

Etrieve Central - AP Forms Information Sheet

This document has been created to help answer some of the questions that you may have early on in the implementation stages. Do not hesitate to contact Klinton Guess, Renee Guess, Tanika Wilcox, or Senica Troutman regarding any issues you encounter. However, please refer to the provided documents before contacting us to make sure your question or concern has not been addressed. Thank you for your patience with this new process!

I. Purchase Requisition Form

- Do not enter a P.O. #. This will be done later by Renee Guess.
- The “Order Description” has limited characters. Use abbreviations or exact descriptions. (Keep descriptions short and to the point.)
- Under “Product Information”
 - When completing the “Item#/Description” field, be brief in your description. Keep in mind that PC Genesis only allows 39 characters to be entered in this field.
 - If you have special notes or comments to add, add those as an attachment. This can be handwritten and scanned or a typed word document. This is your choice.
 - Please continue to attach necessary information to the Purchase Requisition such as comparable information, quotes, supporting emails, etc.
 - After submitting your P.R. Form, you may check the status of it by going to your activity box, clicking on the document and clicking on history. The history of the document shows the location of the document, times sent and received, and any comments made.

II. Authorization to Release Payment Form

- Submit this form once an invoice is received.
- Complete the necessary information and attach the invoice.
- The P.O. # can be added by referring to the completed Purchase Requisition Form in your activity box.
- If you receive this form from Tanika Wilcox, please view the attached invoice, verify all contents are received and complete and submit the form back to Ms. Wilcox.
- Comments may also be added by selecting the comment box and typing in your comments.

III. New Vendor Request Form

- This form is to be submitted only if a vendor you wish to purchase from is not listed as a current vendor.
- If approved, you may then proceed with your Purchase Requisition by selecting the newly added vendor from the drop-down menu.