• Today • Tomorrow • Together •

OAKS Capital Improvements (CI)

Create a Misc. Commit

Create a Purchase Order

Apply a Misc. Commit to a Purchase Order

Misc. Commit

If you are not responsible for creating the Misc. Commit you will be responsible for approving it, creating the Purchase and applying the PO to the Commit

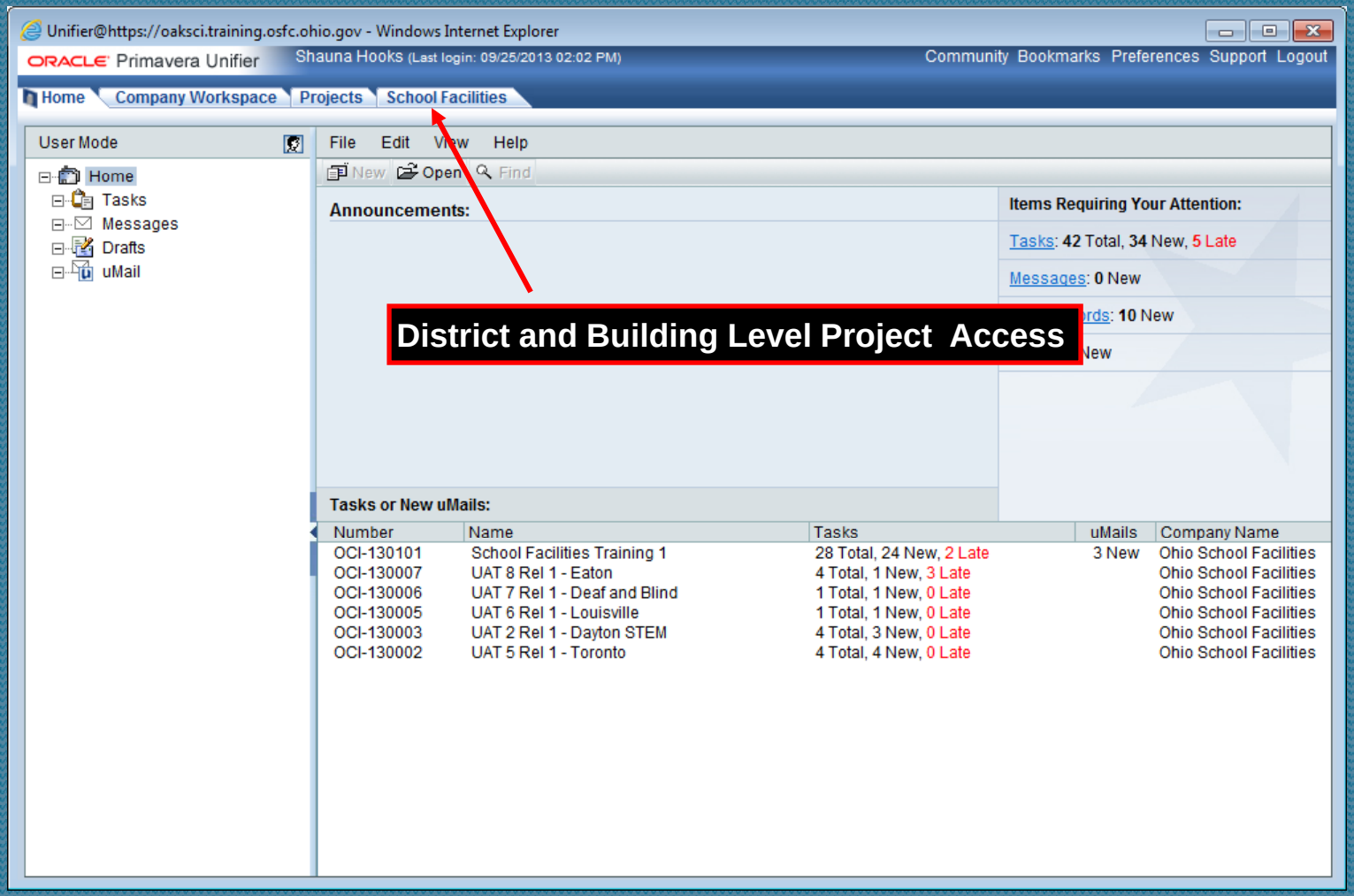
The following will walk you through:

- Misc. Commit Creation Pg. 4
- Create a Purchase Order Pg. 24
- Misc. Commit Approval and Apply Purchase Order Pg. 33

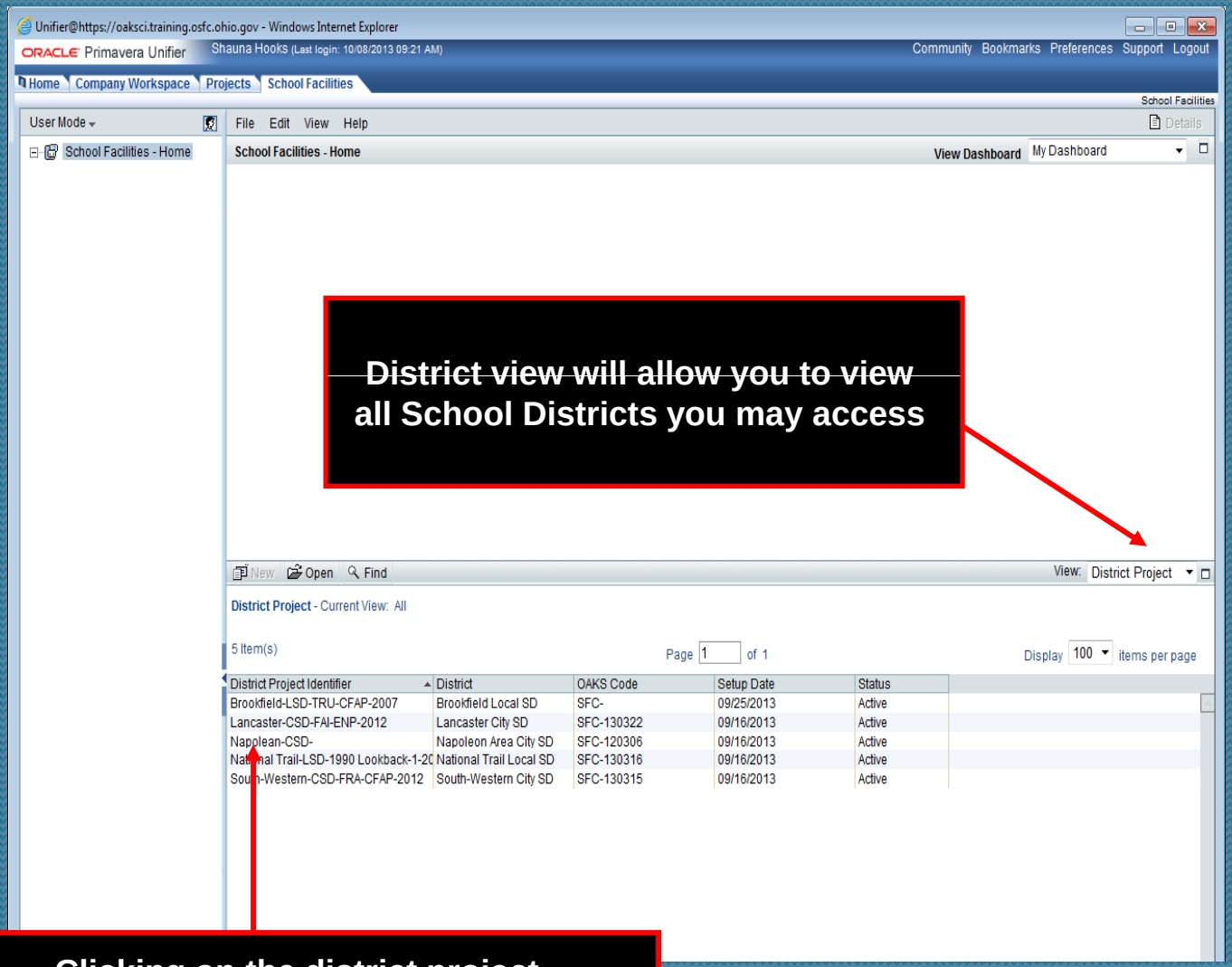
Misc. Commit

- The District Treasurer will receive a Task notification indicating that a:
  - Miscellaneous Commit is awaiting review
  - or
  - Will create the Misc. Commit record

