Purchasing Instructions

Central Linn School District

1. On the Staff Resources page of the district website scroll to Infinite Visions in the right column
2. Click on Login at the far right of the screen; login using First.Last format (Don't ever click on Register, you are already in the system as a CL employee).
3. Click on My Workflow and then another window will open
4. Scroll down to select the current school year from the drop down menu
5. Click on Purchasing and Payables from the menu on the left
6. Click on Purchasing
7. Click on Control Panel
8. Click on the green plus sign in the middle toolbar.
9. Use the drop down box to select a vendor, if the vendor is not listed contact Joni so she can add the vendor information
10. The requisition number will fill in automatically and if you have special notes for Joni about placing the order use the PO Notes box
11. Click on the green plus sign in the middle toolbar to add detail rows
12. Type the description of the item, part number or edition, price, and quantity (the system will default to the account code name on the description so you will need to manually change the description
13. To enter the budget code start by typing 100 (for General Fund purchases, some of you have access to other funds). Use the budget code for which the item is designated (consumable, non-consumable etc).
14. Click the blue disc icon at the end of the row to save each item line by line
15. At the bottom of the screen check Submit for Approval and then click OK
16. To see the status of your requisition return to the Control Panel screen and click Apply

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