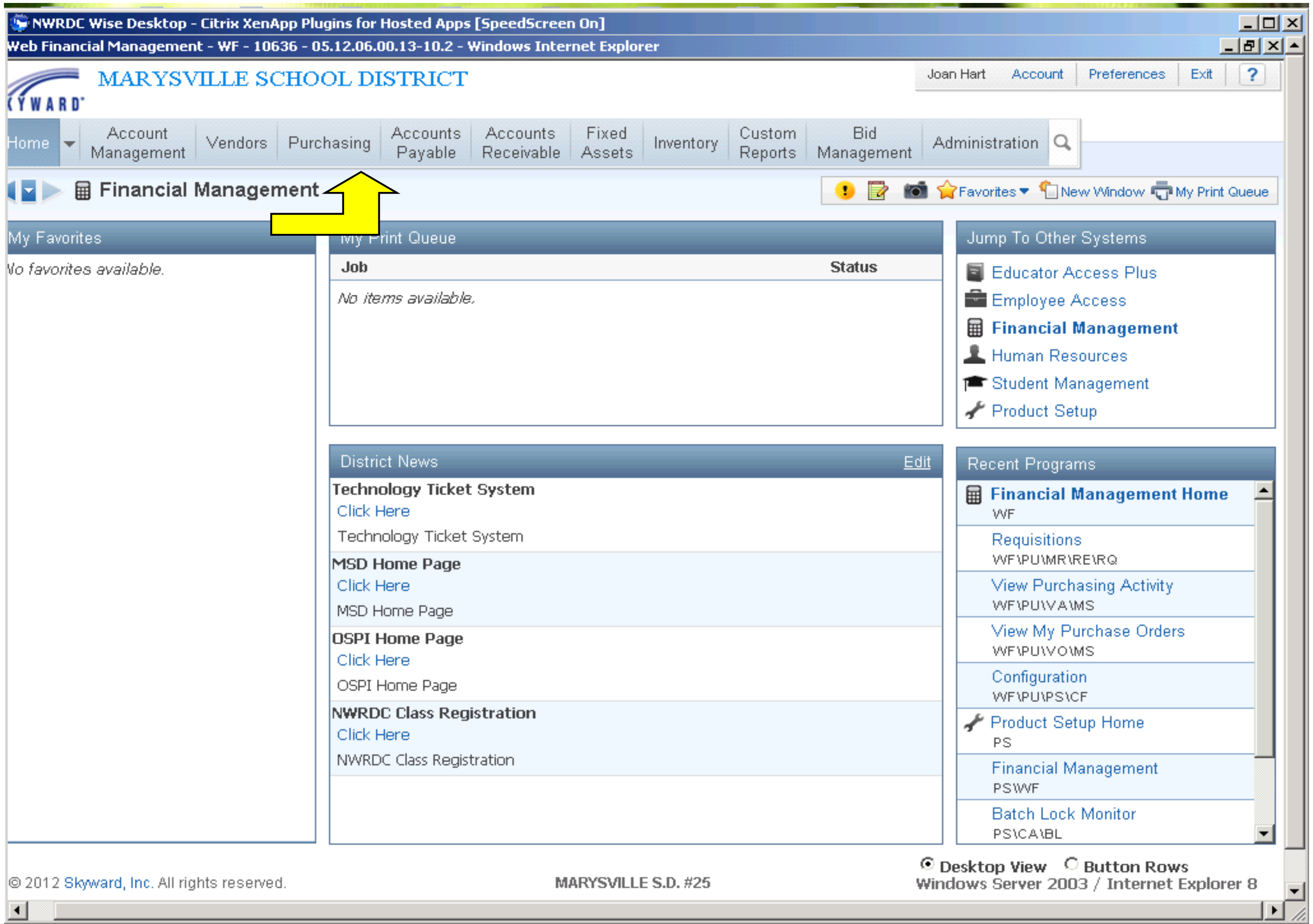
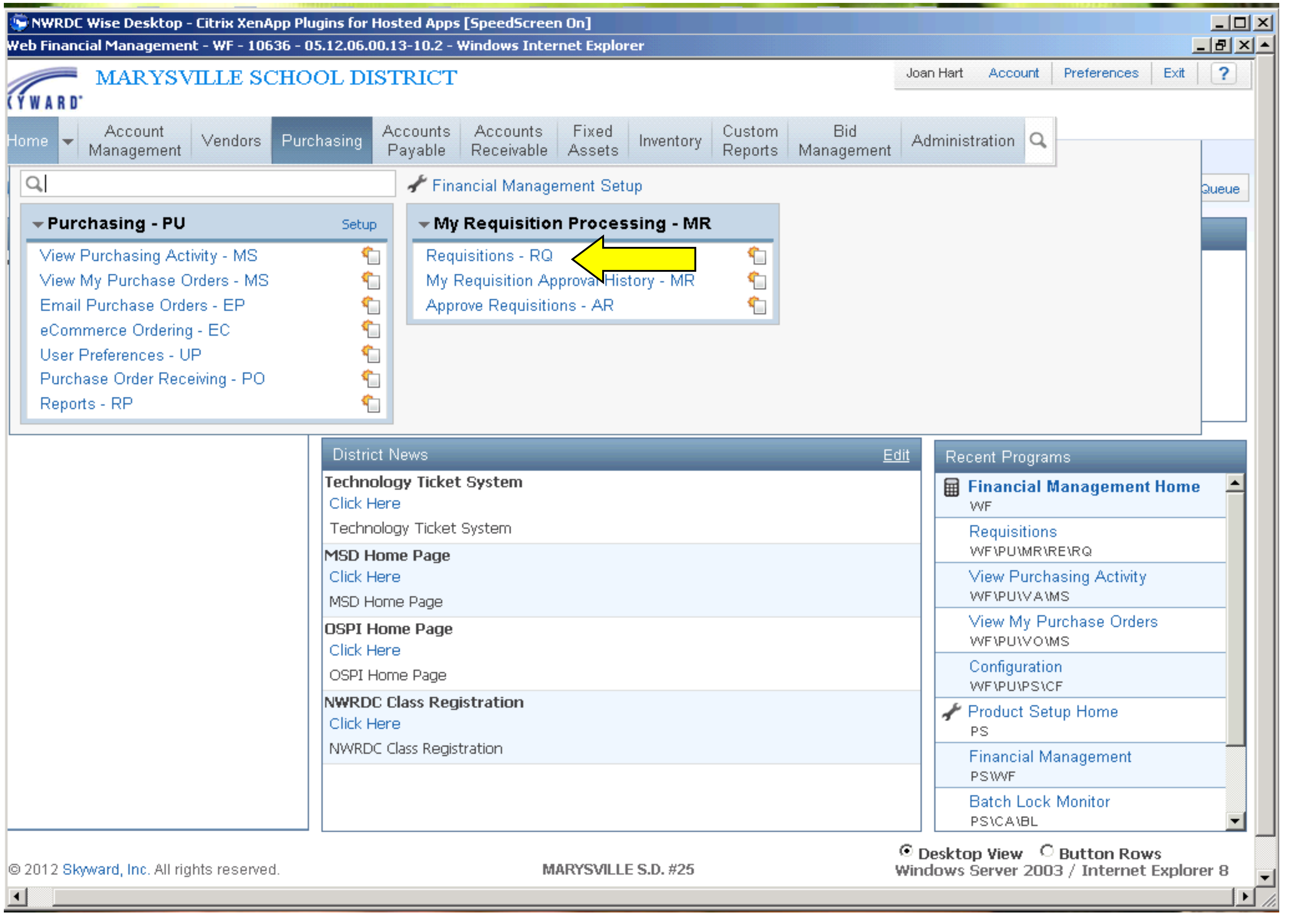