District and Building Level Access



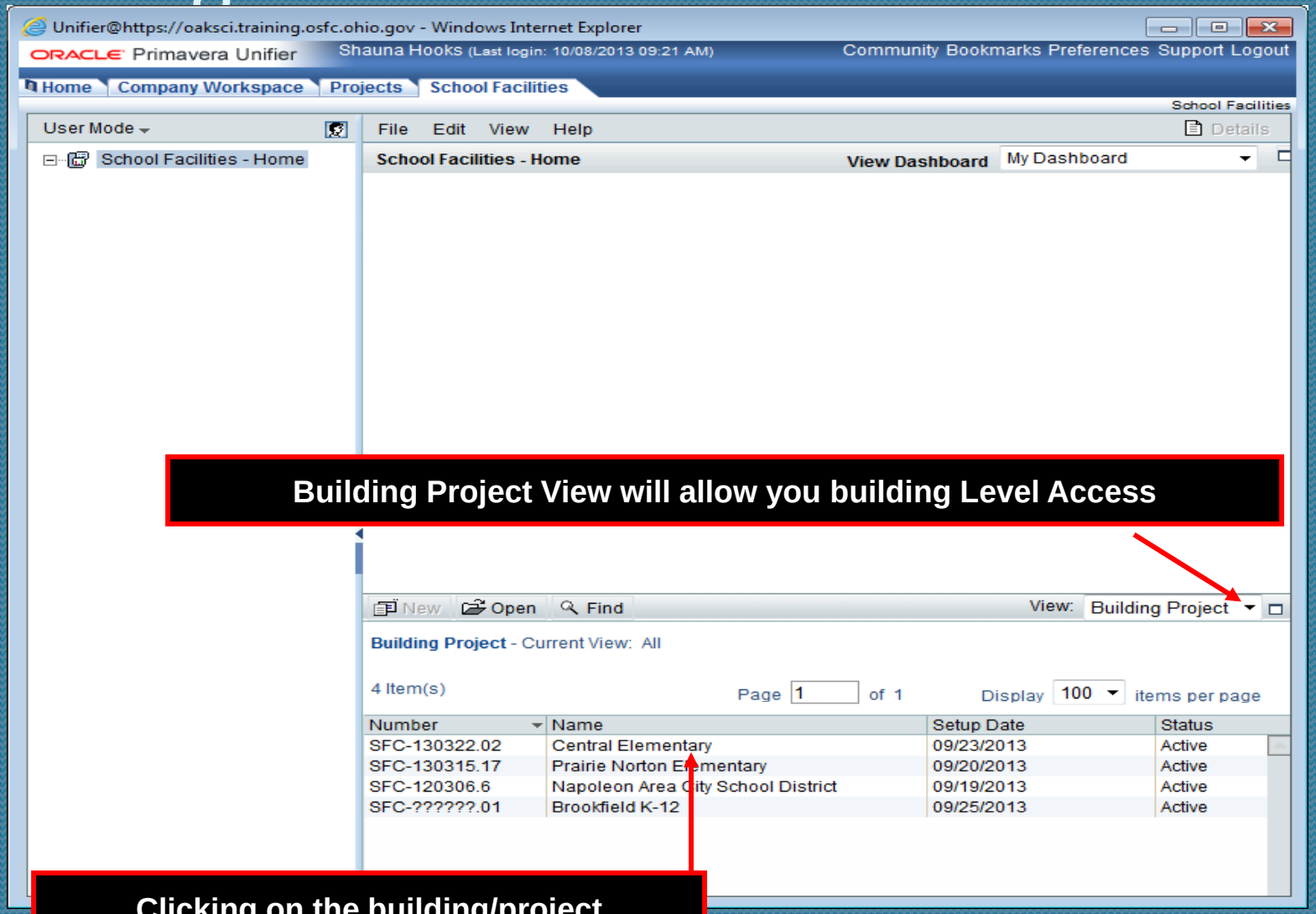
District Access



District view will allow you to view all School Districts you may access

Clicking on the district project will take you to it's home page

Building Access

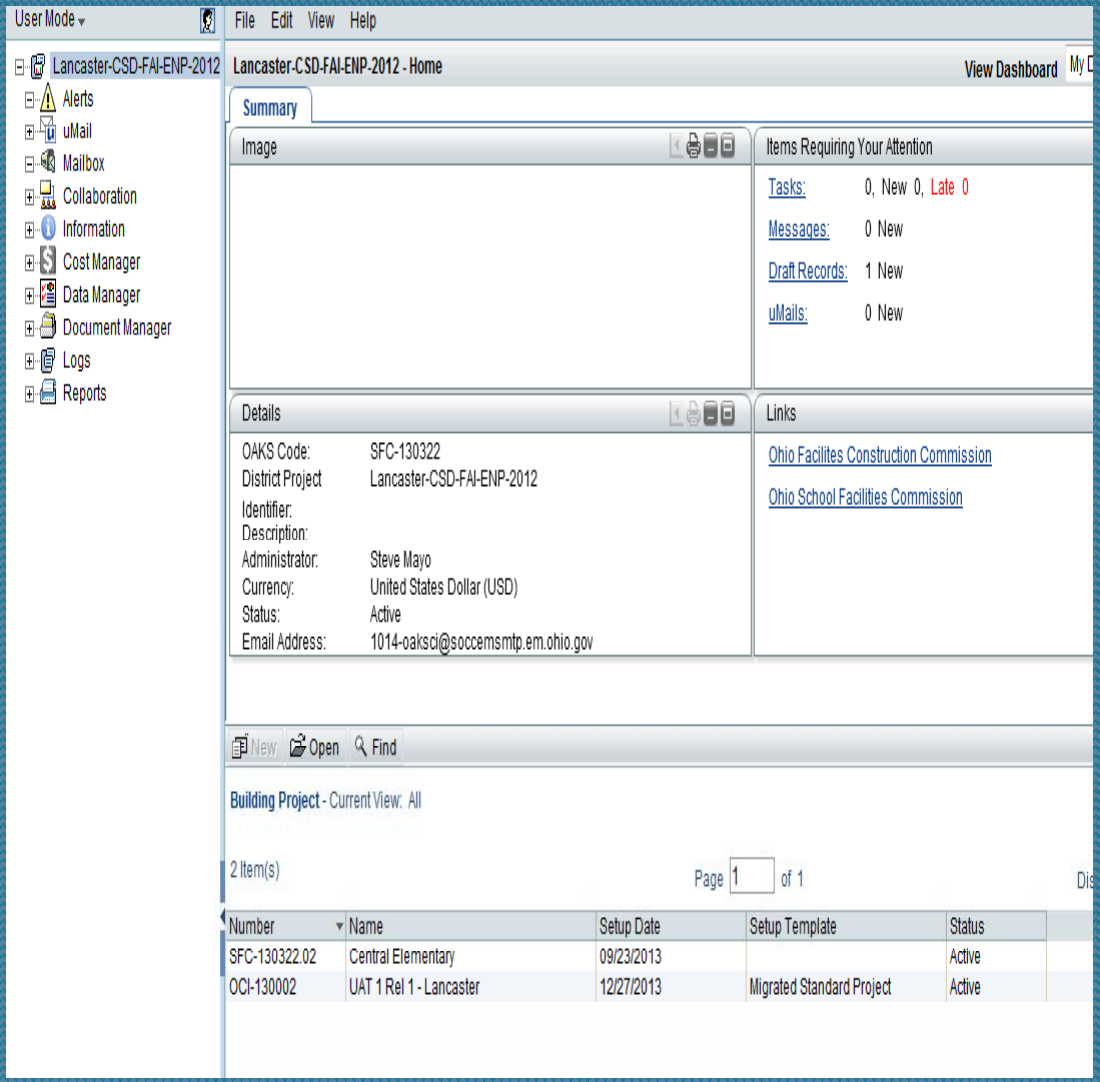


Building Project View will allow you building Level Access

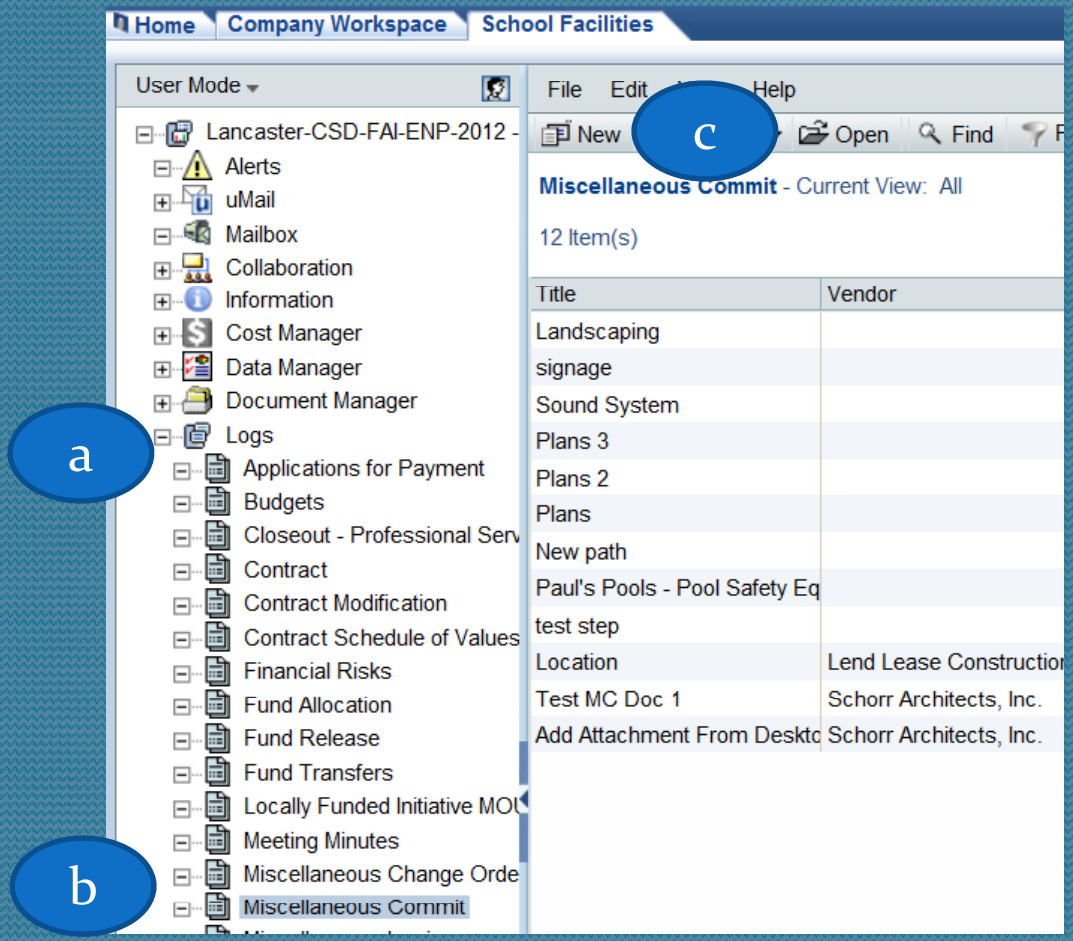
Clicking on the building/project will take you to it's home page

Contracting

- Log into your District or Building
- If the Misc. Commit will span several buildings it will be created in the District project



Building/District Project Home Page



- Click Logs (a)
  - Misc. Commit (b)
- Click New (c)

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Click General tab

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select...

Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A *

Record Number:

Creator: Shauna Hooks

Creation Date:

Status:

EDGE Certified Prime?: No

Description

Description: classroom chairs

Additional Information

Amount ($): 2,500.00 *

Line Item Total ($): 0.00

Difference ($): 2,500.00

Total LFI Share ($): 0.00

Action Details

Line Item List

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Miscellaneous Commit

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select... a)

b) Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A * c)

Record Number:

Creator: Shauna Hooks

Creation Date:

Status:

EDGE Certified Prime?: No d)

Description

Description: classroom chairs f)

Amount ($): e) 2,500.00 *

Line Item Total ($): 0.00

Difference ($): 2,500.00

Total LFI Share ($): 0.00

Line Item List

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Title record

Complete the upper form :

a) Press "Select…" to pull in Vendor information.

OR

b) If Vendor is **not** available to pull in **type** the Vendors name in the open field

c) Identify Prevailing wage

d) Edge Prime: Yes/No

e) Dollar amount of commit

f) Description of commit

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Miscellaneous Commit

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select...

Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A *

Record Number:

Creator: Shauna Hooks

Creation Date:

Status:

EDGE Certified Prime?: No

Description

Description: classroom chairs

Additional Information

Amount ($): 2,500.00 *

ine Item Total ($): 0.00

Difference ($): 2,500.00

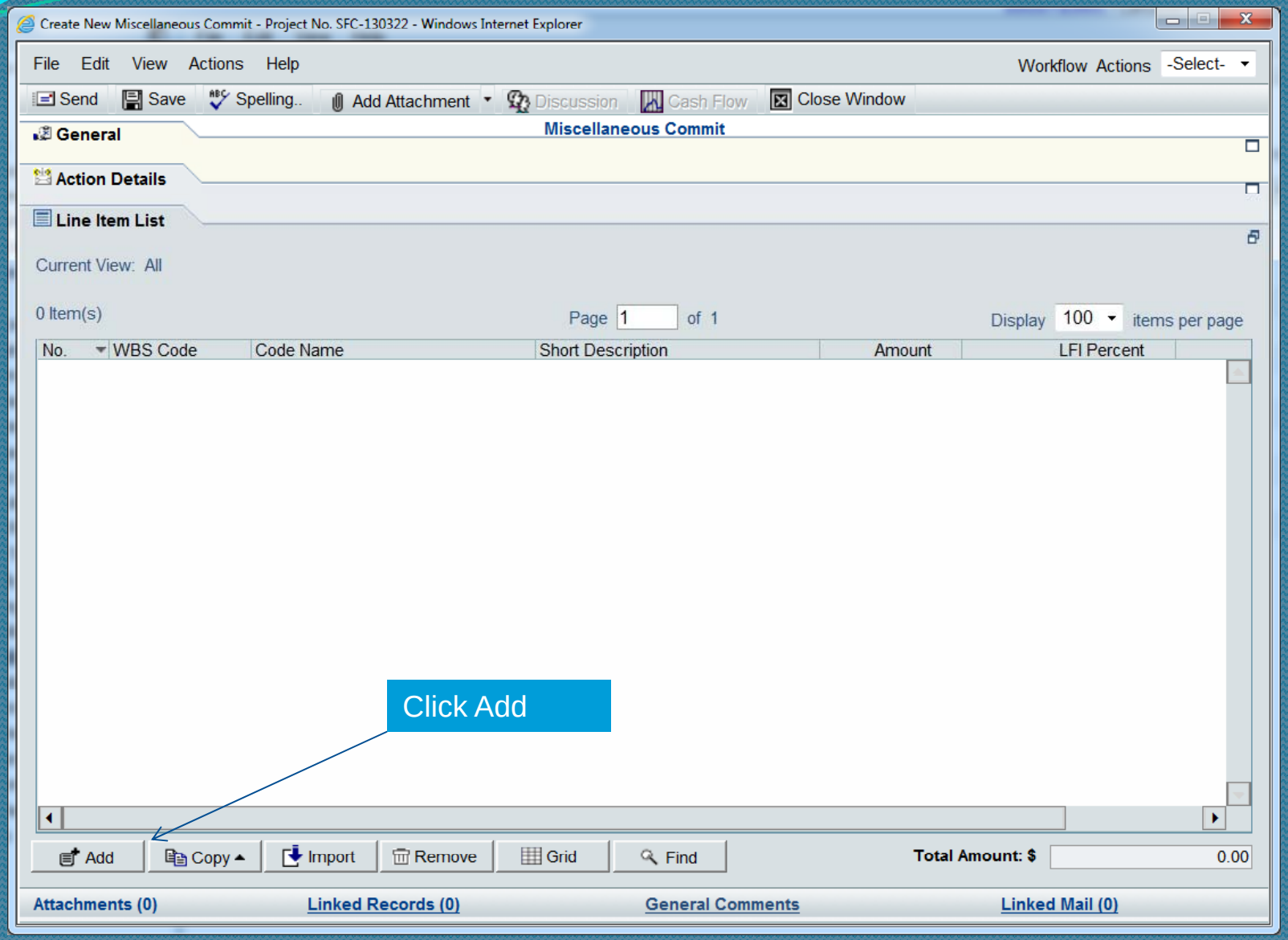
otal LFI Share ($): 0.00

Click the Line item list tab

Action Details

Line Item List

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)


Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer
File Edit View Actions Help
Workflow Actions -Select-
Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window
General
Miscellaneous Commit
Action Details
Line Item List
Current View: All
0 Item(s)
Page 1 of 1
Display 100 items per page
No. WBS Code Code Name Short Description Amount LFI Percent
Click Add
Add Copy Import Remove Grid Find
Total Amount: $ 0.00
Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Line Item - Windows Internet Explorer

Spelling... | Attach | Delete Line Item

Miscellaneous Commit Line Item:

General

WBS Code: Type a WBS code... *

Code Name:

Short Description: *

Item #:

Item Quantity: *

Unit: -Select- *

Item Unit Cost: *

Amount ($): 0.00

Description:

LFI Percent:

EDGE Certified Prime Contractor?: No

Subcontractor/Supplier: Select...

EDGE Certified Sub?:

LFI Share ($): 0.00

Notes:

Attachments (0) Linked Records (0)

OK Cancel

Click

WBS Picker - Windows Internet Explorer

Select | Expand | Collapse | Find | Close Window

Select WBS Code

Click Collapse

	WBS Code	WBS Item
1	OR-00-00	Owner Expense Summary
2	OR-OR-00	Owner Expense General
3	OR-OR-BE	Owner Expense Budget
4	OR-PA-00	Property Acquisition General
5	OR-PA-BE	Property Acquisition Budget
6	OR-PA-RC	Real Estate Commission
7	OR-PA-AP	Real Estate Appraisal
8	OR-PA-LA	Land Acquisition Expense
9	OR-PA-EA	Easement Acquisition Expense
10	OR-RM-00	Relocation and Moving Expense
11	OR-RM-BE	Relocation and Moving Budget
12	OR-RM-MX	Moving Expense
13	OR-RM-LS	Leased Temporary Space
14	OR-LE-00	Legal Expense General
15	OR-LE-BE	Legal Expense Budget
16	OR-LE-AD	Legal Advertising
17	OR-LE-CS	Legal Consulting Expense
18	OR-LE-DE	Legal Defense Expense
19	OR-LE-PA	Property Acquisition Legal Exp
20	OR-LE-BF	Bond Financing Legal Expense
21	OR-PL-00	OR Planning Expense
22	OR-PL-PI	OR Project Inititiation
23	OR-PL-FS	OR Feasibility Study
24	OR-PL-SS	OR Special Study
25	OR-PL-MP	OR Master Planning
26	OR-PL-PR	OR Program of Requirements
27	OR-OT-00	OR Other Expense
28	OR-OT-BC	OR Basic Commissioning
29	OR-OT-BF	OR Bond Financing Expense
30	OR-OT-TI	OR Tests and Inspections
31	OR-OT-LD	OR LEED Documentation Services
32	OR-OT-SU	OR Site Surveying Services

WBS Picker - Windows Internet Explorer

Select | Expand | Collapse | Find | Close Window

Select WBS Code

	WBS Code	WBS Item
291	CE-C20-00	CE Interior Finishes
303	CE-D10-00	CE Conveying Systems
313	CE-D20-00	CE Plumbing and Fixtures
319	CE-D30-00	CE HVAC
325	CE-D3020-00	CE Heating Systems
331	CE-D40-00	CE Fire Protection
339	CE-D50-00	CE Electrical
347	CE-D5040-00	CE Interior Lighting
351	CE-D5045-00	CE Emergency Egress Lighting
355	CE-D60-00	CE Technology
361	CE-D70-00	CE Electronic Security
367	CE-D80-00	CE Integrated Automation
370	CE-E10-00	CE Equipment
384	CE-E1038-00	CE Foodservice Equipment
388	CE-E2013-00	CE Casework
392	CE-E2050-00	CE Movable Furnishings
393	CE-E2050-BE	CE Movable Furnishings Budget
394	CE-E2050-12L	CE Movable Furnishings Labr
395	CE-E2050-12M	CE Movable Furnishings Matl
396	CE-F10-00	CE Special Construction
403	CE-G-00	CE Sitework
425	CE-G3010-00	CE Water Utilities
429	CE-G3020-00	CE Sanitary Sewerage Utilities
433	CE-Z10-00	CE General Conditions
447	CE-Z70-00	CE Taxes and Fees
450	CE-Z7070-00	CE Bond Fees
453	CE-Z7090-00	CE Builder's Risk
456	CE-Z90-00	CE Contractor Fee
459	CE-Z9050-00	CE Construction Contingencies
462	RN-00-00	Renovation Summary
769	Cx-00-00	Commissioning Summary
789	AA-00-00	Acquisition of Art Summary

Highlight the appropriate code and click Select

Line Item - Windows Internet Explorer

Spelling... Attach Delete Line Item

Miscellaneous Commit Line Item:

General

WBS Code:	CE-E2050-12M *
Code Name:	CE Movable Furnishings Matl
Short Description:	Chairs *
Item #:	
Item Quantity:	1 *
Unit:	amount *
Item Unit Cost:	2,400.00 *
Amount ($):	2,400.00
Description:	
LFI Percent:	1
EDGE Certified Prime Contractor?:	No
Subcontractor/Supplier:	Select...
EDGE Certified Sub?:	
LFI Share ($):	24.00
Notes:	

Attachments (0) Linked Records (0)

OK Cancel

Click - OK

Complete the fields to include LFI percent if applicable

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General — **Miscellaneous Commit**

Action Details

Line Item List

Once complete Click – General Tab to view upper form

Add additional lines if necessary

Current View: All

1 Item(s) f 1 Display 100 items

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent
001	CE-E2050-12M	CE Movable Furnishings Matl	Chairs	2,400.00	1

Add | Copy | Import | Remove | Grid | Find

Total Amount: $ 2,400.00

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Miscellaneous Commit

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select...

Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A *

Record Number:

Creator: Shauna Hooks

Creation Date:

Status:

EDGE Certified Prime?: No

Description

Description: classroom chairs

Additional Information

Amount ($): 2,400.00 *

Line Item Total ($): 2,400.00

Difference ($): 0.00

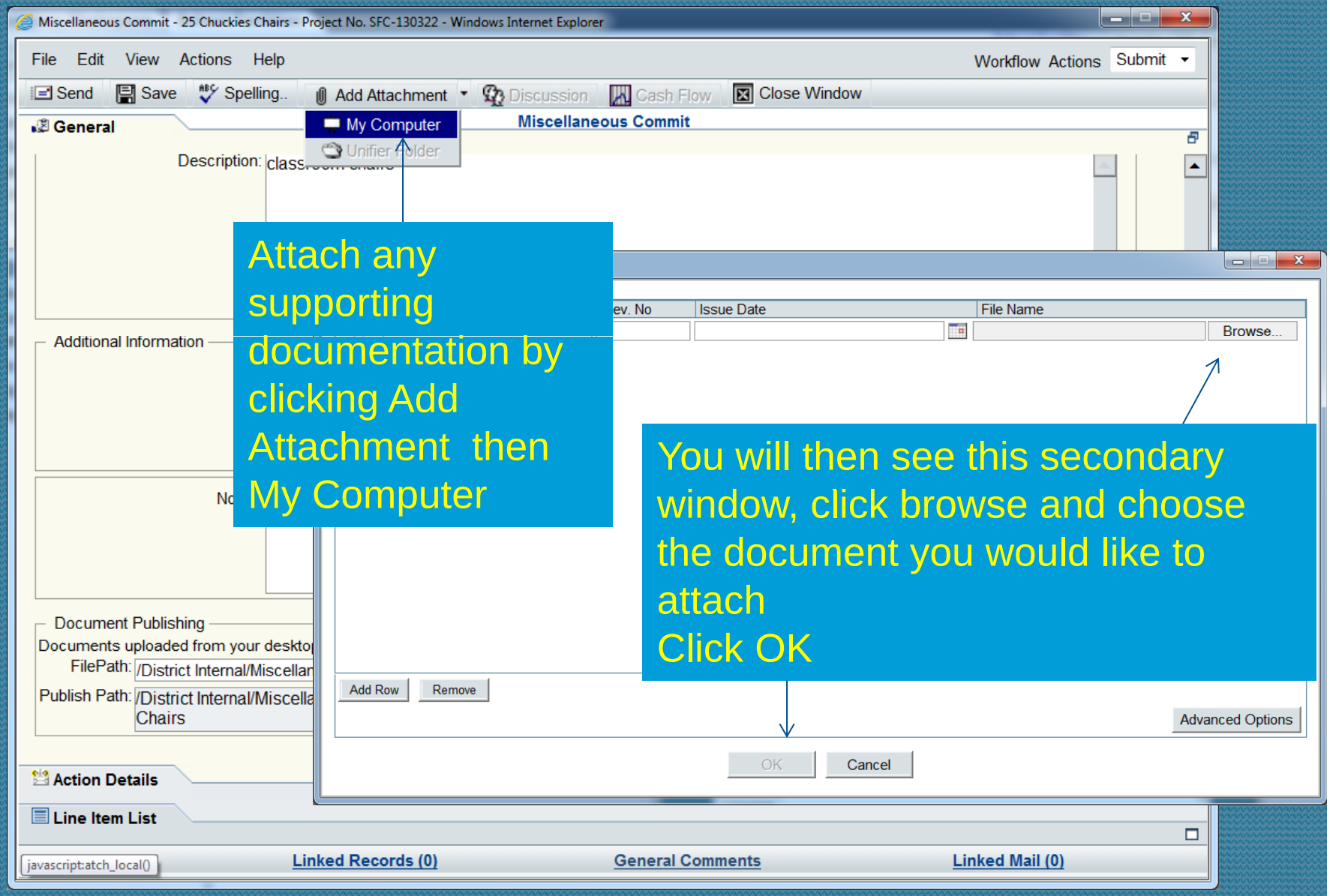
Total LFI Share ($): 24.00

Note there should be a zero dollar difference

Action Details

Line Item List

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)



Attach any supporting documentation by clicking Add Attachment then My Computer

You will then see this secondary window, click browse and choose the document you would like to attach
Click OK

Miscellaneous Commit - 25 Chuckies Chairs - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions Submit

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General — **Miscellaneous Commit**

Description: classroom chairs

Additional Information

Amount ($):	2,400.00 *
Line Item Total ($):	2,400.00
Difference ($):	0.00
Total LFI Share ($):	24.00

Notes:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: /Distric

Publish Path: /Distri Chairs

Note that the Attachments link now reflects 1 Attachment

Action Details

Line Item List

Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions Submit

Submit

Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General

Miscellaneous Commit

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select...

Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A *

Record Number:

Creator: Shaun

Creation Date:

Status:

EDGE Certified Prime?: No

Choose-
Workflow Action-
Submit

Description

Description: classroom chairs

Additional Information

Amount ($): 2,400.00 *

Line Item Total ($): 2,400.00

Difference ($): 0.00

Total LEI Share ($): 24.00

Action Details

Line Item List

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Create New Miscellaneous Commit - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions Submit

Submit

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Miscellaneous Commit

General

Project Number: SFC-130322

Project Name: Lancaster-CSD-FAI-ENP-2012

Organization Name: Lancaster City School District

Facility Name: North Elementary School

Title: 25 Chuckies Chairs *

Vendor: Select...

Vendor Name: Chuckies Chairs Inc.

Prevailing Wage: N/A *

Record Number:

Creator: Shauna Hooks

Creation Date:

Status:

EDGE Certified Prime?: No

Description

Description: classroom chairs

Additional Information

Amount ($): 2,400.00 *

Line Item Total ($): 2,400.00

Difference ($): 0.00

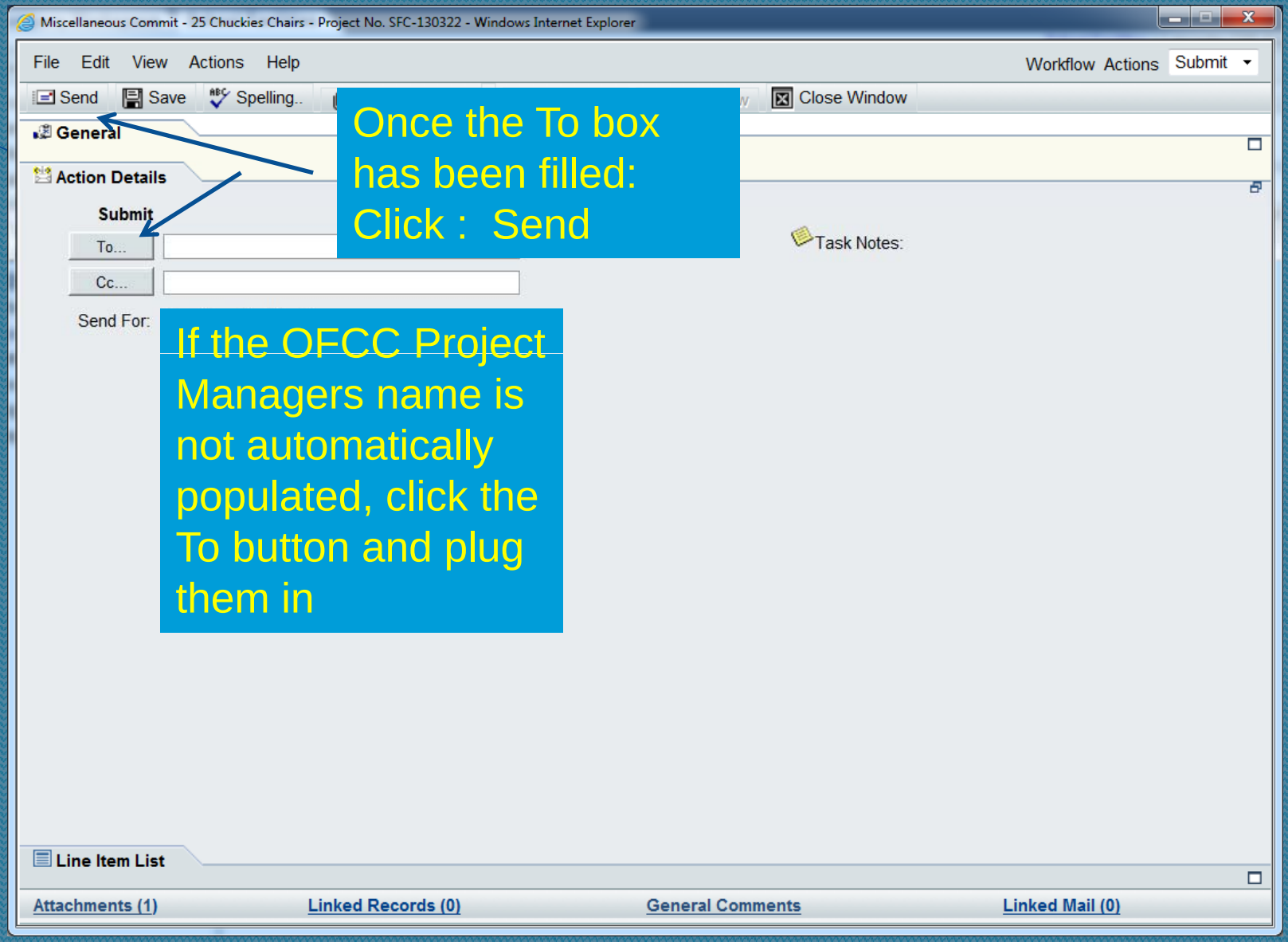
Total LFI Share ($): 24.00

Click the Action Details tab

Action Details

Line Item List

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)



Once the To box has been filled: Click : Send

If the OFCC Project Managers name is not automatically populated, click the To button and plug them in

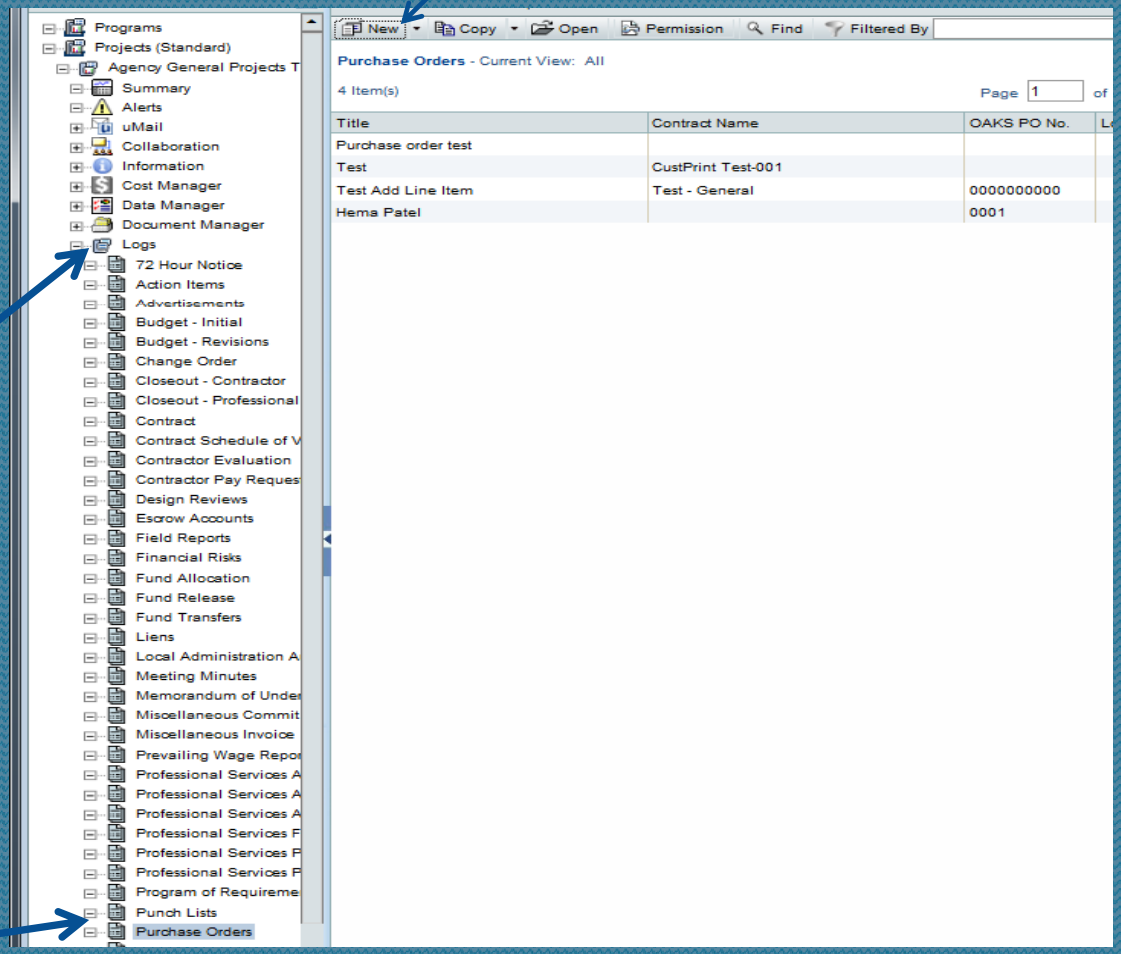
Treasurer

After the Project Manager has reviewed the Misc. Commit it will come to the district treasurer for Funding Certification, however, a purchase order must be recorded in OAKS CI prior to Funding the Misc. Commit

Purchase Orders

Create a New Purchase Order Record

- Within the District project or Building Project in which the Misc. Commit is housed Go to:
  > Logs
  > Purchase Orders
  >Click New



Leave Vendor Field blank unless available in drop down

Purchase Order Details

- Complete the General Block – **Required fields** *
- The PO must be in "Dispatched" status
- Under PO type Select the appropriate record type

Create New Purchase Orders - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Help

Finish Editing | Save | Spelling.. | Add Attachment | Close Window

General | Purchase Orders

General

Project Number:	SFC-130322	Record Number:	
Project Name:	Lancaster-CSD-FAI-ENP-2012	Creator:	Shauna Hooks
School District:		Creation Date:	
Facility Name:		Status:	Dispatched
Title:	Student Chairs *	PO Purpose:	Miscellaneous Commit *
Vendor Name:	Chuckies Chairs Inc.		

PO Type

NOTE: Only pick one PO TYPE per record.

Contract Name:	Select...	Amount ($):	
Contract Modification Name:	Select...	Amount ($):	
Miscellaneous Commit Name:	25 Chuckies Chairs Select... *	Amount ($):	2,400.00

PO Details

PO Number:		PO Amount ($):	
PO Date:			
Date Dispatched:		Total Amount ($):	0.00
Financial System of Record:	-Select-	Line Item Total ($):	0.00
		Difference ($):	0.00

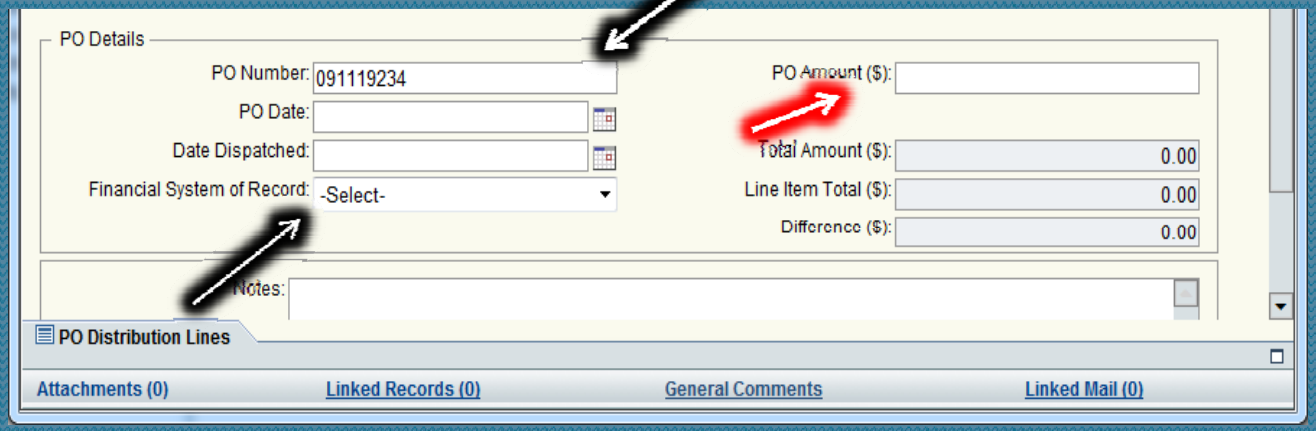
Notes:

PO Distribution Lines

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Purchase Order Details

- Scroll down screen
- PO Details- ensure that you plug in the purchase order number into record. Choose OAKS or District for financial system used.
- ***Do not* plug in the PO amount until you complete slides 22-24**



Purchase Order Details

- Click PO Distribution

Finish Editing | Save | Spelling... | Add Attachment | Close Window

General | Purchase Orders

General

Project Number:	SFC-130322	Record Number:	
Project Name:	Lancaster-CSD-FAI-ENP-2012	Creator:	Shauna Hooks
School District:		Creation Date:	
Facility Name:		Status:	Dispatched *
Title:	Student Chairs *	PO Purpose:	Miscellaneous Commit *
Vendor Name:	Chuckies Chairs Inc.		

PO Type

NOTE: Only pick one PO TYPE per record.

Contract Name:		Select...	Amount ($):	
Contract Modification Name:		Select...	Amount ($):	
Miscellaneous Commit Name:	25 Chuckies Chairs	Select... *	Amount ($):	2,400.00

PO Details

PO Number:	091119234	PO Amount ($):	
PO Date:			
Date Dispatched:		Total Amount ($):	0.00
Financial System of Record:	District	Line Item Total ($):	0.00
		Difference ($):	0.00

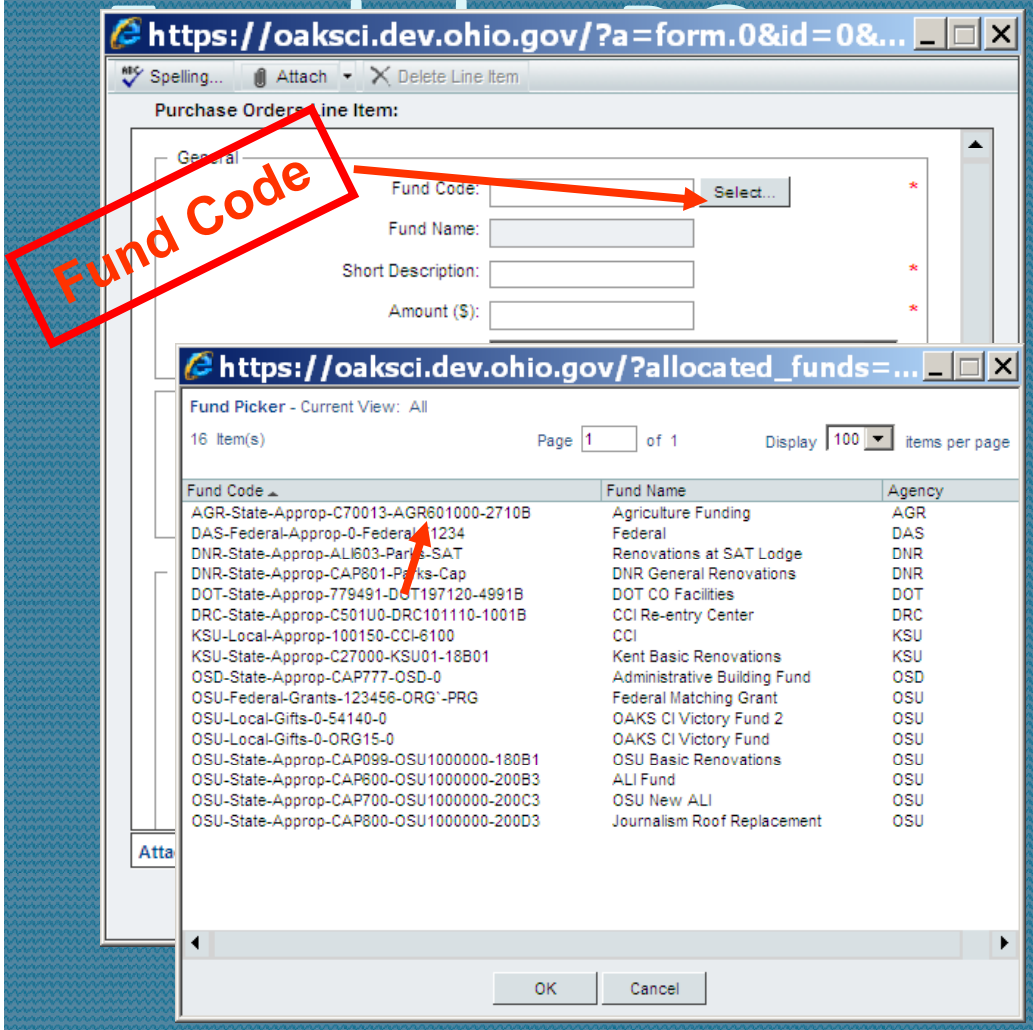
Notes:

PO Distribution Lines

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Fund the PO

Click Add



Select Fund Code and **enter all required fields***
then click OK
(if you do not see funds in this block contact OAKS CI)

Finish the PO

- Go back to upper form by clicking the General tab
- Type in dollar amount next to PO number that you plugged in earlier in the process.

Create New Purchase Orders - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Help

Finish Editing | Save | Spelling.. | Add Attachment | Close Window

General | Purchase Orders

General

Project Number: OCI-140001
Project Name: OAKS CI District Training Project - 2
School District:
Facility Name:
Title: HooksRimer PO 1 *
Vendor: AE Company Select...

Record Number:
Creator: Shauna Hooks
Creation Date:
Status: Dispatched *
PO Purpose: Contracts *

PO Type

NOTE: Only pick one PO TYPE per record.

Contract Name: HooksRimer Architects A Select... *
Contract Modification Name: Select...
Miscellaneous Commit Name: Select...

Amount ($): 820.00
Amount ($):
Amount ($):

PO Details

PO Number: 091119234
PO Date:
Date Dispatched:
Financial System of Record: -Select-

PO Amount ($):
Total Amount ($): 0.00
Line Item Total ($): 0.00
Difference ($): 0.00

Notes:

PO Distribution Lines

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Finish the PO

- Go to top of page and click Finish Editing.

Create New Purchase Orders - Project No. OCI-080001 - Windows Internet Explorer

File Edit View Help

Finish Editing | Save | Spelling... | Add Attachment | Close Window

General | Finish Editing | Purchase Orders

NOTE: Only pick one PO TYPE per record.

