

Summary Tab

The **Summary tab** lists the *Header Information*, *Item/Funding Information* and *Vendor Information* separately, showing a summary of what is being requested for purchase. To view each tab, click the pull-down for that section.

Workflow Finance Human Resources HR Home

Item Requisition 021363

Header Items/Funding Vendor Summary

Summary

Header Information

Req Number:	021363
Last Updated:	08/28/2015
Updated By:	SDINGMAN
Req Status:	Incomplete
Requestor:	Joe Suny
Budget Requisition:	No
Comments:	Chair for Director
Encumbrance Total:	\$335.49
Outstanding Amount:	\$335.49
Vouchered Amount:	\$0.00

> Item/Funding Information

> Vendor Information

View Workflow Details Print Edit