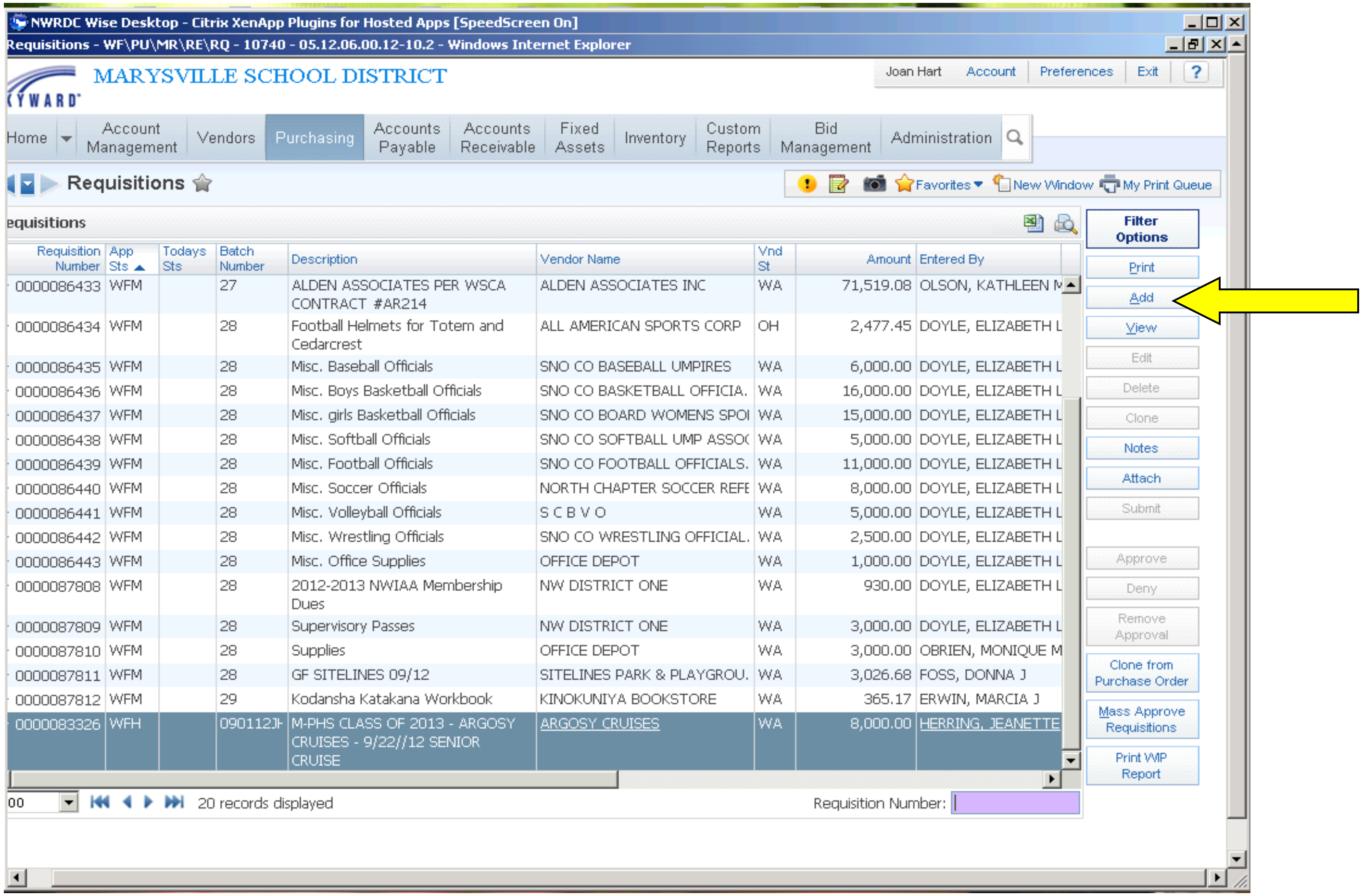


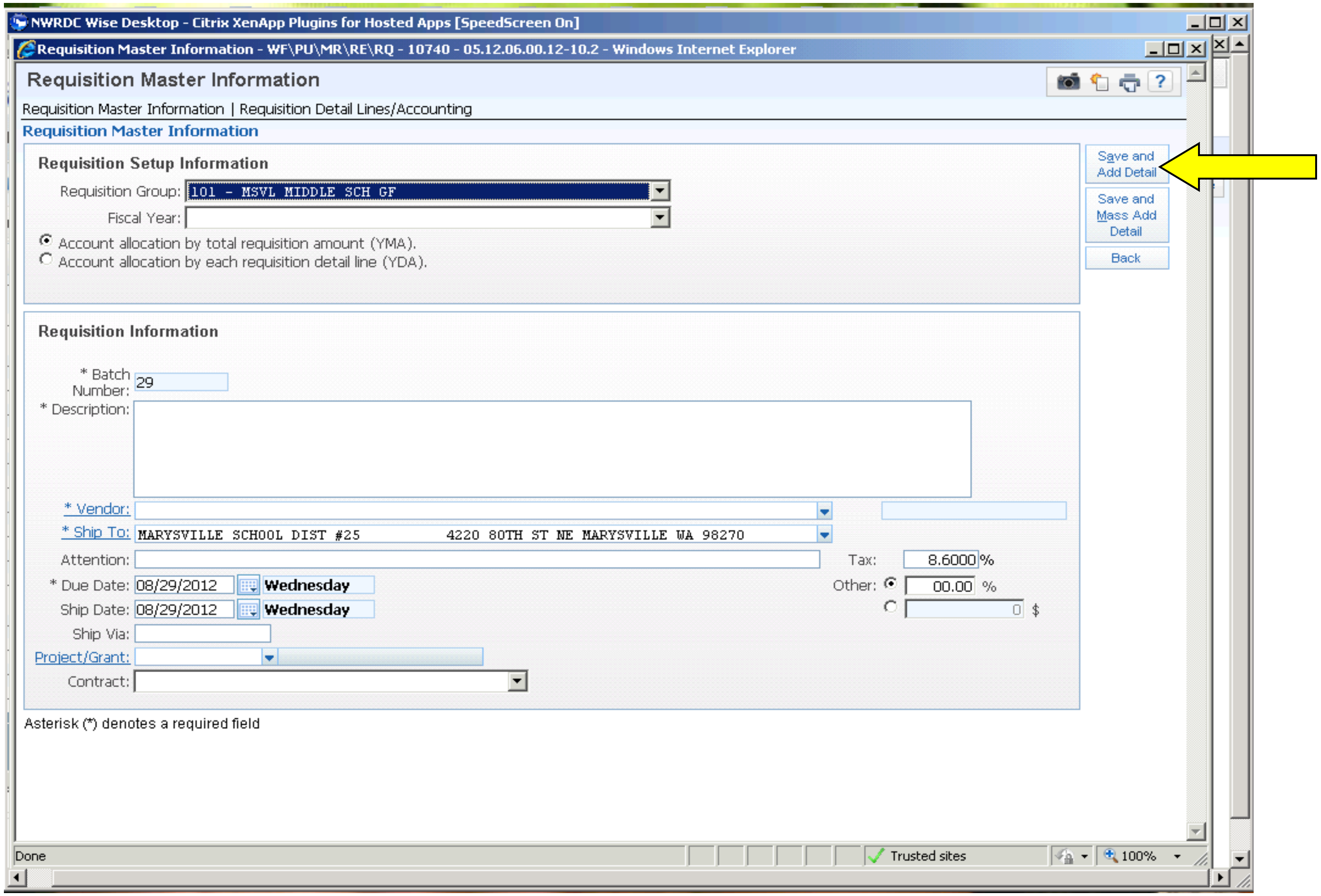