Professional Services Agreement Name:	SAO Agency	Select...	Amount ($):	20,000.00
Professional Services Amendment Name:		Select...	Amount ($):	0.00
Contract Name:		Select...	Amount ($):	0.00
Change Order Name:		Select...	Amount ($):	0.00
Miscellaneous Commit Name:		Select...	Amount ($):	0.00

PO Details

The OAKS PO No.should be a 10 digit number ex. 0000007825

OAKS PO No.:	1234567888	OAKS PO Amount ($):	0.00
OAKS PO Date:			
Date Dispatched:			
Created by Integration:	-Select-		
Local PO No.:		Local PO Amount ($):	0.00
Local PO Date:			
Date Dispatched:			
		Total Amount ($):	0.00
		Line Item Total ($):	0.00
		Difference ($):	0.00

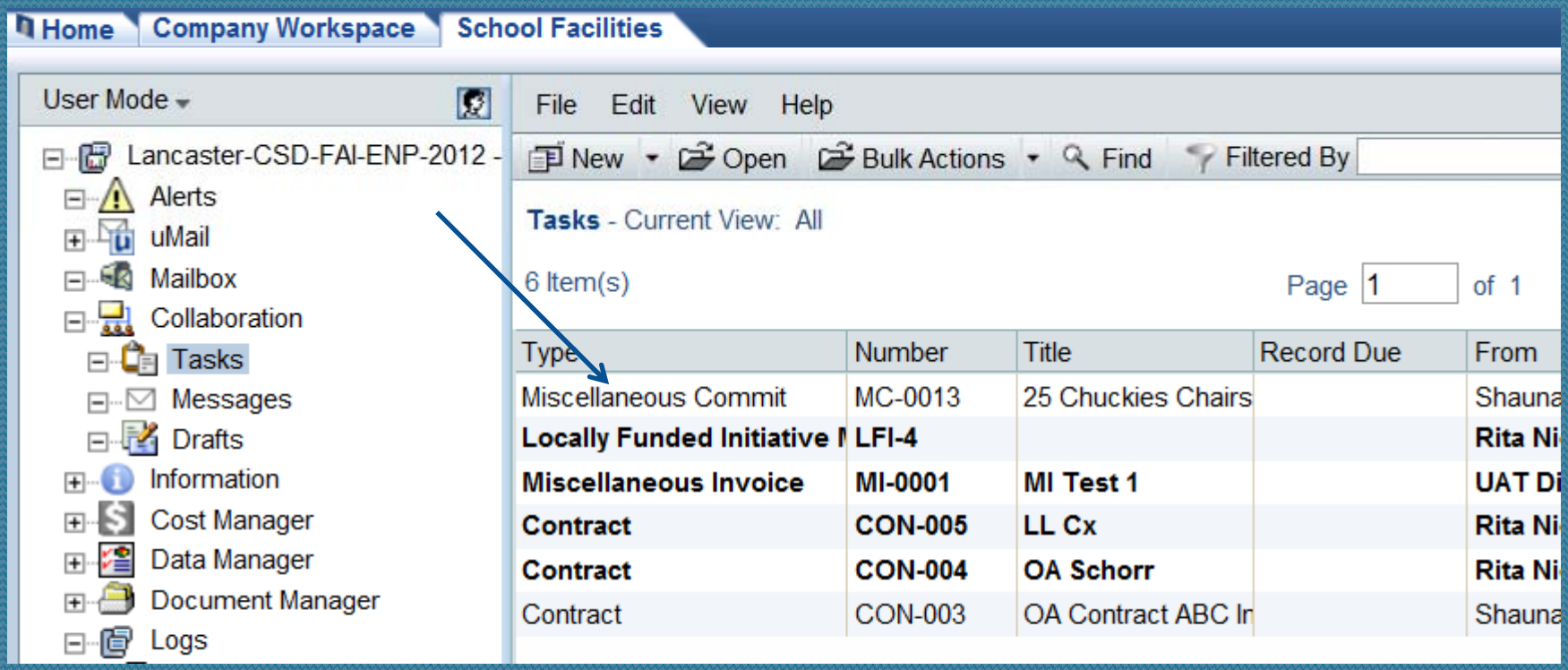
PO Distribution Lines

javascript:// (0) | Linked Records (0) | General Comments | Linked Mail (0)

Misc. Commit

Now you may go to your Misc . Commit Task

Double Click to Open



Misc. Commit

Click Accept Task

Miscellaneous Commit - 25 Chuckies Chairs - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Accept Task | Decline Task | Cash Flow | Close Window

General — Miscellaneous Commit

General

Project Number:	SFC-130322	Record Number:	MC-0013
Project Name:	Lancaster-CSD-FAI-ENP-2012	Creator:	Shauna Hooks
Organization Name:	Lancaster City School District	Creation Date:	07/30/2014 04:26 PM Local (GMT-5)
Facility Name:	North Elementary School	Status:	Accepted
Title:	25 Chuckies Chairs		

Task Details

From: Shauna Hooks;
To: Shauna Hooks;
Cc:
Sent For: **Funding Certification**

Task Due Date:
Task Status: Not Started

Task Notes (0)

Line Item List

Current View: All

Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent
001	CE-E2050-12M	CE Movable Furnishings Matl	Chairs	2,400.00	1

Grid | Find

Total Amount: $ 2,400.00

Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

Misc. Commit

Click General Tab

Miscellaneous Commit - 25 Chuckies Chairs - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Accept Task | Decline Task | Cash Flow | Close Window

General — Miscellaneous Commit

General

Project Number:	SFC-130322	Record Number:	MC-0013
Project Name:	Lancaster-CSD-FAI-ENP-2012	Creator:	Shauna Hooks
Organization Name:	Lancaster City School District	Creation Date:	07/30/2014 04:26 PM Local (GMT-5)
Facility Name:	North Elementary School	Status:	Accepted
Title:	25 Chuckies Chairs		

Task Details

From: Shauna Hooks;
To: Shauna Hooks;
Cc:
Sent For: **Funding Certification**

Task Due Date:
Task Status: Not Started

Task Notes (0)

Line Item List

Current View: All

Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent
001	CE-E2050-12M	CE Movable Furnishings Matl	Chairs	2,400.00	1

Grid | Find

Total Amount: $ 2,400.00

Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

Misc. Commit

Click Select next to PO1 Number—Double click on Purchase Order

Miscellaneous Commit - 25 Chuckies Chairs - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion

General

Miscellaneou

Additional Information

Notes:

Purchase Order Details

PO 1 Number: Select...

PO 2 Number: Select...

PO 3 Number: Select...

PO 4 Number: Select...

PO 5 Number: Select...

Action Details

Line Item List

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

Purchase Orders - Windows Internet Explorer

File View Help

Open Clear Find Close

Purchase Orders - Current View: All Project Records

5 Item(s) Page 1 of 1 Display 100 items per page

Title	PO Number	Total Amount ($)	Contract Name	Status	Record
Student Chairs	091119234	2,400.00		Dispatched	PO-
Ted's CXA	123456789	0.00		Dispatched	PO-
s		0.00		Approved	PO-
ENP - OA Services	890123	0.00		Dispatched	PO-
Schorr Contract PO 01	12345678	510,000.00		Dispatched	PO-

Misc. Commit

Choose Workflow Action then Click Send

Miscellaneous Commit - 25 Chuckies Chairs - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions -Select-

Send | Save | Spelling.. | Add Attachment | Discussion | Cash Flow | Close Window

General

Miscellaneous Commit

Additional Information

Amount ($):	2,400.00
Line Item Total ($):	2,400.00
Difference ($):	0.00
Total LFI Share ($):	24.00

Notes:

Purchase Order Details

PO 1 Number:	091119234	PO 1 Amount ($):	2,400.00
PO 2 Number:		PO 2 Amount ($):	0.00
PO 3 Number:		PO 3 Amount ($):	0.00
PO 4 Number:		PO 4 Amount ($):	0.00
PO 5 Number:		PO 5 Amount ($):	0.00
		Total Amount ($):	2,400.00

Action Details

Line Item List

Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

Questions?

- Call or Email the OAKS CI Support Desk
  - 614.644.2211
  - oaksci@ofcc.ohio.gov