

# Saving Requisitions

## Annual and Supplemental Requisitions

1. The save button for Annual Requisitions is found on the Requisition Summary tab.
2. Remember to ALWAYS come back to the Summary tab after entering information on the grade level tabs and click on the **Save Work** button before leaving the Annual requisition screen. If you do not, any work entered will be lost.
3. You can use the Save Work button at any time while working on an Annual requisition. Once the requisition is complete, click on **Save Work** and then **Submit to TEA**.

The screenshot shows the 'Requisition Summary' page for an Annual Requisition. The page has a navigation bar with tabs for Pre-Kindergarten, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, and 8th Grade. The current page is for County District 227901 (AUSTIN ISD), School Year 2009-2010, and Requisition ID NEXT. The Requisition Status is 'In Progress' and the title is 'EMAT - Annual - Continuing Adoptions'. The page is divided into several sections: 'Select a Delivery Address' (Delivery Address: 227901002, EMAT Delivery Point, 3701 WOODBURY, AUSTIN TX 78704), 'Requisition Information' (Last Updated By, Total District Cost: \$0.00), 'Select a Shipment Date' (Shipping Date: 06/01/2009, Select an available Shipment Date), and 'View/Print Options' (View/Print Requisition Summary). At the bottom, there are buttons for 'Save Work' and 'Submit to TEA', which are circled in red, and a link for 'Go back to Start Page'. A mouse cursor is pointing at the 'Save Work' button. A help link is also present in the top right corner.

## Subscription Renewals

1. The **Save Work** button for Subscription Renewals is also found on the Requisition Summary tab.
2. Like the Annual and Supplemental requisitions, enter information and then go to the Requisition Summary tab to click on the **Save Work** button. Once all your information is entered, click on **Save Work** and then **Submit to TEA**.

The screenshot shows the 'Requisition Summary' page for a Subscription Requisition. The page has a navigation bar with tabs for Pre-Kindergarten, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, and 8th Grade. The current page is for County District 079901 (LAMAR CISD), School Year 2009-2010, and Requisition ID 0000000034. The Requisition Status is 'In Progress' and the title is 'EMAT - Annual - Subscription Renewals'. The page is divided into several sections: 'Select a Delivery Address' (Delivery Address: 079901002, EMAT Delivery Point, 4907 AVENUE I, ROSENBERG TX 77471), 'Requisition Information' (Last Updated By), 'Select a Shipment Date' (Shipping Date: 06/09/2009, Select an available Shipment Date), and 'View/Print Options' (View/Print Requisition Summary). At the bottom, there are buttons for 'Save Work' and 'Submit to TEA', which are circled in red, and a link for 'Go back to Start Page' and a button for 'Cancel Requisition'. A mouse cursor is pointing at the 'Save Work' button. A help link is also present in the top right corner.

## EVI Requisitions

1. Like the other types of requisitions, after entering information, you **MUST** return to the Summary tab to click on the **Save Work** button. If you do not save your work before leaving the EVI requisition page, any information entered will be lost.
2. After all information is entered, click on the **Save Work** button and then the **Submit to TEA** button.

<b>Summary</b>		Pre-Kindergarten	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	High S
County District	227901	AUSTIN ISD		Requisition ID		NEXT		Requisition Status		In Progress		
School Year	2009-2010	<b>EVI - Annual Requisition - Large Type</b>										
<b>Address</b>												
Delivery Address 227901004												
EVI Delivery Point												
3701 WOODBURY												
AUSTIN TX 78704												
Entered By _____ on _____												
Shipping Date 03/17/2009 BT												
When to use the EVI Population Page (29550,4) EVI Population page is used to request adjustments to the eligible population, indicate the number of Bilingual or ESL students among the EVI enrollment, or do Offlevel Adjustments when required.												
<b>Save Work</b> <b>Submit to TEA</b>												