

# Directions for Bus Requests on Skyward Financial Management (Financial Management)

Please call Accounts Payable at  
715-693-2530 Ext.6107 if you need further  
assistance or email  
[AccountsPayable@mosineeschools.org](mailto:AccountsPayable@mosineeschools.org)

# Login to Skyward Financial and click on Financial Management link and then the Purchasing tab

Navigation bar: Favorites New Window My Print Queue

### Favorites

No favorites available.

### My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
SICK LEAVE -ADMIN/TEACHERS	678h 00m			678h 00m
DISTRICT OBLIGATION	0h 00m			0h 00m

### Jump to Other Systems

- Employee Access
- Financial Management**

### Online Forms to be Completed

No Online Forms to be Completed

**MOSINEE SCHOOL DISTRICT**

Home | Account Management | **Purchasing**

**Financial Management**

### Jump to Other Dashboards

- Skyward User
- Employee**

Reset Dashboards Select Widgets

### AP Payments

Date	Invoice Number	Amount	Action
08/06/2015	133096	240.00	Show Invoice(s)
11/24/2010	117951	30.83	Show Invoice(s)
11/22/2010	115485	-55.83	Show Invoice(s)
05/13/2010	116050	53.90	Show Invoice(s)
03/11/2010	115485	55.83	Show Invoice(s)

### Favorites

No favorites available.

### My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
SICK LEAVE -ADMIN/TEACHERS	678h 00m			678h 00m
DISTRICT OBLIGATION	0h 00m			0h 00m
JURY DUTY	0h 00m			0h 00m
NO PAY TIME OFF	0h 00m			0h 00m

[Add Time Off Request](#)

Employee Access - 05.15.06.00.08 - Windows Internet Explorer  
https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinmosineewi/semhom01.w

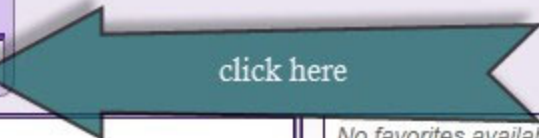
**SKYWARD** MOSINEE SCHOOL DISTRICT

Home Employee Information Time Off Account Master Budget Management **Purchasing** Expense Reimbursement Online Open Enrollment

▼ **Purchasing**  
Requisitions

Skyward User  
Employee

No favorites available.



click here

**Click on the Clone from Purchase Order button. The button is located on the right hand side of the screen near the bottom**



Clone  
Notes  
Attach  
Submit  
Approve  
Deny  
Remove Approval  
Add Expense Reimb Req  
Add from Online Catalog  
Clone from Purchase Order  
Mass Approve

Select Purchase Order

Views: Reg. Group: 940 - TRANSPORTATION/ High School Filters: \*All Fiscal Years

PO Number	Status	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Disc	Approve/Deny Date	Project Number	N	A	BP	Lat
9405000015	HIS	MICHELE	WIRELESS	SOLUTIONS LLC	IL	95.00	MICHELE A		09/16/2005					09/
9405000014	HIS	MICHELE	SOFTWARE	PAGE LEARNING	KY	2,419.20	MICHELE A		04/29/2005					06/
9405000013	HIS	MICHELE	ADOBE	SON EDUCATION	AZ	506.25	MICHELE A		04/29/2005					06/
9405000012	HIS	MICHELE	WIRELESS	BUY COMPANY #42...	WI	39.99	MICHELE A		03/17/2005					06/
9405000009	HIS	MICHELE	WIRELESS	TECH DEPOT/GEFC	GA	69.00	MICHELE A		03/03/2005					06/
9405000008	HIS	MICHELE	Wireless mouse	TECH DEPOT	CT	60.38	MICHELE A		03/03/2005					06/
9405000007	HIS	MICHELE	PRO LICENSE	CORE BTS	WI	969.00	MICHELE A		03/02/2005					06/
9405000006	HIS	MICHELE	Laser Jet 5100tn Printer	MPC SOLUTIONS LLC	IL	1,865.00	MICHELE A		03/02/2005					06/
9405000003	HIS	MICHELE	License	NETOP TECH INC	OR	175.00	MICHELE A		03/02/2005					06/
9405000002	HIS	MICHELE	DVD+R/RW DRIVE	TECH DEPOT	CT	84.66	MICHELE A		03/02/2005					06/
9401516005	APPO	17	9-29-2015 Fort McCoy Steve Kmosenia 27 People Going (Bus)	LAMERS BUS LINES, INC	WI	50.00	MICHELE A		09/18/2015					09/
9401516004	APPO	11	9/19/15, CAMP RANDALL STADIUM IN MADISON, CURT CAMPBELL, ONE FULL SIZE BUS	L			MICHELE A		09/11/2015		Y			09/
9401516003	APPO	27	TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE 12/7 Stevens Point B. Babik Large Van (10 passenger)	L			MICHELE A		08/27/2015					08/
9401516002	APPO	27	TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE 10/5 Wausau B. Babik Large Van (10 passenger)	LAMERS BUS LINES, INC	WI	50.00	MICHELE A		08/27/2015					08/
9401516001	APPO	26	TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE 9/24 Colby High School B. Babik Large Van (10 passenger)	LAMERS BUS LINES, INC	WI	50.00	MICHELE A		08/27/2015					08/
9401516000	HIS	dar	TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE	LAMERS BUS LINES, INC	WI	50.00	UNERTL, DARLENE M		08/26/2015					08/
9400700004	HIS	6	Ink Cartridges for Graphic Arts	TECH DEPOT	CT	139.90	MICHELE A		12/07/2006					12/

