REQUISITIONS (USAS) INSTRUCTIONS

1. Go to www.mapleschools.com
2. Go to the tab “Staff Tools”
3. Click “Requisitions”
4. Type in your username and password
5. Click “requisitions” in the box to the top left
6. Click “new” to begin a new requisition
7. Blank form will appear. You can look up vendor using the binoculars or proceed to step 8.

8. Select Vendor from drop down list by typing in name, first few letters of name, or number:

9. Click “select vendor” button at top left of screen
10. Vendor information is now included on your requisition, as well as the date of your PO. Click the blue plus (+) sign on the bottom left of your screen to start entering quantities and costs:

11. Enter in your quantity, amount and description for your order. **IMPORTANT:** Type “SH” in the box labeled ‘Type’ if your funds are coming out of a student activity.
12. Find your student account information from the drop down menu when you click the binocular icon (See photo in #11 if you need to locate the binocular icon):

![Budget Account Query](image)

13. Click on the correct account (only accounts you advise are listed) and click "select account"

![Select Account](image)

14. Click “Validate” at bottom left of screen

![Validate](image)
15. Click “Post” at the top left of the screen:

16. SUCCESS! 😊

17. Write down your Requisition number to attach invoices in RAM

18. Need to change/edit a requisition? Go back to step 6 and click “Query” to pull up a past requisition by typing in your starting requisition number in the space provided. This will give you the req at bottom:
19. You can now update/change your req by clicking “modify” at the top left:

```
Requisition Details

New  Modify  Clone  Delete  Print
```

20. Click the yellow pencil icon to change an existing description OR as you did in Step 10, click on the blue plus (+) sign to add more lines of information.

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Requisition

Vendor # 6662
Vendor: CREATIVE DESIGNS, LLC
26406 BROADWAY AVENUE
OAKWOOD VILLAGE OH 44146
PHONE: (440) 945-6414
FAX: (440) 945-6418

Requested PO Date 09/28/2014

Terms: 

Status: Posted On 09/28/2014 by M_H_GRFFIN

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21. Repeat steps 14 (validate), 15 (post) and 16 (success!)

22. **Please remember to enter a 2 letter Type to designate a workflow**