



On-Line Purchase Requisitions Manual

SmarteFinance

User's Guide

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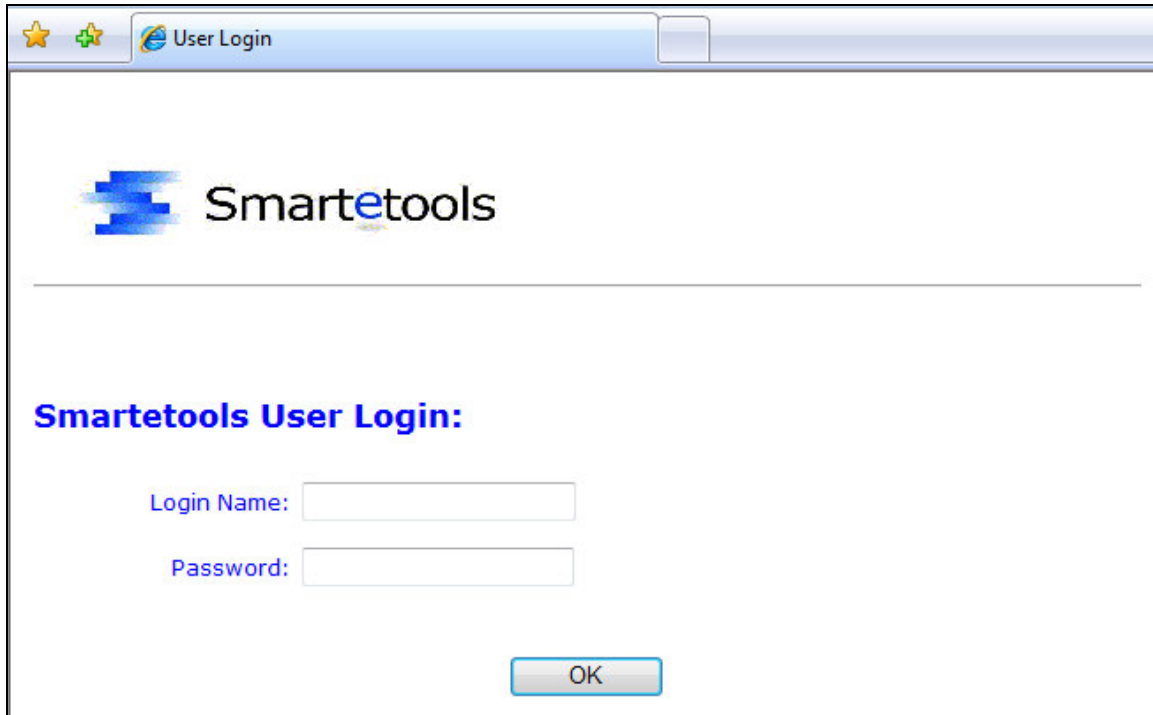
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Login

To login to Smartetools, set your web browser to the address designated by your district network administrator.

The address for your district is: _____.

The Smartetools login page will appear.



Smartetools

Smartetools User Login:

Login Name:

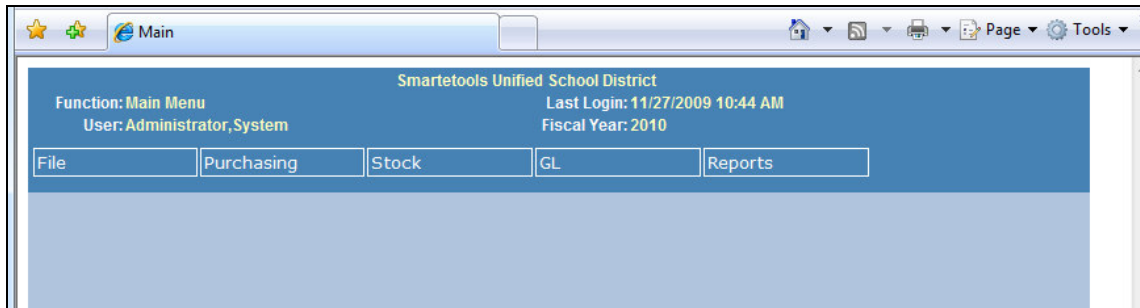
Password:

OK

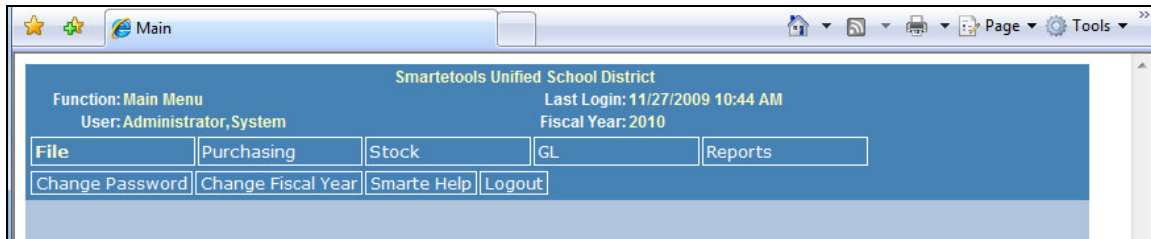
Enter your username and password. The password is case sensitive which requires that you enter the password using the correct lower and upper case characters. Once you successfully login you will be presented with the Main Menu.

My Login Name is: _____

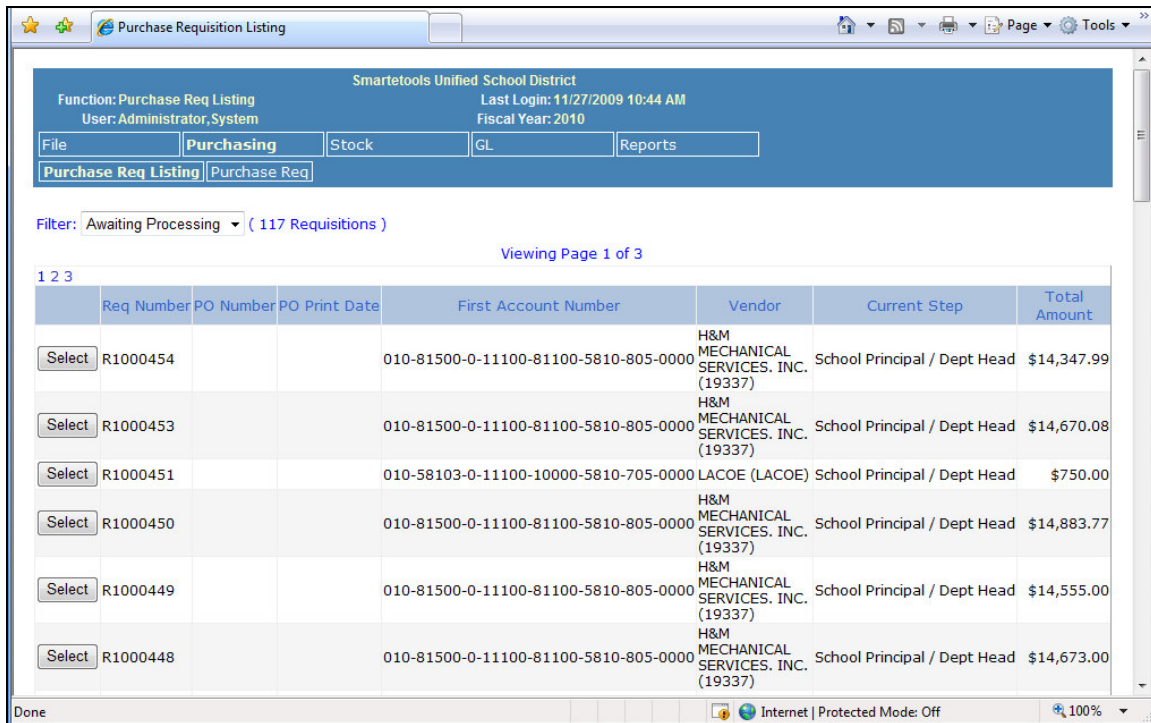
The Main Menu displays the functional areas for which you are authorized. The menu bar below shows Purchasing, Stock, GL, and Reports. To access the items within each of these areas, click on the desired area.



The File menu allows you to change your password, access the Smartetools on-line help and logout of Smartetools.



The Purchasing menu will display the following information.



A list of requisitions that are **Awaiting Processing** will be displayed. This list may be empty. The **Awaiting Processing** list is a list of requisitions that you have entered into the system and have routed. They are in the process of being approved but have not yet been assigned to a purchase order.

Use the drop down list to select a status to display a list of requisitions for that status. The other options are **New Requisitions** and **Completed**.