Click on the small drop arrow of the Views drop down menu and select a TRANSPORTATION/ group

Look for the "GENERIC" Lamers Bus that is created to clone and to fill in the information needed

**Highlight the PO you wish to clone and then click the SELECT button**

Entered By	% Disc	Approve/Deny Date	Project Number	N	A	BP	Last
		09/16/2005					09/
		04/29/2005					06/
		04/29/2005					06/
		03/17/2005					06/
		03/03/2005					06/
		03/03/2005					06/
		08/27/2015					08/
		08/27/2015					08/
		08/27/2015					08/
<u>ERTL, DARLENE M</u>		08/26/2015					08/
		12/07/2006					12/



Clone PO - 05.15.06.00.08 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmosineewi/foreqedit005.w?isPopup=true

### Clone PO

Clone FROM

PO Number: 9401516000 Status: History

Fiscal Year: 2015-2016 Liquidation: Closed

Description: TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE

Click Clone

Clone Back

### Clone TO

Requisition Group and fiscal year will be determined on the next screen.

Batch #: 21 Batch number set by district configuration.

☐ Clone Notes

☐ Clone Attachments


### Date Option

☐ Clone Original Dates Entered Date: 09/21/2015 Monday

☒ Use Current Date Due Date: 09/21/2015 Monday

☐ Input Dates Ship Date: 09/21/2015 Monday

Message from webpage

 The batch number on the requisition being cloned does not meet the district specifications set in the configuration. The batch number has been set to today's date.

Ignore message click

OK

## Requisition Master Information

### Requisition Setup Information

Requisition Group: 940 - TRANSPORTATION/ High School

Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016

- ☒ Account allocation by total requisition amount (YMA).  
☐ Account allocation by each requisition detail line (YDA).

Pick the  
TRANSPORTATION  
Group

Save

Back

### Requisition Information

\* Batch Number: 21

\* Description: TRIP DATE LOCATION OF TRIP TEACHER NAME BUS TYPE

**In this area you will want to "fill in" the information needed.**

\* Vendor: LAMERS BUS LINES, INC 590 W STATE HWY 153 MOSINEE WI 54455

\* Ship To: MOSINEE HIGH SCHOOL \*\* 1000 HIGH ST MOSINEE WI 54455

Invoice To: (Default) MOSINEE SCHOOL DISTRICT . 591 West State Highway 153 Mosinee,

Attention:

\* Due Date: 09/21/2015 Monday

Ship Date: 09/21/2015 Monday

Ship Via: BEST WAY

Contract:

**Type your name here**

## Requisition Setup Information

Requisition Group: 940 - TRANSPORTATION/ High School ▼

Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016 ▼

- ☒ Account allocation by total requisition amount (YMA).  
☐ Account allocation by each requisition detail line (YDA).