In Financial Management, click on Purchasing tab.



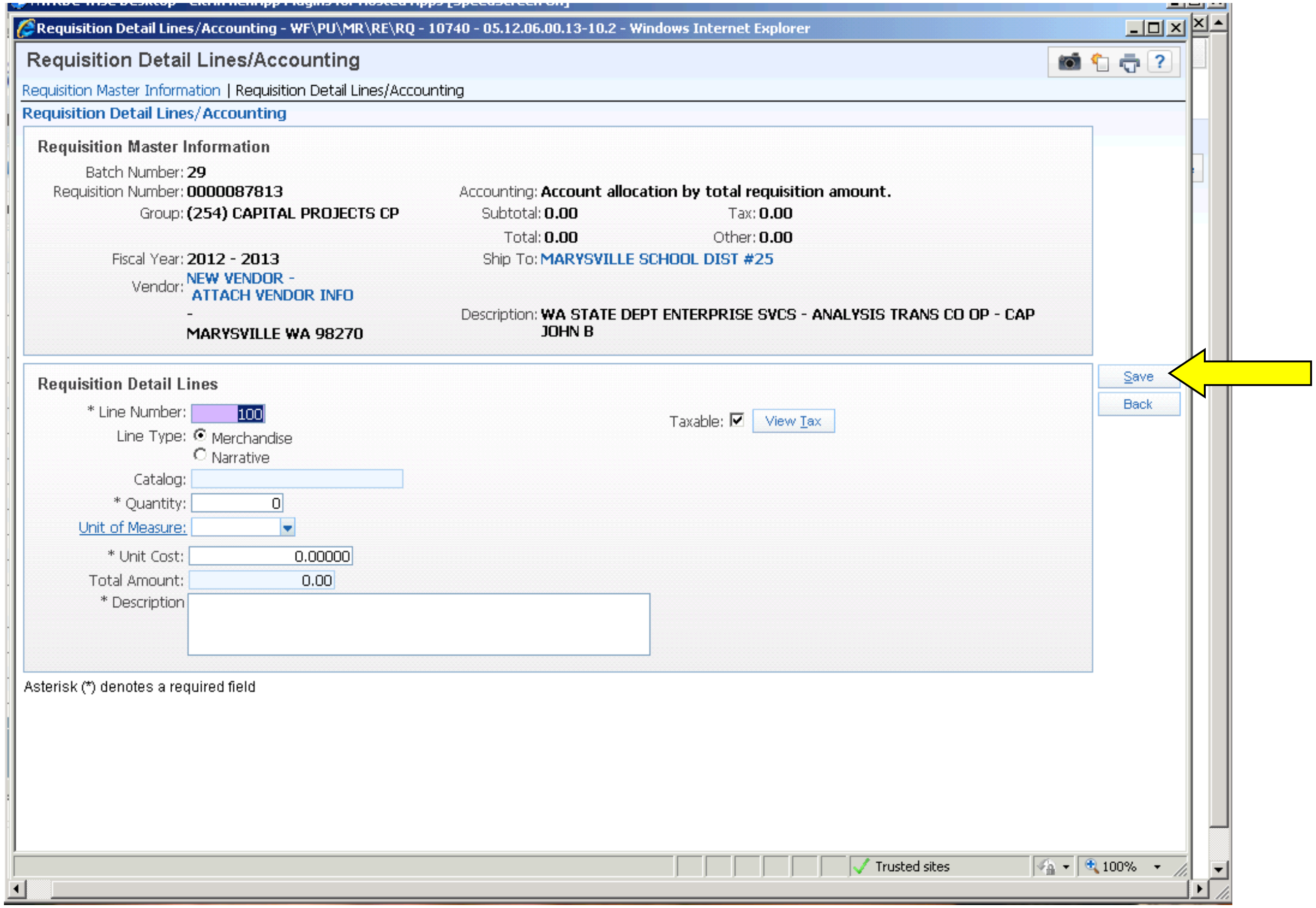