Smartetools Unified School District
Function: Purchase Req Listing
User: Administrator, System
Last Login: 11/27/2009 10:44 AM
Fiscal Year: 2010

File Purchasing Stock GL Reports
Purchase Req Listing Purchase Req

Filter: Awaiting Processing (117 Requisitions)
New Requisitions
Awaiting Processing
Completed

Viewing Page 1 of 3

Req Number	PO Number	PO Print Date	First Account Number	Vendor	Current Step	Total Amount
------------	-----------	---------------	----------------------	--------	--------------	--------------

The **New Requisitions** status will list the purchase requisitions that you have entered but have not yet routed. The **Completed** status will list all of your purchase requisitions that have been processed within the fiscal year.

To work with a requisition, click the **Select** button next to the requisition number. This will display the requisition and allow you to edit, route, print, and perform other functions related to the requisition. You can also create a new purchase requisition.

Smartetools Unified School District
Function: Purchase Requisition
User: Administrator, System
Last Login: 11/27/2009 10:44 AM
Fiscal Year: 2010

File Purchasing Stock GL Reports
Purchase Req Listing Purchase Req

New Edit Save Cancel Search Copy Req Templates History Xactions Notes Print

Action: Send to Purchasing Department for processing Go

Requisition #: R1000419 Go Purchase Order #: Not Assigned Current Step: Budget/Fiscal Services

Vendor #: 11035

PRESS TELEGRAM
CLASSIFIED AD DEPARTMENT
604 PINE AVE
LONG BEACH CA 90802
Phone: (562) 499-1206
Fax: (562) 495-4227

Requested By: D. Takahama
Requested For: Printing shop outsourcing
Deliver Site: Purchasing/Warehouse
Contract #:
Date Needed: 08/24/2009

Auto Distribute by Percent: Yes Status: Open ReCalculate

Accounts						
Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance	
1	580939	010-00000-0-00000-75300-5830-803-0000	100.00	453.16	453.16	

Items							
Line #	Description	Unit Issue	Qty	Unit Cost	Taxable	Ship Amt	SubTotal
1	Legal Ad for RFP#: 1-0910 District wide Reprographics Printing Services		1	453.16	No	0.00	453.16

Comments:

Subtotal:

453.16

Shipping Total:

0.00

Tax: @ 9.75 %

0.00

Total:

453.16

From this screen, you can also search for another requisition, display the routing history of the requisition and attach notes to the requisition.

Note that the account number may be displayed in Red. This is a visual indicator that the account does not have sufficient funds for the requisition.

Create a Requisition

To create a new purchase requisition, click the **New** button.

★ ☆

Purchase Requisition

Smartetools Unified School District

Function:

User: Administrator, System

Last Login: 11/30/2009 02:11 PM

Fiscal Year: 2010

File

Purchasing

Stock

GL

Reports

Purchase Req Listing

Purchase Req

New

Edit

Save

Cancel

Search

Copy Req

Templates

History

Xactions

Notes

Print

Action: Send to Budget / Fiscal Services for processing

Go

This will present a blank requisition page. Begin by entering the “Requested By” and “Requested For” information. Select the Deliver Site by using the drop down selection box. If your user profile only allows access to your site, then only one site will be available for selection. Enter a contract number if this requisition is to reference a contract. The date needed will default to 14 days from the date the requisition is created. Enter a new date needed if it is different than the default.

In order to save a requisition, the following fields must be completed: “Requested By”, at least one Account Number, and at least one Line Item.

If you would like to select a vendor for the requisition, you can activate the Vendor Search function to search for a vendor by clicking on the Vendor Search button.


Smartetools Unified School District
 Function: Administrator, System
 Last Login: 11/27/2009 02:32 PM
 Fiscal Year: 2010


File Purchasing Stock GL Reports
 Purchase Req Listing Purchase Req

New Edit Save Cancel Search Copy Req Templates History Actions Notes Print

Action: Send to Purchasing Department for processing Go

Requisition #: Go Purchase Order #: Current Step:

Vendor #: 

Requested By: System Administrator
 Requested For:
 Deliver Site: Adult School
 Contract #:
 Date Needed: 12/11/2009 

Auto Distribute by Percent: ☒ Status: Open ReCalculate

When entering accounts, the cost of the requisition can be allocated by percent by leaving the Auto Distribute by Percent check box checked. To use a different method of cost allocation, uncheck this box. Allocation of the cost of the requisition will be discussed later in this document.

At any time during the entering of a new requisition or editing an existing requisition, you may click the **ReCalculate** button. This will validate information on the requisition such as account numbers, calculate the line items totals and total cost of the requisition and redistribute the cost allocated to each account number if the Auto Distribute by Percent method is used.