Save

Back

## Requisition Information

\* Batch Number: 21

\* Description: 12-2-2015      MENARDS IN WAUSAU      RON HAMMER      LARGE BUS

\* Vendor: LAMERS BUS LINES, INC      590 W STATE HWY 153 MOSINEE WI 54455 ▼

\* Ship To: MOSINEE HIGH SCHOOL      \*\*      1000 HIGH ST MOSINEE WI 54455 ▼

Invoice To: (Default) MOSINEE SCHOOL DISTRICT      .      591 West State Highway 153      Mosinee, ▼

Attention: RON HAMMER

\* Due Date: 09/21/2015 ▼ Monday

Ship Date: 09/21/2015 ▼ Monday

Ship Via: BEST WAY

Contract: ▼

Asterisk (\*) denotes a required field



# Requisition Master Information

Batch Number: 21

Requisition Number: 0000055154

Group: (940) TRANSPORTATION/ High School

Fiscal Year: 2015 - 2016

Vendor: LAMERS BUS LINES, INC

590 W STATE HWY 153

MOSINEE WI 54455

Invoice To: (Default) MOSINEE SCHOOL DISTRICT . 591  
West State Highway 153 Mosinee, WI 54455  
-7499 715-693-2530/715-693-7272 Fax

Accounting: Account allocation by total requisition amount.

Amount: 50.00

Ship To: MOSINEE HIGH SCHOOL \*\*

Description: 12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS

Submit For  
Approval

Save and  
Finish Later

Back

Edit Master

Notes

Attachments

**Click each line and edit the information  
to the correct information needed for  
your trip**

## Requisition Detail Line Items

Views: General Filters: \*Skyward Default



Add

Edit

Delete

Mass Add  
Detail

View  
Requisition  
Accounts

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
0		TEACHER IN CHARGE AND CONTACT PHONE NUMBER: Miss [redacted] cell phone 999-999-9999	0		0.00000	0.00	
100		DATE OF TRIP: 00/00/15	1		50.00000	50.00	
110		SCHOOL NAME: High School	0		0.00000	0.00	
120		GROUP NAME: FFA	0		0.00000	0.00	
140		DESTINATION W/ ADDRESS: Mon Farms, 302 Farm Road, Mosinee, WI 54455	0		0.00000	0.00	
150		SPECIFIC LOADING INFO: Bus Parking lot by Greenhouse	0		0.00000	0.00	
160		LOAD TIME: 9:00 a.m.	0		0.00000	0.00	
170		ESTIMATED RETURN TIME: 2:50 p.m.	0		0.00000	0.00	
180		# OF PASSENGERS: 45 students, 1 teacher 5 chaperones	0		0.00000	0.00	

## Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Batch Number: **21**

Requisition Number: **0000055154**

Group: **(940) TRANSPORTATION/ High School**

Fiscal Year: **2015 - 2016**

Vendor: **LAMERS BUS LINES, INC**

**590 W STATE HWY 153**

**MOSINEE WI 54455**

Invoice To: **(Default) MOSINEE SCHOOL DISTRICT . 591 West State  
Highway 153 Mosinee, WI 54455-7499 715-693-  
2530/715-693-7272 Fax**

Accounting: **Account allocation by total requisition amount.**

Amount: **50.00**

Ship To: **MOSINEE HIGH SCHOOL \*\***

Description: **12-2-2015 MENARDS IN WAUSAU RON HAMMER  
LARGE BUS**

#### Requisition Detail Lines

Line Number:

Line Type: ☐ Merchandise

☒ Narrative

Narrative:

Quantity:

Unit of Measure:

Unit Cost:

Total Amount:

Description: **TEACHER IN CHARGE AND CONTACT PHONE NUMBER: Mr. Ron  
Hammer CONTACT PHONE NUMBER: Cell 715-943-2945**

[Save](#)

[Back](#)

?

**Type in the correct information  
and click save. Then go to the  
next line.**

Asterisk (\*) denotes a required field

## Requisition Master Information

Batch Number: **21**

Requisition Number: **0000055154**

Group: **(940) TRANSPORTATION/ High School**

Fiscal Year: **2015 - 2016**

Vendor: **LAMERS BUS LINES, INC**

**590 W STATE HWY 153**

**MOSINEE WI 54455**

Invoice To: **(Default) MOSINEE SCHOOL DISTRICT . 591 West State**

**Highway 153 Mosinee, WI 54455-7499 715-693-**

**2530/715-693-7272 Fax**

Accounting: **Account allocation by total requisition amount.**

Amount: **50.00**

Ship To: **MOSINEE HIGH SCHOOL \*\***

Description: **12-2-2015 MENARDS IN WAUSAU RON HAMMER  
LARGE BUS**

## Requisition Detail Lines

Line Number:

Line Type: ☒ Merchandise

☐ Narrative

Catalog:

\* Quantity:

Unit of Measure:

\* Unit Cost:

Total Amount:

\* Description: **DATE OF TRIP: 12-2-2015**

**You may need to change the  
"Quantity" of 1 if need more than 1  
bus. Every bus is expensed at  
\$50.00. If you are quoted the true  
amount of the bus, please change  
the value.**

