# Escape VR Updates & Reminders

1. **We are no longer using the VR Assets Department.**
   The Assets Department will be inactivated. We will process all VR's that were submitted in this department so there is no need to recreate VR's. Moving forward, please combine assets and non-assets from the same vendor on the same General Purchasing VR and list the budget codes (i.e. 43xx/44xx), as appropriate.
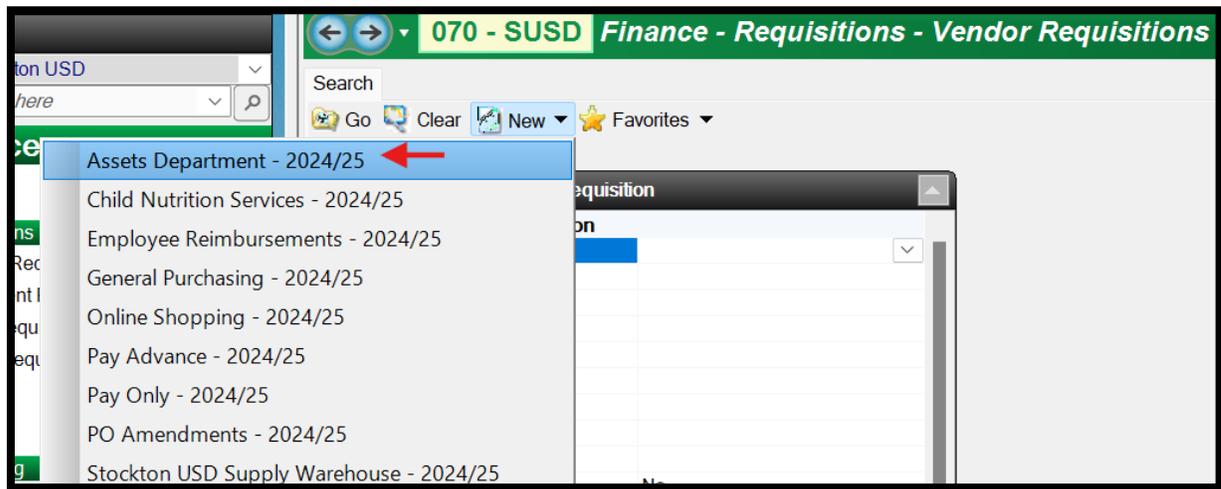
2. **If you are shipping orders directly to your site, it is your site's responsibility to receive the PO items in Escape.**
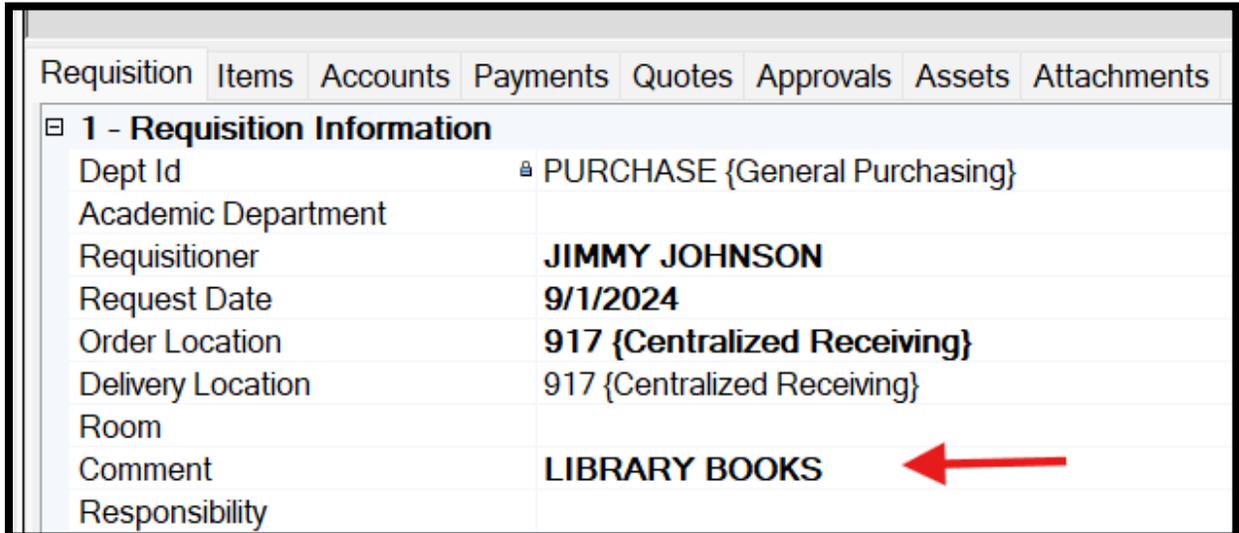   The process to receive PO items starts on page 25 of the Escape VR Guide. (link below)
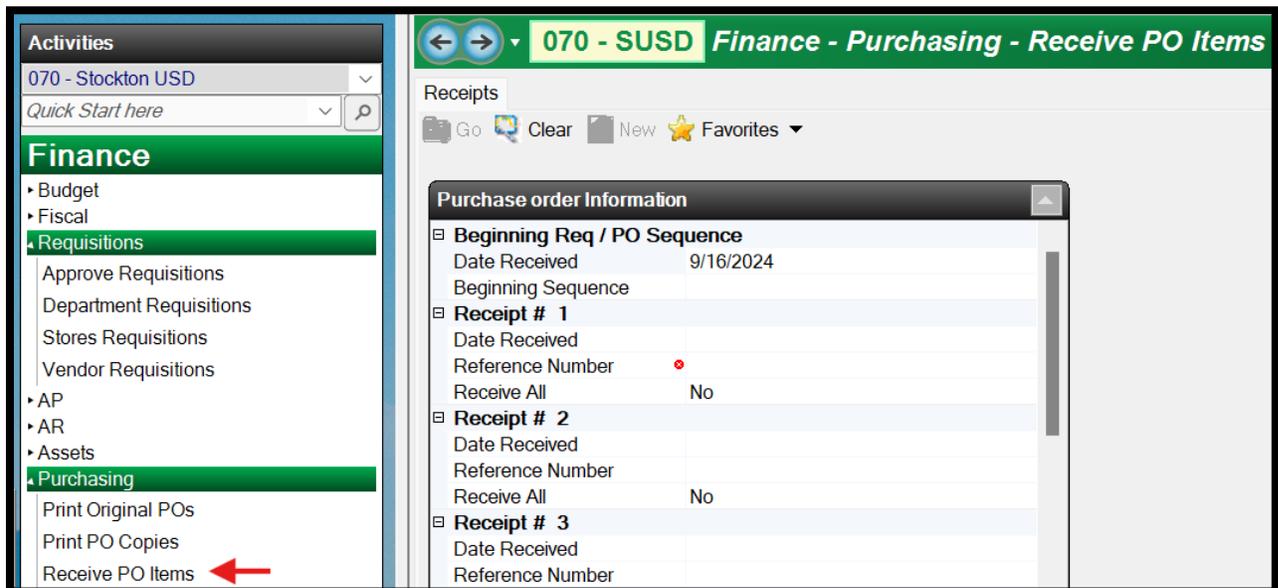
3. **The VR Comment Field is required and should be a general summary of what is being requested.**
    Correct examples: "Classroom Supplies", "Library Books", "Dirt Testing Service", "Classroom Furniture"
    Incorrect examples: "Invoice #1234"; "For My Director", "Pay Only", "24-25", "Open PO"

Requisition	Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments

☐ 1 - Requisition Information

Dept Id	🔒 PURCHASE {General Purchasing}
Academic Department	
Requisitioner	**JIMMY JOHNSON**
Request Date	**9/1/2024**
Order Location	**917 {Centralized Receiving}**
Delivery Location	917 {Centralized Receiving}
Room	
Comment	**LIBRARY BOOKS**
Responsibility	

4. **General Reminders**

    -   **For Amazon returns**, email your Amazon order number, PO number, item description, and quantity, to purchasing@stocktonusd.net. Purchasing will initiate the return and provide you with the details.

    -   **Copies of Purchase Orders** can be viewed and printed from the Attachments Tab on your VR.

    -   **Purchase Orders are automatically emailed** to the vendor's email address that we have on file.

    -   **For help with access to Escape or access to an option within Escape**, please submit a Technology and Innovation Help Desk Ticket at https://helpdesk.stocktonusd.net/

    -   For Vendor Requisitions questions or to schedule training, please email purchasing@stocktonusd.net

5. **References**

    -   Link to the Escape VR Guide located on the Purchasing and Warehouse web page:

https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/155/SUSD%20Escape%20Vendor%20Requisition%20Guide.pdf