TxEIS PO instructions:

1. Log in to TxEIS
2. Go to Purchasing
3. Find the tab “maintenance”, choose “create/modify requisition”
4. Begin filling out the PO request--start with vendor name. Type the first few letters of vendors and the choices will pop up. If your vendor is new, you are to submit a new vendor request to Britnee so she can get them entered in TxEIS. That form is on the website.
5. Then fill out: order for (that will be your name); reason (reason for PO); campus/dpt (start typing Thr and Throckmorton will pop up, then choose it)
6. Then go to the first line item and type in a description; then unit of issue (start typing uni and unit should be a choice to choose); then fill out quantity and pricing; enter any discounts and/or freight charges; then the long description. An example would be: “UIL annual conference dues”
7. You can choose to add extra lines if you are requesting more than one thing. The add button is at the bottom right.
8. When you are done, go back to the top and hit “submit”. It will then go to me for coding and approval. Please do not order until you receive an email that says ‘your PO has been approved and PO number assigned.” I will place a hard copy of the PO in your box.

This is a new process so please be patient. Expect a week turn around on PO’s.

Things to remember:
^If you don’t see your vendor pop up in the vendor name, you will need to do a vendor request form (which I will share; it is read only so make a copy, fill it out, and send back to me for approval then Gloria will add it) UNLESS you are using the school credit card to purchase (which see bullet point* below)
^If you need meal money, you will do a PO to yourself and use the meal allotment photo on next page to compute
^If you need mileage reimbursement, you will use $0.545 to compute your mileage and that needs to be made as a note in the PO request (how it was calculated)
^If you order from Amazon, please submit your instructional materials request to Dr. Cline and she will approve and have Mrs. Woods order for you.
^EVERYTHING needs a PO
^Orders coming out of activity--we will still use the PA authorization form like last year
^If you are doing a PO because you need to stay at a hotel, the vendor will be “Business Card”, our Bank of America credit card company
^*If you are ordering anything using a school credit card, your PO vendor will be “Business Card”

8:40

GSA

Search:

Primary Destination	County
– Standard Rate	Applies for all locations without specified rates / STANDARD RATE
M&IE Total	$51
Continental Breakfast/ Breakfast	$11
Lunch	$12
Dinner	$23
Incidental Expenses	$5
First & Last Day of Travel	$38.25
+ Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine
+ Austin	Travis

Student travel meal per diems:

Overnight travel:

$25 per day , or

Breakfast	$5.50	(must leave by 6:00 a.m.)
Lunch	$7.50	(must leave by 11:00 a.m. and return after 1:00 p.m.)
Dinner	$12.00	(must return after 6:00 p.m.)

In regards to all Day-Trips for UIL or sporting events (competitions) with students, a limit of $8 per meal may be allotted for both students as well as staff members in attendance.