Vendor Search

The Vendor Search page allows searching for vendors using a combination of search criteria. A list of vendors that match the search criteria is displayed. In this example, Vendor Name is "Office" and the State is "CA". This produced a list of seven vendors that have "Office" in the Name and are located in California.

Search By:

Vendor Number:

Vendor Name:

Category:

City: State:

Tax I.D. Number:

5 accounts found.

	Vendor #	Vendor Name	Address	City	DoNotUse
<input type="button" value="Select"/>	10431	OFFICE DEPOT	3366 E WILLOW ST	SIGNAL HILL	0
<input type="button" value="Select"/>	OFFDEPOT	OFFICE DEPOT	P.O. BOX 70049	LOS ANGELES	0
<input type="button" value="Select"/>	16039	OFFICEMAX	4949 LAKEWOOD BLVD	LAKEWOOD	0
<input type="button" value="Select"/>	OFFICEMAX	OFFICEMAX CONTRACT INC.	P. O. BOX 79515	CITY OF INDUSTRY	0
<input type="button" value="Select"/>	19799	OFFICETRONICS	6780 MIRAMAR ROAD	SAN DIEGO	0

To select a vendor in this list, click on the **Select** button next to the desired vendor. This will close the Vendor Search page and copy the vendor information into the requisition. You can also search for a vendor by category if your district has defined vendor categories and assigned vendors to these categories.

A vendor is not required in order to submit a purchase requisition. If a desired vendor is not found, click on the **Suggest Vendor** button and enter the information of the vendor you wish to suggest. This allows vendor information to be submitted with a requisition that may not be in the vendor file.

The screenshot displays a web application window titled "Smartetools On-Line Purchase Requisitions". It features two main sections: "Search By:" and "Suggest Vendor".

Search By:

- Vendor Number:
- Vendor Name:
- Category:
- City: State:
- Tax I.D. Number:

Buttons: Search, Close, Reset, Suggest Vendor

Suggest Vendor

- Vendor Name 1:
- Vendor Name 2:
- Phone:
- Address 1:
- Address 2:
- City:
- State:
- ZipCode:
- Contact:

Buttons: Save Suggest, Cancel

The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

Once you have filled in the suggested vendor information, click the **Save Suggest** button and the information will be copied into the purchase requisition.

At this point, information at the top of the requisition is complete. The next step is to assign the account(s) that will be used to pay for the requisitioned items. Depending on the configuration selected by the district, you may enter more than one account or be restricted to a single account on a requisition.

Account Search

The center portion of the Purchase Requisition page contains the account information. To assign an account number to the requisition, click the **Account Search** button to activate the Account Search page.

Purchase Requisition

Requisition #: R1000419 Go Purchase Order #: Not Assigned Current Step: Budget/Fiscal Services

Vendor #: 11035
 PRESS TELEGRAM
 CLASSIFIED AD DEPARTMENT
 604 PINE AVE
 LONG BEACH CA 90802
 Phone: (562) 499-1206
 Fax: (562) 495-4227

Requested By: D. Takahama
 Requested For: Printing shop outsourcing
 Deliver Site: Purchasing/Warehouse
 Contract #:
 Date Needed: 08/24/2009

Auto Distribute by Percent: ☒ Status: Open ReCalculate

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance
1	580939	010-00000-0-00000-75300-5830-803-0000	100.00	453.16	453.16
2			0.00	0	0.00
3			0.00	0	0.00
4			0.00	0	0.00
5			0.00	0	0.00
6			0.00	0	0.00

Internet | Protected Mode: Off 100%

The Account Search page allows you to search for and select an account number. Depending on your user profile, you may be limited to the account numbers you are allowed to access.

Search By:

Account Number: Fund(3) Res(5) Yr(1) Goal(5) Fnct(5) Obj(4) Loc(3) Dept(4)
 010 - - - - - 77000 - 43 - - -

Pseudo:
 Account Name:
 Search Close Reset

4 accounts found.

	Pseudo	Account Number	Budget	Balance	PreBalance	
Select	432015	010-00000-0-00000-77000-4340-811-0000	\$28,090.00	\$25,137.05	\$25,059.77	Xactions
Select	432124	010-00000-0-00000-77000-4350-811-0000	\$7,600.00	\$7,543.98	\$7,543.98	Xactions
Select	432246	010-00000-0-00000-77000-4361-811-0000	\$1,200.00	\$1,200.00	\$1,200.00	Xactions
Select	432317	010-00000-0-00000-77000-4390-811-0000	\$70,400.00	\$59,143.30	\$50,319.49	Xactions

Enter the account search criteria and click the **Search** button. A list of accounts to which you have access via your user profile will be displayed. The Budget, Balance, and PreBalance are also displayed for reference. Click on the **Select** button next to the desired account and it will be copied to the requisition.