Under My Requisition Processing-MR, click on Requisitions – RQ.



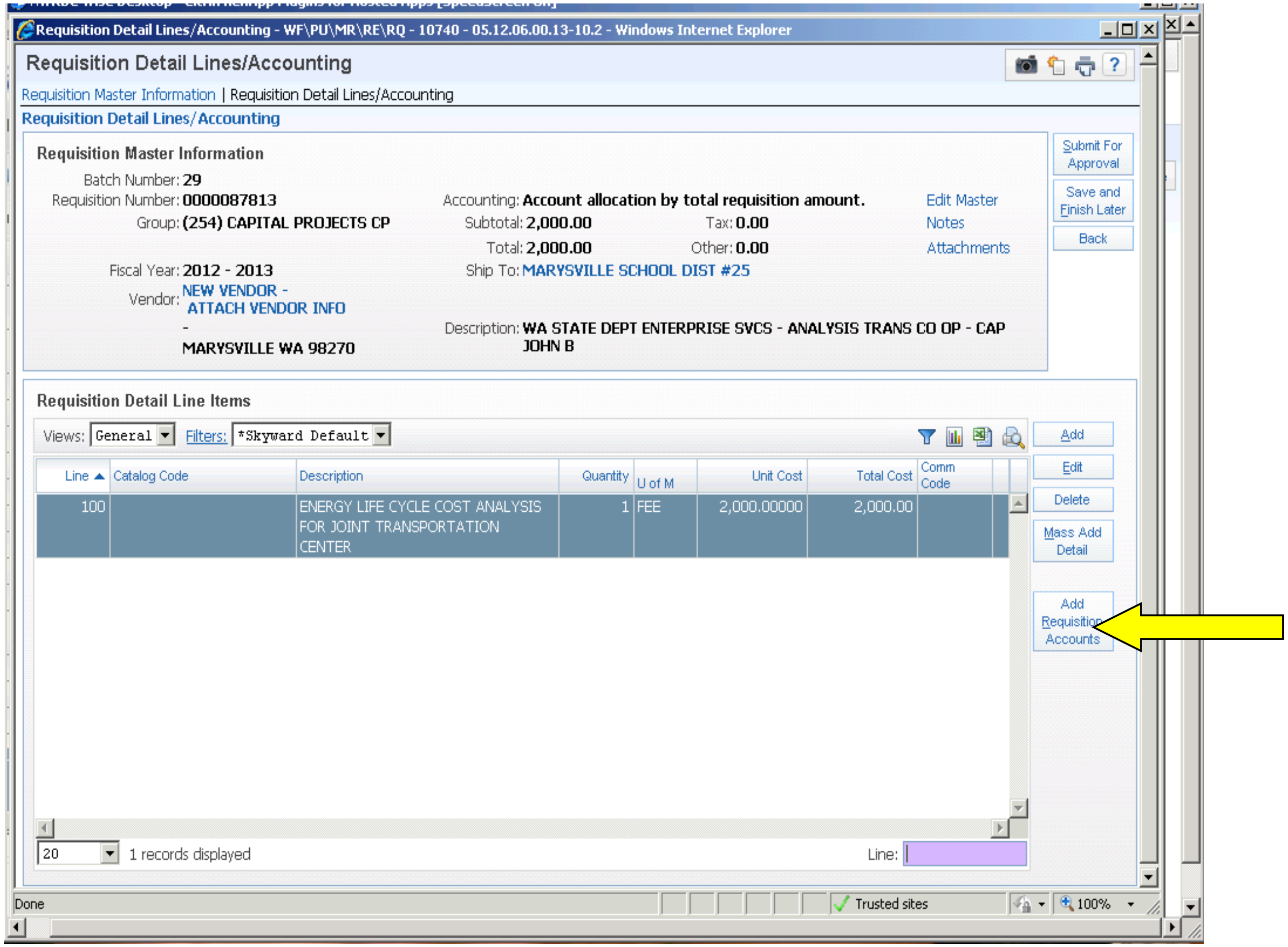
In Requisitions, click on Add button.