[Save](#)

[Back](#)

**Adding correct trip information on  
line #100**

Asterisk (\*) denotes a required field

	943-2945				
100	DATE OF TRIP: 12-2-2015	1	50.00000	50.00	
110	SCHOOL NAME: High School	0	0.00000	0.00	
120	GROUP NAME: Manufacturing Club	0	0.00000	0.00	
140	DESTINATION W/ ADDRESS: Menards, 2801 Steward Ave, Wausau, WI 54401	0	0.00000	0.00	
150	SPECIFIC LOADING INFO: Bus Parking lot by Greenh	0	0.00000	0.00	
160	LOAD TIME:			0.00	
170	ESTIMATED			0.00	
180	# OF PASSE			0.00	
	teacher, 5 champerones				

20 11 records displayed

**Be sure to complete the Destination with Address. The bus drivers do need this.**

110	SCHOOL NAME:			0.00	
120	GROUP NAME: M			0.00	
140	DESTINATION W			0.00	
	2801 Steward A				
150	SPECIFIC LOAD			0.00	
	lot by Greenhou				
160	LOAD TIME: 9:00 a.m.	0	0.00000	0.00	
170	ESTIMATED RETURN TIME: 2:50 p.m.	0	0.00000	0.00	
180	# OF PASSENGERS: 45 students, 1 teacher, 5 champerones	0	0.00000	0.00	
190	VEHICLE REQUESTED: large school bus	0	0.00000	0.00	

**LOAD TIME: The bus company wants to know what time you want the bus to be onsite to start loading students or gear**

160	LOAD TIME: 9:00 a.m.	0	0.00000	0.00	
170	ESTIMATED RETURN TIME: 2:50 p.m.	0	0.00000	0.00	
180	# OF PASSENGERS: 45 students, 1 teacher, 5 champerones	0	0.00000	0.00	
190				0.00	
200				0.00	

**Note number of passengers**



Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **21**  
 Requisition Number: **0000055154**  
 Group: **(940) TRANSPORTATION/ High School**  
 Fiscal Year: **2015 - 2016**  
 Vendor: **LAMERS BUS LINES, INC**  
**590 W STATE HWY 153**  
**MOSINEE WI 54455**  
 Invoice To: **(Default) MOSINEE SCHOOL DISTRICT . 591**  
**West State Highway 153 Mosinee, WI 54455**  
**-7499 715-693-2530/715-693-7272 Fax**

Accounting: **Account allocation by total requisition amount.**

Amount: **50.00**

Ship To: **MOSINEE HIGH SCHOOL \*\***

Description: **12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS**

[Submit For Approval](#)  
[Save and Finish Later](#)  
[Back](#)

[Edit Master](#)  
[Notes](#)  
[Attachments](#)

**After all information is entered in detail,  
 you will want to click the VIEW  
 REQUISITION ACCOUNTS**

Requisition Detail Line Items

Views: [General](#) Filters: [\\*Skyward Default](#)

Line ▲	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Item Code
		943-2945					
100		DATE OF TRIP: 12-2-2015	1		50.00000	50.00	
110		SCHOOL NAME: High School	0		0.00000	0.00	
120		GROUP NAME: Manufacturing Club	0		0.00000	0.00	
140		DESTINATION W/ ADDRESS: Menards, 2801 Steward Ave, Wausau, Wi 54401	0		0.00000	0.00	
150		SPECIFIC LOADING INFO: Bus Parking lot by Greenhouse	0		0.00000	0.00	
160		LOAD TIME: 9:00 a.m.	0		0.00000	0.00	
		ESTIMATED RETURN TIME: 2:50 p.m.	0		0.00000	0.00	
		PASSENGERS: 45 students, 1 5 chaperones	0		0.00000	0.00	
		VEHICLE REQUESTED: large school bus	0		0.00000	0.00	
		VEHICLE NEEDED: yes	0		0.00000	0.00	

[Add](#)  
[Edit](#)  
[Delete](#)  
[Mass Add Detail](#)  
[View Requisition Accounts](#)

**Verify to make sure all  
 information is correct. This  
 is what the Bus Driver will  
 get for directions.**



[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

## Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Batch Number: **21**

Requisition Number: **0000055154**

Group: **(940) TRANSPORTATION/ High School**

Fiscal Year: **2015 - 2016**

Vendor: **LAMERS BUS LINES, INC**

**590 W STATE HWY 153**

**MOSINEE WI 54455**

Invoice To: **(Default) MOSINEE SCHOOL DISTRICT . 591**  
**West State Highway 153 Mosinee, WI 54455**  
**-7499 715-693-2530/715-693-7272 Fax**