If you do not know all of the digits of an account number for a group of accounts, leave those digits blank, or use an underscore “_” as a place holder. The account search will treat the spaces or underscores as a wild card character and return all the accounts that match the digits entered. The example above shows that the Resource, Year and Goal were left blank as well as the last two account components. The Object portion of the account has the first two digits entered.

The purchase requisition allows for five accounts initially. To assign more than five accounts to a requisition, save the requisition and then click the **Edit** button. The requisition will show the five original accounts and five more blank account lines that may be used for additional accounts.

If the Auto Distribute by Percent Auto Distribute by Percent: ☒ box is checked, (located just under the vendor information) then you will be able to enter a percentage that is used to compute the amount to be allocated to the account. This is the percentage of the total cost of the requisition as determined when all line items have been entered.

To allocate the cost of the requisition without using the percent method, uncheck the Auto Distribute by Percent box. You can then enter the amount for each account in the account Amount box. Using this method, the amounts allocated to the accounts must be equal to the total amount of all of the line items including sales tax and shipping. The allocation must be exact.

A third method for allocating the cost of line items to the accounts allows the assignment of each line item to an account line. Choose the account line number from the account list.

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance
1	580939	010-00000-0-00000-75300-5830-803-0000	0	271.90	453.16
2	580940	010-00000-0-11100-71500-5830-501-0000	0	181.26	0.00
3			0	0	0.00
4			0	0	0.00
5			0	0	0.00
6			0	0	0.00

When using the line item account number assignment method, all line items must be assigned to account lines. A combination of methods is not allowed.

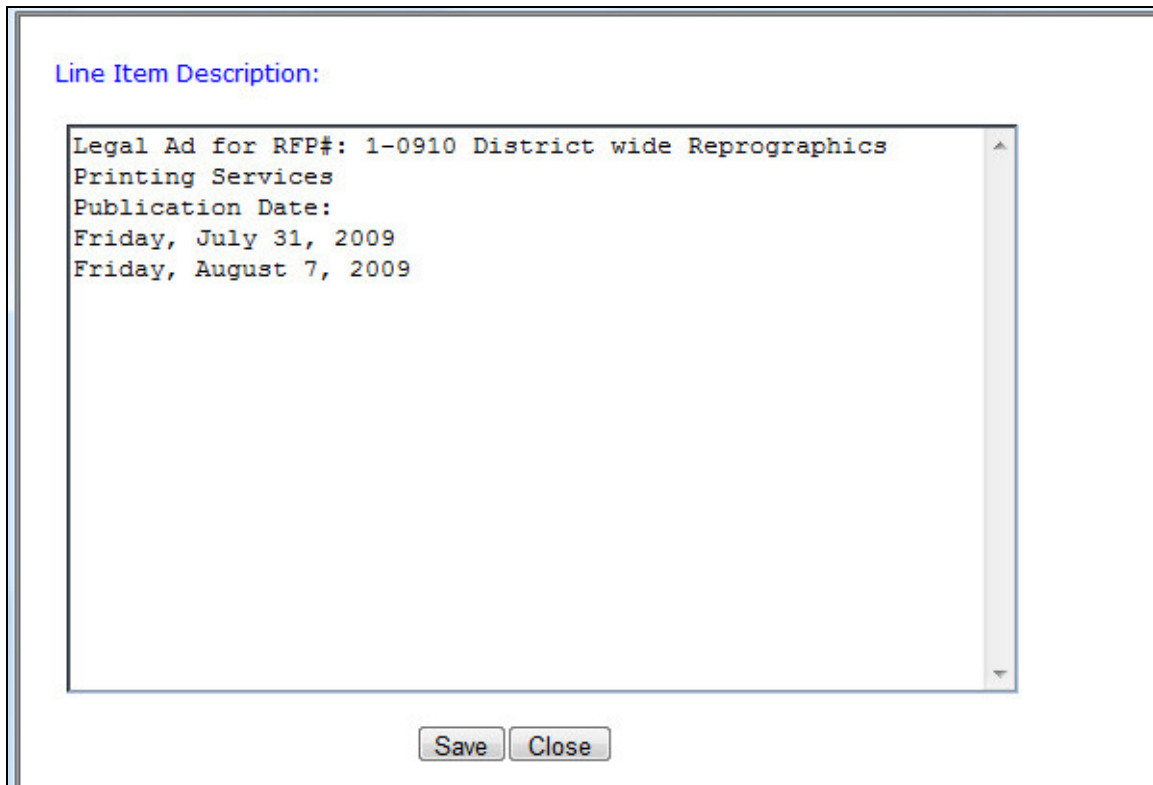
The last section of the requisition page is used to enter the items requested.

