

Step 3 – Next Block (Ctrl-Page Down) to continue to the Commodity portion of the form.

Step 4 – Complete the following fields:

- In the **Commodity** field, type the commodity code. You may search by clicking the down arrow. Stores commodities are always a four digit number. The **U/M** field will default. You cannot change this.
- In the **Quantity** field, type the desired number of items.
- For multiple item orders, choose **Next Record** to advance to the next line.

Step 5 – Next Block (Ctrl-Page Down) to continue to the **Accounting Data**.

Step 6 – In the **Index** field, type your INDEX code.

Step 7 – In the **Account** field, type 720076. This will always be the account for stores purchases.

Step 8 – Next Block (Ctrl-Page Down) to the **Completion** portion of the form.

Step 9 – Make sure everything balances and hit the **Complete** button.

Returning/Exchanging Warehouse Supplies

If you have received or ordered the wrong item, please call the warehouse at 8396 and arrangements will be made for the item to be picked up and the correct item to be delivered.