Accounting: **Account allocation by total requisition amount.**

Amount: **50.00**

Ship To: **MOSINEE HIGH SCHOOL \*\***

Description: **12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS**

Click Submit if account  
number is correct

Submit For  
Approval

Save and  
Finish Later

Back

Notes

Attachments

#### Requisition Accounts

##### Requisition Accounting

Account Number ▲

Account Amount

Account Percent

Over Budget

#### This is the account number for:

Elementary School: 10 E 809 341 256771 000

Middle School: 10 E 809 341 256772 000

High School : 10 E 809 341 256774 000

Special Education: 27 E (100 ELM) 341 256770 341

27 E (200 MS) 341 256770 341

27 E (400 HS) 341 256770 341

Update  
Account  
Distrib

View  
Requisition  
Detail Lines

**\*\*\*\*\*NOTE: IF YOU ARE USING FUNDS FROM A DONATION, YOU WOULD NOT USE THE FUND 10 OR 27 ACCOUNT NUMBERS. SEE THE FOLLOWING SCREENS IN USING DONATION FUNDS.**

# Directions if using Donation Funds

West State Highway 153 Mosinee, WI 54455  
-7499 715-693-2530/715-693-7272 Fax

## Requisition Accounts

### Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
10 E 809 341 256774 000	\$50.00	100.00%	yes

Click Update Account Distrib

Update Account Distrib

View Requisition Detail Lines

## Account Distribution

### Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd ▲	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	809	341	256774	000	\$-250.00	<input type="checkbox"/>
21	E	400	341	256774	000	\$0.00	<input checked="" type="checkbox"/>

Put a check mark in the box with the account number that begins with a 21.  
Fund 21 account numbers are donations funds.

### Account Level Description

### Account Number Information

Code	Description
21	DONATIONS
400	SENIOR HIGH SCHOOL
341	PUPIL TRAVEL-USE 256000'S
256774	MHS FIELD TRIP TRANSPORTATIONS
000	DISTRICT WIDE

2015-2016 Available Funds By  
Individual Account

Save Account Distrib  
Back

When you have the correct account number selected, click the Save Account Distrib button

Total Amount to Distribute: \$50.00 100.00%  
Total Distributed: \$50.00 100.00%  
Amount Remaining: \$0.00 0.00%

### Selected Accounts

Account Number	Amount	Percent
21 E 400 341 256774 000	50.00	100.00

Remove

# Message from webpage



The following accounts are over budget:

21 E 400 341 256774 000

The listed accounts will be over budget once this requisition is submitted for approval.

This message is a warning only. The account distribution will still be saved.

Over budget accounts are marked with a \* indicator.

Click OK to save the accounts and continue or Cancel to adjust the accounts.

Ignore message ,

OK

Cancel

Donation Accounts to use would consist of:

District: 21 E 809 341 256771 000

Elementary School: 21 E 100 256771 000

Middle School: 21 E 200 256771 000

High School: 21 E 400 256771 000

## Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Batch Number: **21**

Requisition Number: **0000055154**

Group: **(940) TRANSPORTATION/ High School**

Fiscal Year: **2015 - 2016**

Vendor: **LAMERS BUS LINES, INC**

**590 W STATE HWY 153**

**MOSINEE WI 54455**

Invoice To: **(Default) MOSINEE SCHOOL DISTRICT . 591  
West State Highway 153 Mosinee, WI 54455  
-7499 715-693-2530/715-693-7272 Fax**

**Click Submit for Approval  
if correct.**

Accounting: **Account allocation by total requisition amount.**

Amount: **50.00**

Ship To: **MOSINEE HIGH SCHOOL \*\***

Description: **12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS**

\*You need to get Approval to use a donation account.

\*Very important to list what donation account/fund the payment is coming out of. If you are unsure, please ask your building secretary.

Submit For  
Approval

Save and  
Finish Later

Back

Edit Master

Notes

Attachments

#### Requisition Accounts

#### Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
21 E 400 341 256771 000	\$50.00	100.00%	

Update  
Account  
Distrib

View  
Requisition  
Detail Lines

**WARNING:** Approval Status should be WFH. If the status is WIP (work in progress), no one will ever see the PO—only you and no bus trip will be reserved.

