

In Escape, go to

Enter search criteria to create the 1st list:

1. In " " field, enter your 4 digits Site Location Code
2. In " " field, select " "
3. Click " " button to populate the list
Review and make sure received items are (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.

Make sure invoices have been emailed to invoices@scusd.edu.

Enter search criteria to create the 2nd list:

1. In " " field, enter your 4 digits Site Location Code
2. Click " " button to populate the list.
3. Follow directions below depending on the status of the requisition.
If the req is in "Ready for Payment" status, make sure invoices have been emailed to invoices@scusd.edu.
If the req is in "Approved" status, contact Purchasing to print PO.
If the req is in "Submitted" status, please contact Budget for approval.

4. Export, review and indicate which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to invoices@scusd.edu.

Please also review and confirm documents for the following type of requisitions: