



Purchasing – Commodity Codes

- Commodity Codes are standard classification codes for products and services used to track aggregate spending within the District. We just implemented these codes in 2017-18 which means they are subject to change periodically.
- A Google Sheets document has been created to help navigate these codes. Contact the Purchasing Coordinator for this link.
- Referring to a PO from last year can help when selecting these codes.
- Remember – CLONING your PO's can be a real time-saver!

Purchasing — Requisition Entry (Merchandise Detail)

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd.k12.net:444/scripts/cgiip.exe/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 23
Requisition Number: 0000029211
Group: (001) HIGH SCHOOL REGULAR
Fiscal Year: 2017 - 2018
Vendor: LAKESHORE LEARNING MATERIALS
19032 GULF FREEWAY
FRIENDSWOOD TX 77546
Contract: 100

Accounting: Account allocation by each requisition detail line.
Amount: 0.00
Ship To: FRIENDSWOOD HIGH SCHOOL
Blanket PO: This is not a Blanket PO
Description: THIS DESCRIPTION IS FOR FSD APPROVERS. ALL YOU NEED TO PUT IS A CONCISE DESCRIPTION ANSWERING: WHAT is being purchased? WHO will use it? WHERE? WHEN?

Requisition Detail Lines

* Line Number: 110
Line Type: ☒ Merchandise
☐ Narrative
Catalog:
* Quantity: 5
Unit of Measure: EACH
* Unit Cost: 10.00000
Total Amount: 50.00
* Description: INCLUDE THE DESCRIPTION FROM THE QUOTE.
Item#: model#: description of item; etc.
EX. TI-4500 BLUE CALCULATORS
Commodity Code: 42035 INSTRUCTION-CALCULATORS
Commodity Code:
Asterisk (*) denotes a required field

Save
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These are the “Detail Lines”

- Select **Merchandise**; Enter **Quantity**; **Unit Cost**; **Description**
- If more than 6 line items just enter “**see attached quote**” and attach details.
- Select the **Commodity Code** specific to each line item
- If shipping is not included in quote add a “**S&H**” line at 10% of cost to cover that expense.
- **Save**