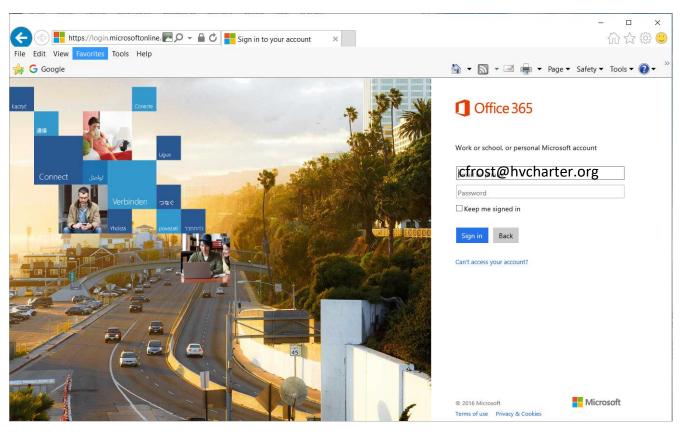
SHAREPOINT PURCHASE ORDER SYSTEM Instructions

1. Login

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

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

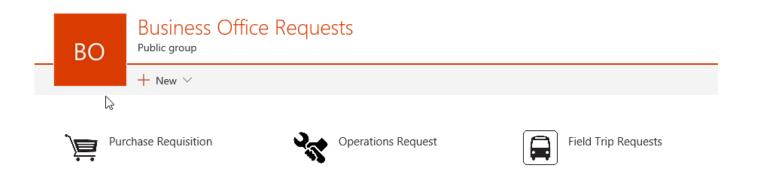


^{***}At initial login, you may be asked to change your password. Please do so and save it for your records.***

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

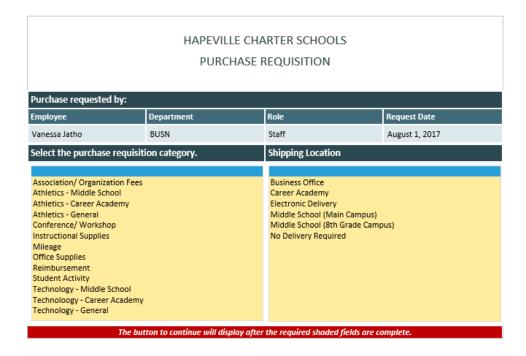
2. Submitting a Purchase Request

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

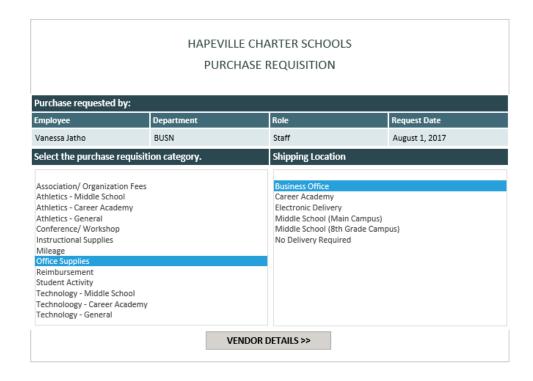


- *** Purchase Requisition will include any supplies you need (technology, copy paper, sports equipment, graduation accessories) and reimbursements.
- ***Operations Requests are for maintenance. (ie. a leaky faucet or a light bulb out.)
- *** Clicking Field Trip Requests will lead you to the Field Trip Portal.
- *** If you're unsure, what exactly you need, please email me at cfrost@hapevillecharter.org.

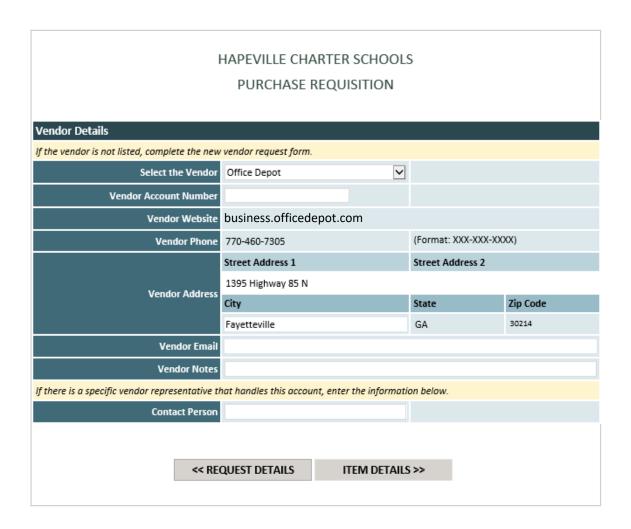
3. Purchase Requisition



- *** 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.



4. Vendor Selection

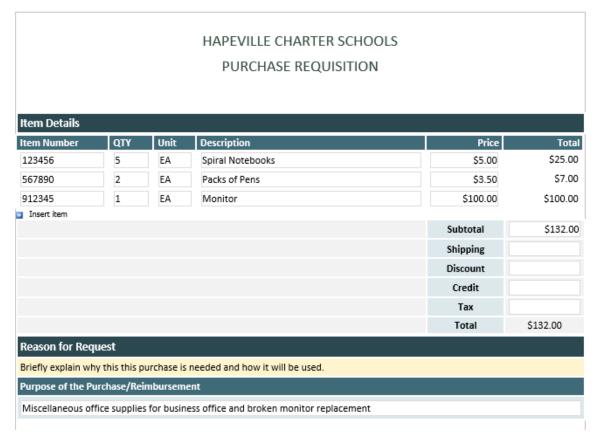


^{***} The most used vendors are in the drop down menu. Please check there when making your selection.

