Creating a Requisition

Note: Instructions are for requisitions **under** $2500. For requisitions *over* $2500, contact Purchasing.

Creating a Requisition is broken into two parts: *Create a Requisition* and *Approve a Requisition*.

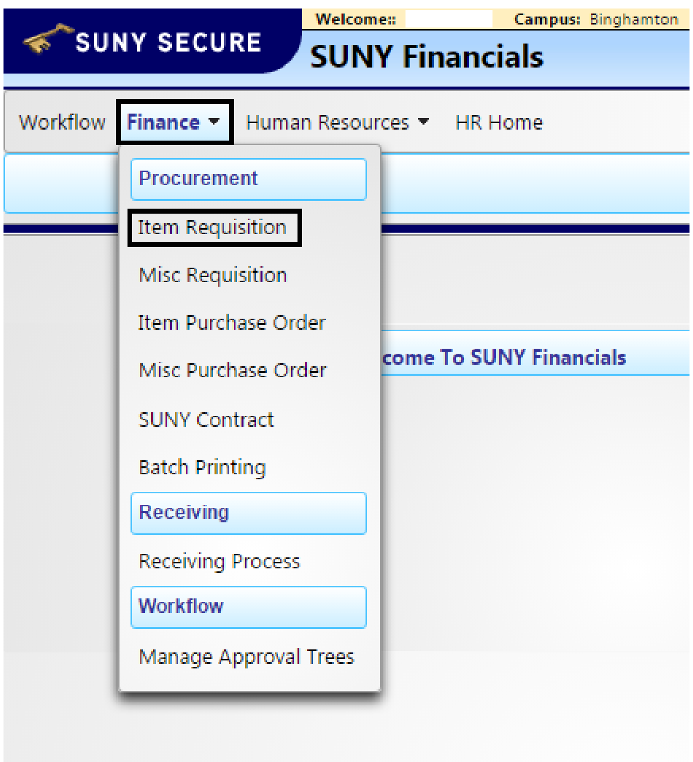
1. *Create a Requisition:* input all pertinent information needed to create the requisition.
2. *Approve a Requisition:* sends the requisition to your approver for approval.

Create a Requisition

Creating a Requisition has four tabs: *Header, Items/Funding, Vendor* and *Summary*.

Header Tab: general information about the requisition.
Items/Funding Tab: item(s) being purchased, dollar amount and the account being used.
Vendor Tab: the vendor name and address being used.
Summary Tab: summary of the header, items/funding and vendor information.

Note: any *changes* that need to be made must be made from the **Summary** page.



1. From the main screen, click on the **Finance** pull-down.
2. Under **Procurement**, select **Item Requisition.**