

How to print Warehouse Stock Requisition

- Download form into an excel file and fill the necessary information such as Requestor name, department, account number etc.... on top and bottom of requisition form.
- Select items to be requested by entering quantity needed on "Requested Qty" column, the cell will turn green and the total line amount will populate (see below).

ITEM ID #	UOM	ITEM DESCRIPTION	COST PER UNIT	REQUESTED QTY.	TOTAL AMOUNT
00010000	RL	VISITOR BADGE LABELS, DYMO-2.25" X 4", 1760756	\$ -		\$ -
00010011	BX	ENVELOPES, WHITE, PLAIN, #10BOX/500	\$ 5.70		\$ -
00010021	DZ	MARKERS, DRY ERASE, BLACK CHISEL POINT,	\$ 5.41		\$ -
00010024	BX	FOLDER, FILE, MANILA, LETTERASSORTED 1/3 CUT,	\$ 4.29	2	\$ 8.58
00010025	EA	GLUE STICK, RUBS ON PURPLE DRIES CLEAR, ODO	\$ 0.12		\$ -
00010028	PK	INDEX CARDS, 3" X 5", RULED, WHITE, PKG/100	\$ 0.26		\$ -
00010054	BX	CLIP, BINDER, 3/4" SMALL, 3/8" CAPACITY, BOX/12	\$ 0.12	5	\$ 0.60
00010056	BX	CLIP, BINDER, 1-1/4" MEDIUM, 5/8" CAPACITY, BOX/12	\$ 0.31		\$ -
00010066	DZ	PEN, BALL POINT, BLACK, FINE	\$ 0.85		\$ -
00010067	DZ	PEN, BALL POINT, RED, FINE	\$ 0.85		\$ -
00010068	DZ	PEN, BALL POINT, BLUE, FINE	\$ 0.85	5	\$ 4.25
00010070	ST	MARKER, DRY ERASE, 4 COLORS, FINE POINT	\$ 2.26		\$ -

- Once all items needed have been selected, click down-arrow on "Requested Qty" column, scroll down to **FILTER** by color option (DO NOT CHOOSE SORT), and hover over the right arrow to select color green by clicking on the green rectangle. This will select only items you requested and subtotal and total will automatically populate on requisition form (see below).

ITEM ID #	UOM	ITEM DESCRIPTION	COST PER UNIT	REQUESTED QTY.	TOTAL AMOUNT
00010024	BX	FOLDER, FILE, MANILA, LETTERASSORTED 1/3 CUT,	\$ 4.29	2	\$ 8.58
00010054	BX	CLIP, BINDER, 3/4" SMALL, 3/8" CAPACITY, BOX/12	\$ 0.12	5	\$ 0.60
00010068	DZ	PEN, BALL POINT, BLUE, FINE	\$ 0.85	5	\$ 4.25
00010320	PK	POST-IT-NOTES, 3" X 3", YELLOW, PKG/12	\$ 1.85	10	\$ 18.50
Name and Title:			SUBTOTAL		\$ 31.93
Signature:			Tax @ 7.75%		\$ 2.47
Date:			TOTAL		\$ 34.40

- Confirm all items needed are on request and proceed with printing by clicking on File and click print. The preview will show the full request with **only requested items** (see below).

Print



Copies: 1

Printer

Canon-ASC-Fiscal on vusd-p1
Ready

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Narrow Margins
Left: 0.25" Right: 0.25"

No Scaling
Print sheets at their actual size

[Page Setup](#)

VUSD - WAREHOUSE STOCK REQUISITION

Please get appropriate approval and signature prior to submitting this form.

REQUESTOR NAME: _____
DEPARTMENT: _____ DATE: _____
DELIVER TO: _____
ACCOUNT # _____

ITEM ID #	UOM	ITEM DESCRIPTION	COST PER UNIT	REQUESTED QTY.	TOTAL AMOUNT	
00010024	BX	FOLDER, FILE, MANILA, LETTERASSORTED 1/3 CLUT	\$ 4.29	2	\$ 8.58	
00010054	BX	CLIP, BINDER, 3/4" SMALL, 3/8" CAPACITY, BOX/12	\$ 0.12	5	\$ 0.60	
00010088	OZ	PEN, BALL POINT, BLUE, FINE	\$ 0.85	5	\$ 4.25	
00010320	PK	POST-IT-NOTES, 3" X 3", YELLOW, PKG/12	\$ 1.85	10	\$ 18.50	
Name and Title: _____					SUBTOTAL	\$ 31.93
Signature: _____					Tax @ 7.75%	\$ 2.47
Date: _____					TOTAL	\$ 34.40

- Proceed to print form, obtain approval signatures, if needed, and submit form to office managers for processing. Please note, **a store requisition needs to be entered into People Soft** in order for warehouse personnel to be able to process the requisition. Close excel file and either save or don't save to have file ready (blank) for future requisitions. If you save, please make sure to clear out previously requested items by clicking on down-arrow under "Requested Qty." and click on "Clear Filter". All rows will re-appear on file, proceed to delete quantities on all green cells to leave file ready (blank) for future requisitions.