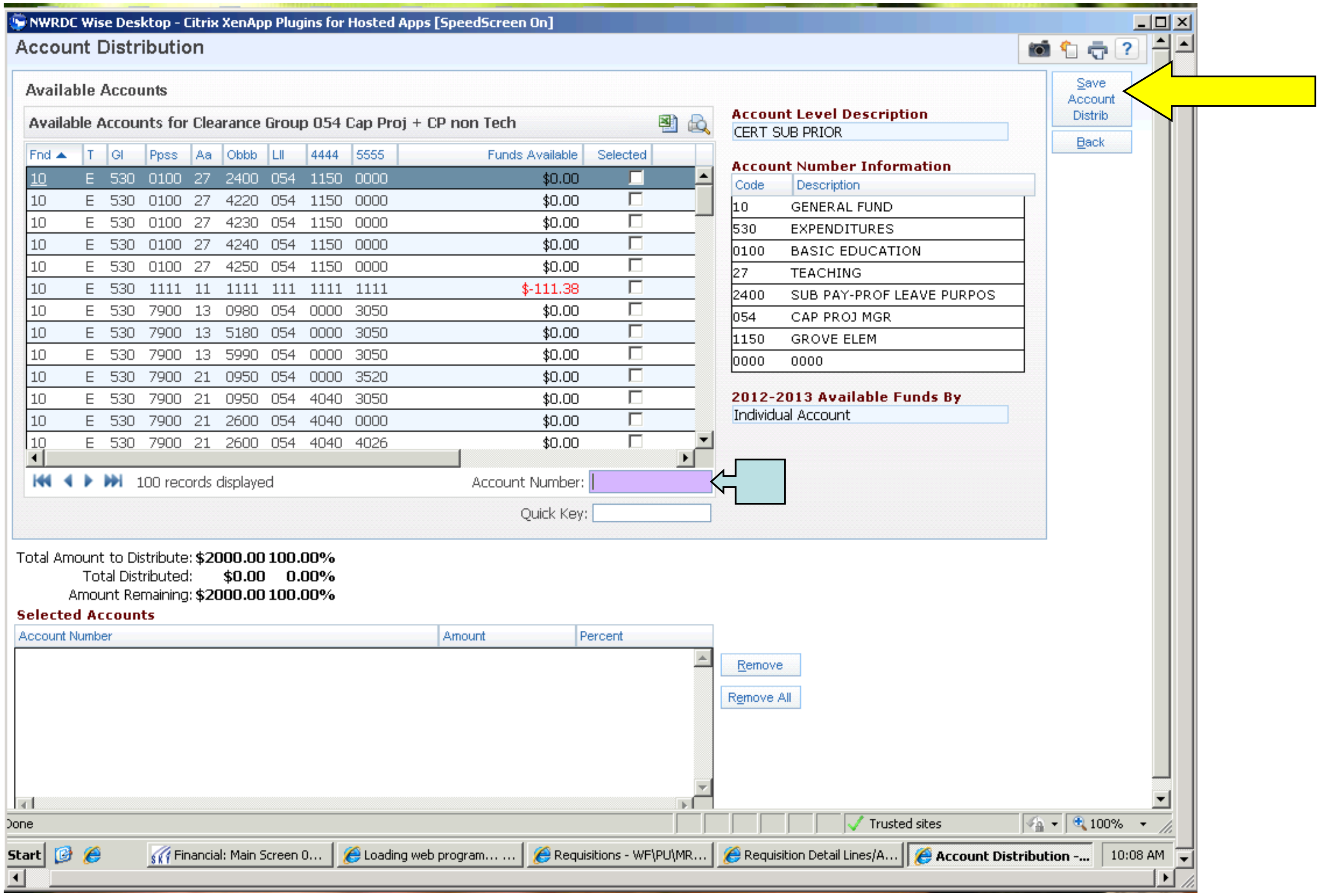
In Requisition Master Information, choose requisition group & FY, add vendor info, ship to info – Click on Save button.



