

Good morning,

I have had several individuals ask me questions in regards to the requisition system and ordering process. I would like to provide the following steps as a guideline for you to follow when placing a district order.

******If you do not have a log in to the Black Mountain Accounting System contact the Business Office @ ex. 3669.**

Always take note of the requisition number that you are submitting for your order. You can find that number in the top left corner of the requisition sheet. If you have a received a Quote, skip to item #5

1. Go to the site that you will be ordering from, i.e. Amazon.com, Walmart.com, Napa, etc.
2. Place the items that you would like to order in your cart and continue to checkout.
3. Mark your shipping preferences.
4. **DO NOT CHECK OUT**. Print the page with the order information and shipping information, **this page should also have a total cost to be used to complete your requisition request.**
5. Open the Black Mountain Requisition system.
6. Use your printed page to key your order into the requisition system, including the total amount requested.
7. Submit your requisition for approval.
8. Wait for approval **(this can take up to three days)**.
9. If your requisition is **NOT** approved, please contact your school Principal to establish the details of the denial.

Once the requisition has been approved (through all channels), Accounts Payable will receive notification from the Black Mountain Accounting system. You will then receive an emailed copy of the approved purchase order from accountspayable@yupiit.org . At this time, **you** are now able to place your order with the vendor you chose in step 1.

If ordering from Amazon.com: **Only after your requisition has been approved and you have been issued a purchase order.**

1. Add your items to your cart.
2. When prompted, key in your purchase order number.
3. Continue to checkout.
4. I will receive an email asking to approve the order that has just been placed.
5. Once approved, I will email you a confirmation stating that your order has been placed.

******IF YOU PURCHASE ITEMS ON YOUR OWN CREDIT CARD WITHOUT PRIOR APPROVAL, YOU WILL NOT BE REIMBURSED FOR THOSE ITEMS.**

Helpful tips:

***I handle a variety of orders and cannot keep them all in my shopping "cart". If I have multiple requisitions that need to be made, I will move the items out of the cart and "save them for later". Once the purchase order is issued I will then return to the vendor website and add those items back to my cart and checkout.

***Some items on Amazon.com will NOT ship to your destination. If this occurs with items in your basket, please change the item that you are attempting to purchase, change the address you are trying to ship to, or change the vendor you are attempting to purchase from. The most common way to that I have found to get past this problem is to use the local United States Post Office physical address in your location when checking out. The District Office has no control of what will or will not ship out to our locations.