

QSS Customer Education



Welcome to the Requisitions & Purchase Orders Webinar

The **Requisitions & Purchase Orders** webinar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users to create Requisitions and Purchase Orders using the QSS/OASIS Purchasing software.

When is it?

Tuesday, **April 5, 2016** from **10:00 am to 12 noon** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Business Administrators and staff; Site Administrators and staff; Technical Support staff; other staff interested in learning more about creating Requisitions and Purchase Orders using the QSS/OASIS Purchasing software.

Why attend?

The **Requisitions & Purchase Orders** webinar covers:

- Creating and printing a Requisition
- Approving your Requisition
- Viewing your unapproved or approved Requisition
- Creating a Purchase Order (PO) from a Requisition
- Viewing a Purchase Order
- Printing and reprinting Purchase Orders

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge; **compliments** of the Committee.
- **Non-members** of the F/P Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070**

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Lisa Knight, LKnight@ccoe.net).

Will this webinar be recorded?

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC "Help+Video" menu.