vendor Email	<input type="text"/>					
Vendor Notes	<input type="text"/>					
<i>If there is a specific vendor representative that handles this account, enter the information below.</i>						
Contact Person	<input type="text"/>					
Item Details						
Item Number	QTY	Unit	Description	Price	Total	
123456	5	EA	Spiral Notebooks	\$5.00	\$25.00	
567890	2	EA	Packs of Pens	\$3.50	\$7.00	
912345	1	EA	Monitor	\$100.00	\$100.00	
<input type="button" value="Insert Item"/>						
<b>Subtotal</b>					\$132.00	
Shipping					<input type="text"/>	
Discount					<input type="text"/>	
Credit					<input type="text"/>	
Tax					<input type="text"/>	
<b>Total</b>					\$132.00	
Reason for Request						
<i>Briefly explain why this purchase is needed and how it will be used.</i>						
Purpose of the Purchase/Reimbursement						
Miscellaneous office supplies for business office and broken monitor replacement						
Category	Expense Type	Account Name	Budget Number	Amount		
<i>If the total cost needs to be split between multiple accounts, enter the amount that should be applied to each account.</i>						
Office	<input type="button" value="v"/>	HS Athletic Director	902-1105HS	\$132.00		
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>		
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>		
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>		
<b>Total Amount</b>				132.00		
<input type="button" value="Insert Item"/>						
Add Supporting Documentation						
<input type="button" value="v"/> TEST PO.docx 11.08 KB						

SUBMIT PURCHASE REQUISITION