Line #	Acct	Description	Unit Issue	Qty	Unit Cost	Taxable	Ship Amt	SubTotal	Tax	Delete
1	1	Legal Ad for RFP#: 1-0910 District wide Reprographics Printing Services		1	453.16	<input type="checkbox"/>	0.00	453.16	0.00	<input type="checkbox"/>
2				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
3				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
4				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
5				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
6				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
7				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
8				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	
9				0	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	

Comments:

Subtotal: 453.16
 Shipping Total: 0.00
 Tax: @ 9.75 % 0.00
 Total: 453.16

Enter a Description of the item, Unit of Issue, Quantity and Unit Cost. If the item is known to be taxable, then leave the tax box checked. Uncheck the tax box if the item is not taxable. Enter shipping charges in the Ship Amt box. In order to enter an expanded description for a line item, click the Description Entry Button. This will display a page allowing free formatting of the description. If the description to be entered is short, it can be entered without having to use the expanded description entry page.



The image shows a dialog box titled "Line Item Description:". Inside, there is a text area containing the following text: "Legal Ad for RFP#: 1-0910 District wide Reprographics Printing Services", "Publication Date:", "Friday, July 31, 2009", and "Friday, August 7, 2009". At the bottom of the dialog box, there are two buttons: "Save" and "Close".

Click the **Save** button to close the expanded description entry page and copy the item description to the requisition. The complete description will appear on the printed requisition.

Once the line items have been entered, you can enter comments at the bottom of the requisition. These are general comments that will display with the requisition.



The image shows the bottom section of a requisition form. On the left, there is a "Comments:" label followed by a large text area. On the right, there is a summary of totals:

Subtotal:	453.16
Shipping Total:	0.00
Tax: @ 9.75 %	0.00
Total:	453.16

At the bottom of the window, there is a status bar with the text "Done" on the left, "Internet | Protected Mode: Off" in the center, and "100%" on the right.

Once the requisition is complete, it can be saved by clicking the **Save** button at the top of the requisition. If any errors are found, you will be notified and asked to correct the problem. You can cancel the creation (or edit) of a requisition by clicking the **Cancel** button.

Possible errors with the requisition include:

- No account number was entered.
- More than one account was used when multiple accounts have been disabled.
- The accounts do not conform to the multiple accounts constraint defined by the district.
- A line item exists that has a quantity but no unit cost.
- A line item exists that has a unit cost but no quantity.
- The Auto Distribute by Percent has been unchecked and there is a problem with the account amount distribution.

If any of these errors occur, the error will have to be corrected before the requisition can be saved.

Once a requisition is saved, it will be displayed with all of the information. The menu at the top of the requisition will now have many more options.

Edit a Requisition

Requisition Search

To edit a requisition, click the **Select** button next to the Requisition in the purchase requisition listing. You can also use the Requisition Search function to find the requisition you wish to edit. To activate the search function, click the **Search** button on the menu. The Purchase Requisition Search page will be displayed. Enter the criteria you wish to use to search for a requisition. To see a list of all requisitions to which you have access, click the **Search** button without entering any search criteria.

Search By:

Requisition Status: **All**

Requisition Number:

Item Description:

Vendor Name:

Requisition Date From: To:

☒ Requisitions Waiting for Review and/or Routing

☐ Requisitions Previously Reviewed and/or Routed

5 purchase requisitions found.