^{***} 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.

5. Purchase Details



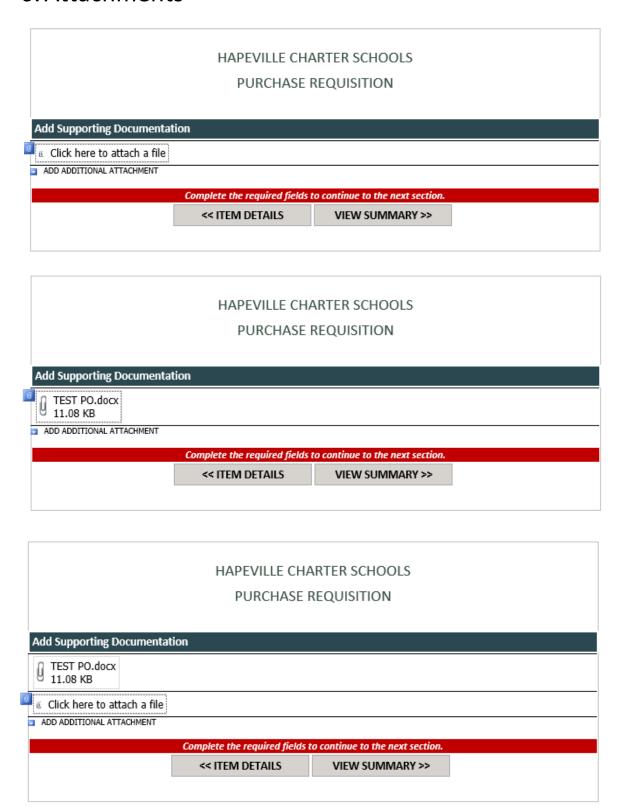
- *** Please enter the item number (provided by the vendor site), quantity, price, and brief description of the items needed.
- *** Multiple items can be added by clicking the button labeled "insert item."
- *** Add in all the items needed and Sharepoint will calculate the total.
- *** Please note that comments are REQUIRED and requests submitted without comments explaining what is being ordered and why will not be accepted.

Category	Expense Type	Account Name	Budget Number	Amount	
If the total cost ne	eds to be split between mul	tiple accounts, enter the a	amount that should be appl	ied to each account.	
Technology	Expendible Office Eq.	Expendible Office Equ HS	615-1005HS	\$100.00	
Office	Supplies-Admin & Fa	Supplies-Admin & Faculty Main	610-1000	\$32.00	
			Total Amount	132.00	
Insert item					
Category	Expense Type	Account Name	Budget Number	Amount	
If the total cost n	eeds to be split between mu	Itiple accounts, enter the a	amount that should be applie	ed to each account.	
	Complete the re-	quired fields to continue to	o the next section.		
	<< REQUEST I	DETAILS ATTAC	CHMENTS >>		

^{***} Select your Category and Expense Type. This will auto-populate the Account Name and Budget Number. Choose the expense type that best pertains to the items being requested.

^{***} The amount in the Account Details must equal the amount in the Item Details.

6. Attachments



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

7. Summary & Submit

Fayetteville GA 302:14 Vendor Email Vendor Notes If there is a specific vendor representative that handles this account, enter the information below. Contact Person Item Details			HAPEVILLE CHA		S			
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Anexas Astho BUSN Staff August 1, 2017 Shipping Location Association/ Organization Fees Athletics - Middle School Athletics - Middle School Athletics - General Academy Athletics - General Vendor Middle School Athletics - General Vendor Place Vendor Middle School Account Number Vendor Nation Select the Vendor Vendor Website Vendor Place Vendor Middle School Tothology - General Vendor Mebsite Vendor Mebsite Vendor Mebsite Vendor Mebsite Vendor Modes Street Address 1 1355 Highway 85 N Vendor Modes fibere is a specific vendor representative that handles this account, enter the information below. Contact Person Contact Person Contact Person Contact Person Total Space Insurtises Leason for Request Insurtises Fibere Spales Vendor Request Insurtises Vendor Request Vendor Requ	urchase requested by:							
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Athletics - Career Academy Athletics - Career Academy Athletics - General Conference (Workshop Instructional Supplies Middle School (Mindle Campus) Middle S				Shipping Location				
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Femour Details	Fechnology - Middle School Fechnoloogy - Career Academ	y						
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Vendor Address City State Zip Code Vendor Email Vendor Email Vendor Notes Contact Person	Ve	ndor Phone	770-460-7305		(Format	: XXX-XXX-XXX	(X)	
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City State Zip Code Fayetteville GA 30314 Vendor Email Vendor Email Vendor Notes Vendor Notes Vendor Notes Vendor Notes Vendor Person tem Details Vendor Person Vendor Person								
Vendor Notes there is a specific vendor representative that handles this account, enter the information below. Contact Person	Ven	dor Address	City		State		Zip Code	
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