Wabasha-Kellogg Public Schools

Excellence in Education.

REQUISITION

1. Go to Employee Self Service under the school website. You will find this under the employee heading at the bottom of the home page.
2. Sign into your account. You will need to know your employee number and password.
3. Choose a method for 2-Step authentication.
4. Enter the verification code.
5. Choose 'My Requests'
6. Choose 'Order Requisition Entry'
7. Choose 'Add New'
8. Enter the Vendor Code
9. Choose the Ship to Location (L1- Wabasha-Kellogg Business Office – District Office) Or (L2- Wabasha-Kellogg ISD #811 - Falcon View Online)
10. Choose the Buyer (DW – District – Ext. 261)
11. Choose 'Save and Enter Items'
12. Enter information about your order (Please be very detailed)
13. Delete the word Miscellaneous and Enter the item # and the description of your item.
14. Enter how many you need ordered in the units box
15. Enter how much it costs in the Rate box
16. Enter the Account Code (I will be giving your account codes to you in multiple forms before the beginning of the school year. Please see note below.)
17. Click 'Add/Save Row
18. Repeat previous steps for each item needed.
    a. EVERY ITEM SHOULD HAVE ITS OWN LINE!
19. Once every item is entered click 'Save' in the top left corner
20. Click on 'Route' and then click OK to confirm
21. This will now be routed for approval. DO NOT ORDER ANYTHING. I will do the ordering unless other arrangements have been made.

My goal is to get everyone their codes and copied to a label sticker so you can stick them to your computer so you will alway have them. You will also receive an email with your codes for future use.