In Requisition Detail, add quantity, cost and description of purchase. Click Save button.



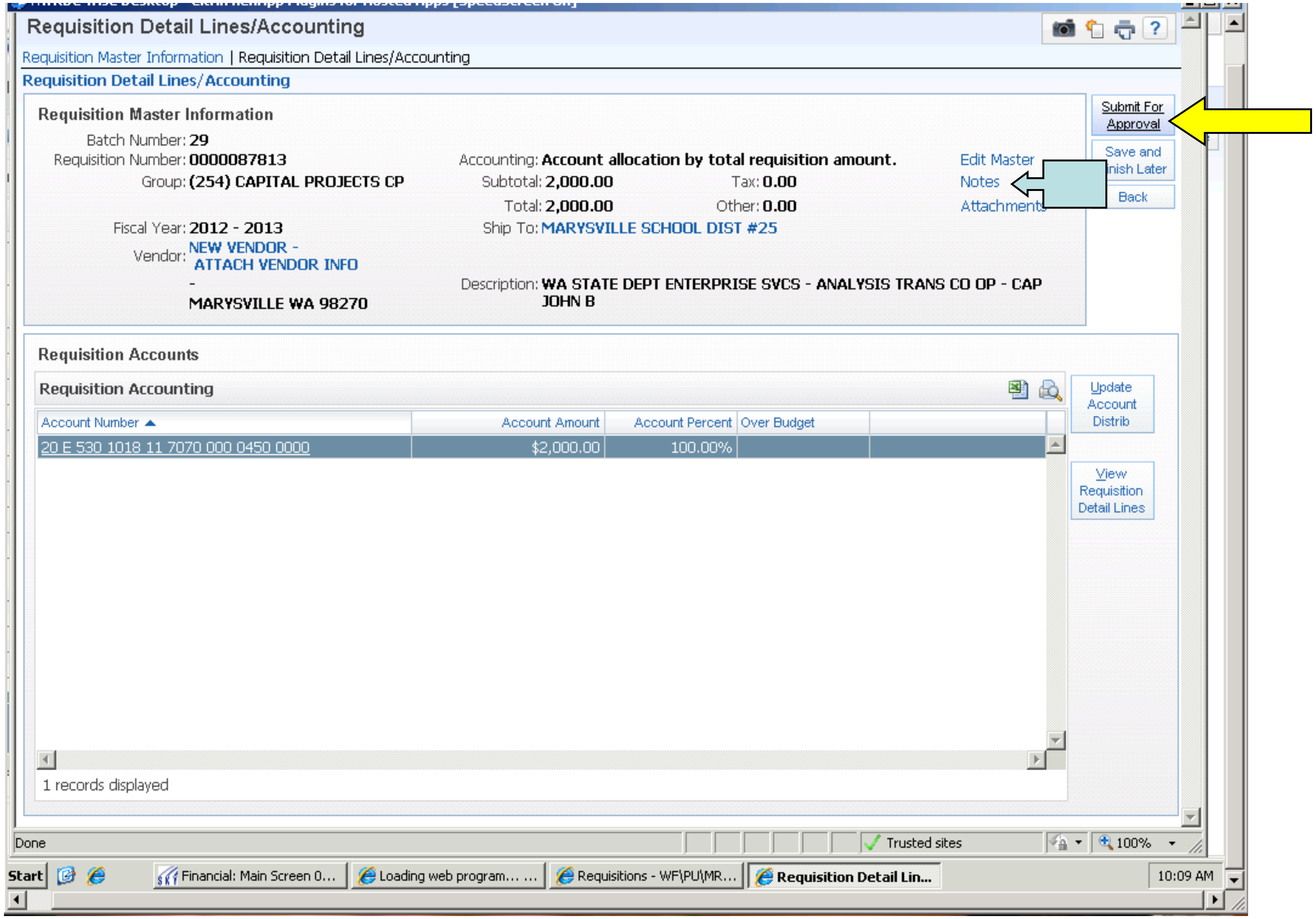
In Requisition Detail/Acctg, click Add Requisition Accounts button.



