



Web Requisitions

What are Web Requisitions?

Employee-initiated electronic purchase requisitions. Employees themselves can electronically initiate the procurement process and then track their own requests via the web

These can be accessed from any internet-connected device by any district employee that has been authorized to use them (simply based on their *WinCap* employee position). Access is provided through the my*WinCap* employee access portal.

Once the employee “submits” their requisition, it is actually being saved in *WinCap* and it will then follow the normal requisition-to-PO approval path. Disapprovals can be communicated to the employee and the employee can also “recall” or cancel their request on-line anytime before it is issued as a Purchase Order.

What types of requisitions can they be used for?

“Standard” requisitions

Bid Requests - for district sponsored bids or regional cooperative bids – accesses the standard list catalog items utilized for each bid

Orders utilizing the On-Line Shopping/Electronic Ordering feature (see reverse)

Budget Requests (for zero-based budgeting; requests are “appropriated” into the proposed budget)

What are the benefits?

Completes the *WinCap* electronic workflow cycle by allowing data to be entered at the source of the request

Standardizes on one requisition form for all purchasing requests by staff

Web requisitioners do not need to be *WinCap* users, so they will not require a *WinCap* user profile or Citrix client-server access

Improves accuracy, eliminates redundancy, increases efficiency, and reduces requisition processing time

Greener solution - eliminates paper requisitions

What is the Cost?

\$6/employee-user per year if not a *WinCapWEB* Employee Self-Service (ESS) user

\$5/employee-user per year if a *WinCapWEB* ESS user