	Req Number	Date Entered	Date Needed	First Account Number	Vendor Number	Current Step	Total Amount
<input type="button" value="Select"/>	R00201	05/25/2007	06/08/2007	010-72600-0-11100-10000-4400-404-0000	276069	New Purchase Req	\$1,100.00
<input type="button" value="Select"/>	R00003	05/25/2007	06/08/2007	010-00000-0-00000-31100-4410-407-0000	274992	New Purchase Req	\$10,825.00
<input type="button" value="Select"/>	R00002	05/25/2007	06/08/2007	010-00000-0-00000-21300-4350-000-7032	272424	New Purchase Req	\$1,082.50
<input type="button" value="Select"/>	R00001	05/25/2007	06/08/2007	010-00000-0-00000-27000-4400-403-0000	272217	New Purchase Req	\$1,082.50
<input type="button" value="Select"/>	R000001	05/25/2007	06/08/2007	010-00000-0-00000-27000-4400-401-0000	275884	New Purchase Req	\$1,082.50

Done Internet | Protected Mode: On 100%

To select a requisition, click on the **Select** button next to the desired requisition. This will close the search page and display the requisition. Assuming you have access to edit the requisition, click the **Edit** button at the top of the page. The requisition edit page will be displayed allowing you to change the information on the requisition. Once you have completed your changes, click the **Save** button. You can cancel your changes by clicking the **Cancel** button. The Edit page allows the same types of entries as the creation page. Therefore, when editing a requisition you should follow the same procedures as when you created the requisition.

Once a requisition is displayed, refer to the menu at the top of the page for actions that are available for the requisition. If the requisition has been routed, the Edit button may be missing. A requisition can only be edited if it is at a location/step to which you have access. Once it has been routed and is in the

approval process, the originator may no longer have access to edit the requisition.

Refer to the Current Step field at the top of the requisition. This shows where the requisition is currently located in the approval process. This requisition shows “Budget/Fiscal Services”.

Route a Requisition

Once a purchase requisition has been saved and is complete, it is ready to be routed to the appropriate departments/personnel for approval, eventually arriving at its final destination, usually the Purchasing Department.

To route a requisition, choose a route from the **Action** drop down list. This list displays the possible routes that the requisition may take. This list is dependent on the current location/step of the document.

Select a route and click the **Go** button.

When requisitions are routed, the budget(s) may be checked and a pre-encumbrance transaction may be created. If any of the accounts on the

requisition have insufficient budget for the amount on the requisition, you will see a message such as the one shown below.

The screenshot shows the 'Purchase Requisition' window for Smartetools Unified School District. The user is Administrator, System, with a last login of 11/27/2009 02:32 PM and fiscal year 2010. The interface includes tabs for File, Purchasing, Stock, GL, and Reports, with 'Purchase Req Listing' and 'Purchase Req' selected. Below the tabs are buttons for New, Edit, Save, Cancel, Search, Copy Req, Templates, History, Xactions, Notes, and Print. An 'Action' dropdown is set to 'Send to Administrator for approval' with a 'Go' button. A yellow message box displays the following text: 'The processing of the Purchase Requisition has been halted due to one or more accounts being over budget. Please review the account message(s) below and press OK to continue with the transaction, or press Cancel to terminate the request.' Below this, a table shows one message: '1 Account (432306) 010-72300-0-11100-36000-4380-807-0000 is Over Pre-Balance by -8500.00;'. At the bottom of the message box are 'OK' and 'Cancel' buttons. The footer shows 'Requisition #: R1000426', 'Purchase Order #: Not Assigned', and 'Current Step: School Principal / Dept Head'.

This message is showing that the amount on the requisition will cause the budget for the account to be exceeded by \$8,500.00. The **Cancel** button may be the only button available which means that the requisition cannot be routed until this over budget condition is corrected. If your district allows over budget conditions, then an **OK** button will appear allowing the requisition to be routed.

If the requisition is routed successfully, you will see a message displayed just below the Action drop down list as follows.

The screenshot shows the same 'Purchase Requisition' window. The 'Action' dropdown is now set to 'Send to Budget / Fiscal Services for processing' with a 'Go' button. Below the 'Action' dropdown, a green message states: 'Purchase Requisition has been successfully routed.' The rest of the interface, including the tabs and buttons, remains the same as in the previous screenshot.

View Routing History

To view the routing history and approvals for a requisition, click the **History** button. This will display a page that shows the complete routing history of the requisition.

