Searching, Printing or Viewing a Requisition

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.
3. You can search for a requisition by using the **Requisition Number** or typing the **Requestor’s name**.
4. Click **Search**.
5. Scroll down the page to **Search Results**.

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**.