Information

Off

Master

Management

Purchasing

Reimbursement

Open Enrollment

Requisitions

☆

Requisitions

Requisition Number	App Sts ▲	Todays Sts	Level	Batch Number	Description	Vendor Name	St	Amount	Entered By
0000054891	WIP		0	03	Casting Sand	BRODHEAD GARRETT ...	OH	0.00	STEVEN P
9401516006	WFH		0	21	12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS	LAMERS BUS LINES, INC	WI	50.00	

Requisition will show up on your list of Requisitions. Make sure it shows as WFH status



# Adding a NOTE for Donations

Navigation icons: Favorites New Window My Print Queue

id	Amount	Entered By	% Disc	Project/Grant Number	# L	# A	# AC	# AN	N	A
4	0.00	...			0	0	0	0		
I	50.00	...			11	1	0	0		

**Filter Options**

- Print
- Add
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Approve

**Click NOTES, and note who is paying for the donation.**

**Notes**

Requisition Notes

Views: **General** Filters: \*Skyward Default

**Click Add**

Enter Date ▼ Enter Time Category Note Entered By P

*There are no records to display; check your filter settings.*

**Add** **Back**



Notes - WF\PU\MR\RE\NO - 9271 - 05.15.06.00.08 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsis.dll/WService=wsfinmosineewi/foreqnote001.w

## Notes

Add/Edit Note for Requisition: 9401516006 Save

\* Note Category:

Entered Date: 09/21/2015

Entered Time: 10:10 AM

Entered By:

\* Note:

**Click on Link**

Notes - WF\PU\MR\RE\NO - 9271 - 05.15.06.00.08 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsis.dll/WService=wsfinmosineewi/foreqnote002.w?isPopup=true

## Notes

Note Categories

Views: General Filters: \*Skyward Default

Description ▲	Source
Attn	PON
change account	PON
CLOSE	PON
F4	PON
<b>Notes</b>	<b>PON</b>
NT	PON
purchase orders	PON
Y	PON

**Select**



# Verifying Approval

Number	Sts	Sts	Level	Number			St		
▶ 0000054891	WIP		0	03	Casting Sand	BRODHEAD GARRETT ...	OH	0.00	
▶ 9401516006	WFH		0	21	12-2-2015 MENARDS IN WAUSAU RON HAMMER LARGE BUS	LAMERS BUS LINES, INC	WI	50.00	



**Click and drop arrow**

## ▼ Approval

Date	Time	Status	Approval Level	Name/Note
		Awaiting Approval	Level 2	LAMERS, BUS LINES,
		Awaiting Approval	Level 1	LEHMAN, NATHAN L

**Scroll down on  
screen to see  
approval process**

## ▼ Notes [Add Notes](#)

REQ DATE

09/21/2015

**Mosinee School District**

Attn: Accounts Payable  
591 Hwy 153  
Mosinee, WI 54455

PAGE 1 OF 1

REQUISITION NUMBER

9401516006

VENDOR KEY : LAMERS B000  
SHIP DATE : 09/21/2015  
SHIP VIA : BEST WAY  
FISCAL YEAR : 2015-2016  
ENTERED BY : \_\_\_\_\_

PRINTED 09/21/2015

**VENDOR:**  
LAMERS BUS LINES, INC  
590 W STATE HWY 153  
MOSINEE, WI 54455

PHONE: (715) 814-1481  
FAX: (715) 241-8866

**SHIP TO:**  
MOSINEE HIGH SCHOOL \*\*  
1000 HIGH ST  
MOSINEE, WI 54455

ATTN: RON HAMMER

**This is what the bus drivers  
would receive as their  
directions.**

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		TEACHER IN CHARGE AND CONTACT PHONE NUMBER: Mr. Ron Hammer CONTACT PHONE NUMBER: Cell 715-943-2945 DATE OF TRIP: 12-2-2015 SCHOOL NAME: High School GROUP NAME: Manufacturing Club DESTINATION W/ ADDRESS: Menards, 2801 Steward Ave, Wausau, WI 54401 SPECIFIC LOADING INFO: Bus Parking lot by Greenhouse LOAD TIME: 9:00 a.m. ESTIMATED RETURN TIME: 2:50 p.m. # OF PASSENGERS: 45 students, 1 teacher, 5 champerones VEHICLE REQUESTED: large school bus DRIVER NEEDED: yes  ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER 72 E 400 341 256774 000 ACCOUNT AMOUNT 50.00	50.00000	50.00