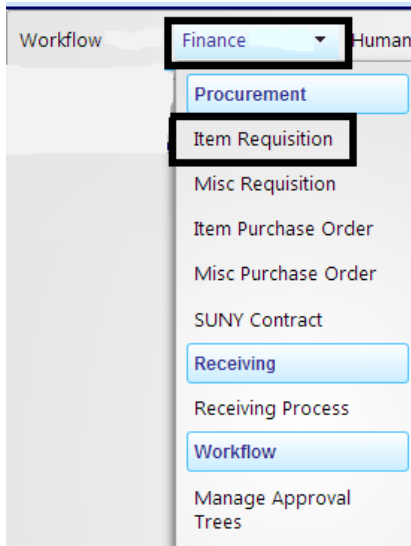
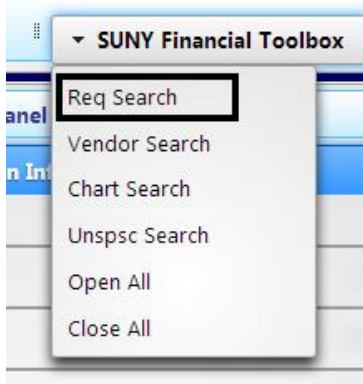


Searching



1. Click on the **Finance** pull-down menu and then click **Item Requisition**.



2. On the right hand side of the screen, click on the **SUNY Financial Toolbox** pull-down menu and select **Req Search**.

Search Requisitions

Requisition Number:

Requestor:

Requisition Type:

Status:

Requested Date:

Budget Requisitions Only:

3. Search for a requisition by **Requisition Number** or the **Requestor's** name.
4. Click **Search**.
5. Scroll down the page to **Search Results**.

Search Results

(1 of 1)

Select	Req Number	Type	Status	Requestor	Requested Date	Workflow Details
<input checked="" type="radio"/>	021353	Item	Incomplete	Joe Suny	08/28/2015	View

(1 of 1)

6. On the **Search Results** screen, select the radio button under the **Select** column of the requisition you would like to see.
7. Click **Select** to open the requisition.

Printing

1. Follow steps 1 – 6 in *Searching for a Requisition*.
2. Click **Print Selected**.