

# How to enter a P-card Purchase Order

<b>Required for:</b>		
<b>Campus Cards</b>	<b>Department</b>	<b>Departmental Activity Funds</b>
Purchases over \$500	Purchases over \$1,500	Purchases over \$250

# How to enter a P-Card Purchase Order

## 1. Add new requisition and select PCARD dept/loc

The screenshot shows a software interface for entering a requisition. The title bar reads "Requisition Entry - Munis [BIRDEVILLE ISD]". The interface is divided into several sections: Main, Vendor, Shipping and Billing, Miscellaneous, Line Items, and Workflow. Red boxes and text annotations highlight specific steps in the process:

- 8. Accept**: A red circle highlights the "Accept" button in the top toolbar.
- 1. Select Dept/ Loc PCARD**: A red box highlights the "Dept/Loc" dropdown menu, which is set to "PCARD".
- 2. Add General Description**: A red box highlights the "General description" text field.
- 4. Add vendor #**: A red box highlights the "Vendor" dropdown menu.
- 5. Delivery Method should be PRINT**: A red box highlights the "Print" checkbox in the "Delivery method" section.
- 6. Add Vendor/ Sourcing notes and include "P-CARD PURCHASE"**: A red box highlights the "Vendor/Sourcing Notes" text field.
- 7. Add Reference**: A red box highlights the "Reference" text field in the "Shipping and Billing" section.

The "Main" section includes fields for "Dept/Loc" (PCARD), "Fiscal year" (2018), "Requisition number" (11819490), "Status" (Created), "Entered" (05/22/2018), and "PO expiration". The "Vendor" section includes "Vendor" (selected), "Name", "PO mailing", "Delivery method" (Print, Fax, E-Mail, E-Procurement), and "Address". The "Shipping and Billing" section includes "Ship to" (947), "Address" (BISD BUSINESS OFFICE, 3124 CARSON STREET, HALTOM CITY TX 76117), "Email" (erika.ayala@birdvilleschools.net), and "Reference". The "Miscellaneous" section includes "Allocation" and "Type" (N - NORMAL). The "Line Items" section is a table with columns: Line#, Description, Vendor, Qty, Unit Price, UOM, Freight, Disc %, Credit, Line Total, Justification, and Manufacturer. The "Workflow" section includes buttons for "My Approvals", "Approve", "Reject", "Forward", "Hold", "Approvers", and "Convert".

2. Once you accept MUNIS will direct you to Line Items. Here you will add 1 line only as shown below

**1 LINE ONLY!!! P-Card Purchase Orders should only have 1 line item with the total order amount.**

**For Hotels be sure to include city tax and/or state tax if applicable.**

### 3. Attach documents such as quote, travel forms, agenda, etc.

Requisition Entry - Muniz (BIRDVILLE ISD)

HOME

Accept Cancel Search Query Builder Add Update Delete Global-Duplicate Print PDF Excel Word Email Schedule Office Notes Audit Maplink- Alerts- Return

2. Accept

1. Attach Documents such as quote, travel forms, agenda, etc.

Main

Dept/Loc: PCARD Purchasing  
Fiscal year: 2018  Current  Next  
Requisition number: 11819490  
Status: 2 Created  
Entered: 05/22/2018 By: b15105  
PO expiration:   
Receive by:  Quantity  Amount  
 Three way match required  
 Inspection required By:   
General commodity:   
General description:   
General Notes:   
Vendor:   
Vendor Name:   
PO mailing:   
Delivery method:  Print  Fax  E-Mail  E-Procurement  
Address:   
Shipping and Billing:   
Ship to: 947   
Address: BISD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference:   
Miscellaneous:   
Allocation:   
Type: N - NORMAL  
PO:   
Line Items:   
Accounts Total amount:   
Workflow: My Approvals Approve Reject Forward Hold Approvers  
Conversion: Convert  
0 of 0

#### 4. Release for approvals

Requisition Entry - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notify Maplink Alerts Release Menu More... Return

Confirm Search Actions Output Office Tools Alerts Release Menu More... Return

**1. Release for Approvals**

**Main**

Dept/Loc: 99PC Purchasing  
Fiscal year: 2018 Current  
Requisition number: 11819490  
General commodity: Science Supplies  
Status: 4 Allocated  
Entered: 05/22/2018 By: b15105  
PO expiration: 06/30/2018  
Receive by: Quantity Amount  
 Three way match required  
 Inspection required

**Vendor**

Vendor: 4349 Committed  
Name: PELLETS INC  
PO mailing: 0  
Delivery method:  Print  Fax  E-Mail  E-Procurement  
Address: P O BOX 5484  
BELLINGHAM WA 98227

**Shipping and Billing**

Ship to: 947  
Address: BISD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference: ERIKA AYALA 817-547-5627

**Miscellaneous**

Allocation: ...  
Type: N - NORMAL  
PO: ...

**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	science	(4349) PELLETS INC	1.00	100.00000		0.00	0.00	0.00	100.00	Not Needed	

Accounts Total amount 100.00

**Workflow**

My Approvals Approve Reject Forward Hold Approvers Conversion Convert

Once the requisition has been approved and converted to a Purchase Order you will receive a copy of the Purchase Order via Email. Order can then be placed with vendor and P-Card can be issued for payment once the goods/services and invoice have been received.