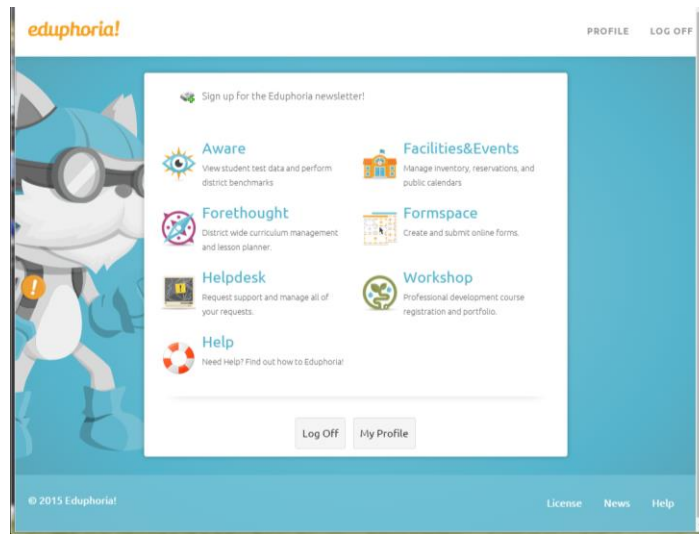
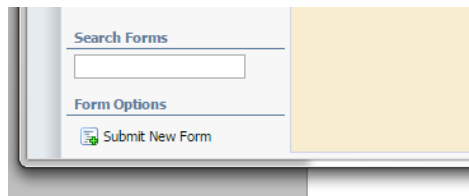


# Create an Order Form

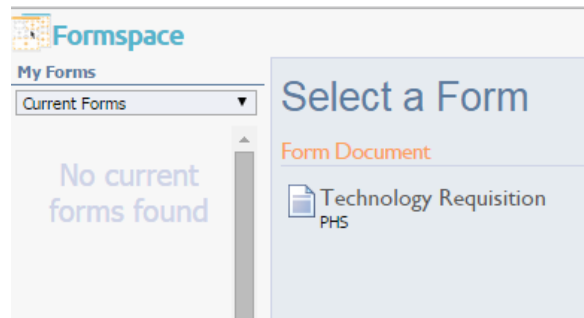
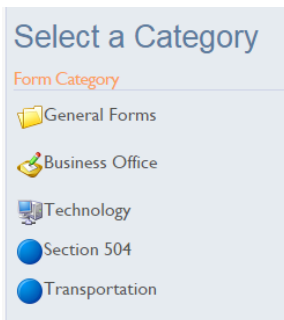


This is the screen you should see after you log into Eduphoria. Click on the Formspace menu.

On the lower left of the next screen click on “Submit New Form”



Next you will need to pick Technology and then on the Requisition form. Your Campus will show there too.



Fill out the form to the best of your knowledge. It is very straight forward and looks like the next page. Be sure to include all details of what you are wanting to order and then add an amount of what you think you need to spend (or actual cost) and click the green plus sign to add it to your list. When you are done you will need to click the submit button at the bottom. This will email it to your Campus Admin to be evaluated and if it is cleared for purchase then it will come to the Technology Department for the process to continue.

Please answer all required questions.

## Technology Requisition

**Building/Room \***

PHS / 500

**Requested By: \***

Requested date of completion

Not Set

**Requestor \***

Name of the requestor

Mary Crook

**Administrator \***

Name of the approving administrator

Melody Baker

**Budget Account \***

Enter the budget account numbers and the amounts to be drawn from each

Budget Number	Amount
123456789123456789	150.00
	Total: \$150.00

**Description of Work \***

Please enter all relevant information for the request

Please order a new printer for my area. I need it to be Laser but not Color. Also I will be the only one printing to it so it does not need to be networked.

Submit Form