Routing History					
Document Number: R1000426					
<input type="button" value="Close"/>					
Route Name	From/Step Location	To/Step Location	Pre-Encu	User	Date/Time Sent
		New Purchase Req (Originator)	No	Falske,Beth	Tuesday, August 11, 2009 01:56 PM
Send to Principal/ Dept. Head for Approval	New Purchase Req (Originator)	School Principal / Dept Head	No	Falske,Beth	Tuesday, August 11, 2009 02:06 PM
Send for Administrator Approval	School Principal / Dept Head	Administrator Approval	Yes	Boatright,Shaunte	Wednesday, August 12, 2009 01:21 PM
Send to Budget/ Fiscal Services	Administrator Approval	Budget/Fiscal Services	Yes	Administrator,System	Friday, November 27, 2009 02:41 PM
Return Document to Administrator Approval	Budget/Fiscal Services	Administrator Approval	Yes	Administrator,System	Friday, November 27, 2009 02:41 PM
Return Document to School Principal / Dept Head	Administrator Approval	School Principal / Dept Head	No	Administrator,System	Friday, November 27, 2009 02:41 PM
<input type="button" value="Close"/>					

An example routing history is shown above. The previous location/step, route taken, new location/step, pre-encumbrance flag, person's name, and date and time of the routing are shown. The last entry in the routing history is the current location of the requisition.

View Transaction Detail

When a requisition is routed, financial transactions may be created to pre-encumber the amount for each account. To view the financial transaction history, click the **Xactions** button. This will display a page showing the financial transactions for the requisition as shown below.

Account Transaction History						
Requisition Number: R1000426						
<input type="button" value="Close"/>						
Journal Number	PO Number	Post Date	Account Number	Description	Debit Amount	Credit Amount
PE145		08/12/2009	010-72300-0-11100-36000-4380-807-0000	PO REQ: R1000426,CONSUMERS PIPE & SUPPLY PreEncumbrance	\$2,000.00	\$0.00
PE156		11/27/2009	010-72300-0-11100-36000-4380-807-0000	PO REQ: R1000426,CONSUMERS PIPE & SUPPLY PreEncumbrance	\$0.00	\$2,000.00
<input type="button" value="Close"/>						

View and Create Notes

It is possible to create and view notes for a purchase requisition. The **Notes** button located on the Menu bar is used to access the Notes page. Click on this button to display the Notes page. Just below the Menu bar is a comment line with information about how many notes have been created for the requisition.

The Notes page is displayed below. Click the **New Note** button to display the note entry page. Enter your note and click the **Save** button.

Requisition Notes
Requisition Number: R00202

	Note	Date	Created By
<input type="button" value="Edit"/>	Please do not substitute any items. If the items ordered are not available, send the requisition back to me and I'll re-submit with an appropriate substitute. Thanks	45/25/2007 03:45:38 PM	Mickie Yuchno

Internet | Protected Mode: On 100%

The saved notes will always be displayed when the Notes page is accessed from the requisition.

Print a Purchase Requisition

The purpose of an electronic requisition system is to reduce the amount of paper that flows through the district. However, many times it is desirable to print a copy of a requisition for your records. To print a copy of a requisition, first select the requisition using the Requisition Search function. Once selected, click the Print button on the Menu bar.

The print function will display a page with the requisition formatted for printing. You can use your browsers print function to print this page on your printer.

Fiscal Year: 2008		Whittier Union High School District		30-May-2007 3:29 pm			
		Purchase Requisition: R00202					
Vendor: 272424 S & H UNIFORM CO. 200 WILLIAM STREET PORT CHESTER, NY. 10753			Requested By: Alleese Requested For: Jeff Deliver Site: California High School Contract No: Date Needed: 06/08/2007				
PO Number:							
Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance		
1	430611	010-30100-0-11100-10000-4310-401-0000	100.00%	\$433.00	\$433.00		
Acct	Description	Unit Issue	Qty	Unit Cost	Taxable	Tax Amount	Total Cost
	Cheerleader Uniform	Each	4	\$100.00	Yes	\$0.00	\$0.00
Comments			Sub Total:	\$400.00	Tax:	\$0.00	Total: \$0.00
Routing History							
Route Name	From	To	PreEncum	UserName	Date/Time		
		New Purchase Req	No	Gowdy,Jeff	May 25, 2007 3:15 pm		
Send to Asst Principal for Approva	New Purchase Req	Assistant Principal	No	Gowdy,Jeff	May 25, 2007 3:35 pm		
Send to Categorical Programs	Assistant Principal	Categorical Programs	Yes	Yuchao,Mickie	May 25, 2007 3:41 pm		
Send to Accounting	Categorical Programs	Accounting Department	Yes	Yuchao,Mickie	May 25, 2007 3:41 pm		
Send to Purchasing	Accounting Department	Purchasing Department	Yes	Yuchao,Mickie	May 25, 2007 3:41 pm		