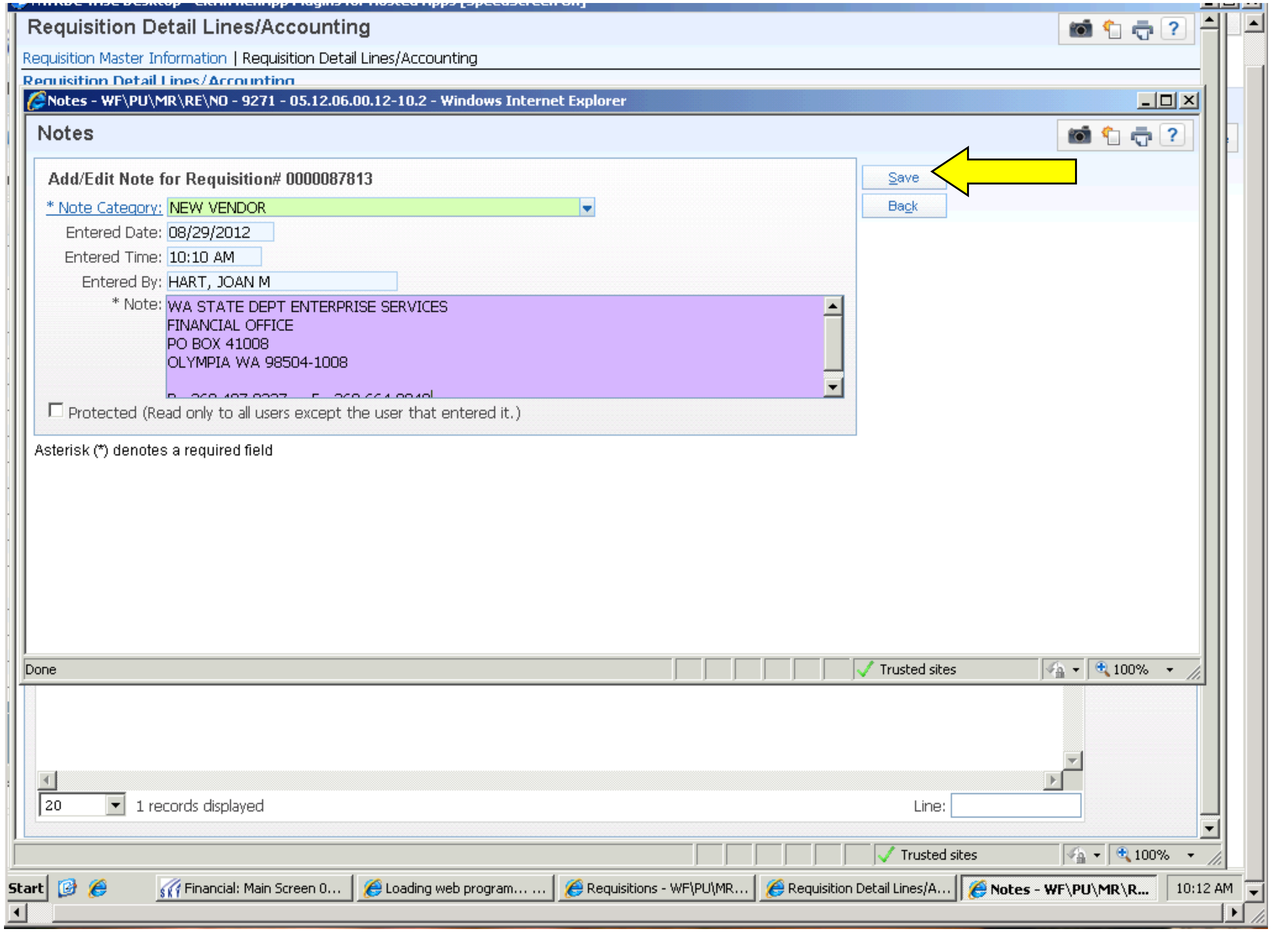
Type account code into purple search bar; format example:

10 E 530 0100 27 5000 101 1010 0000

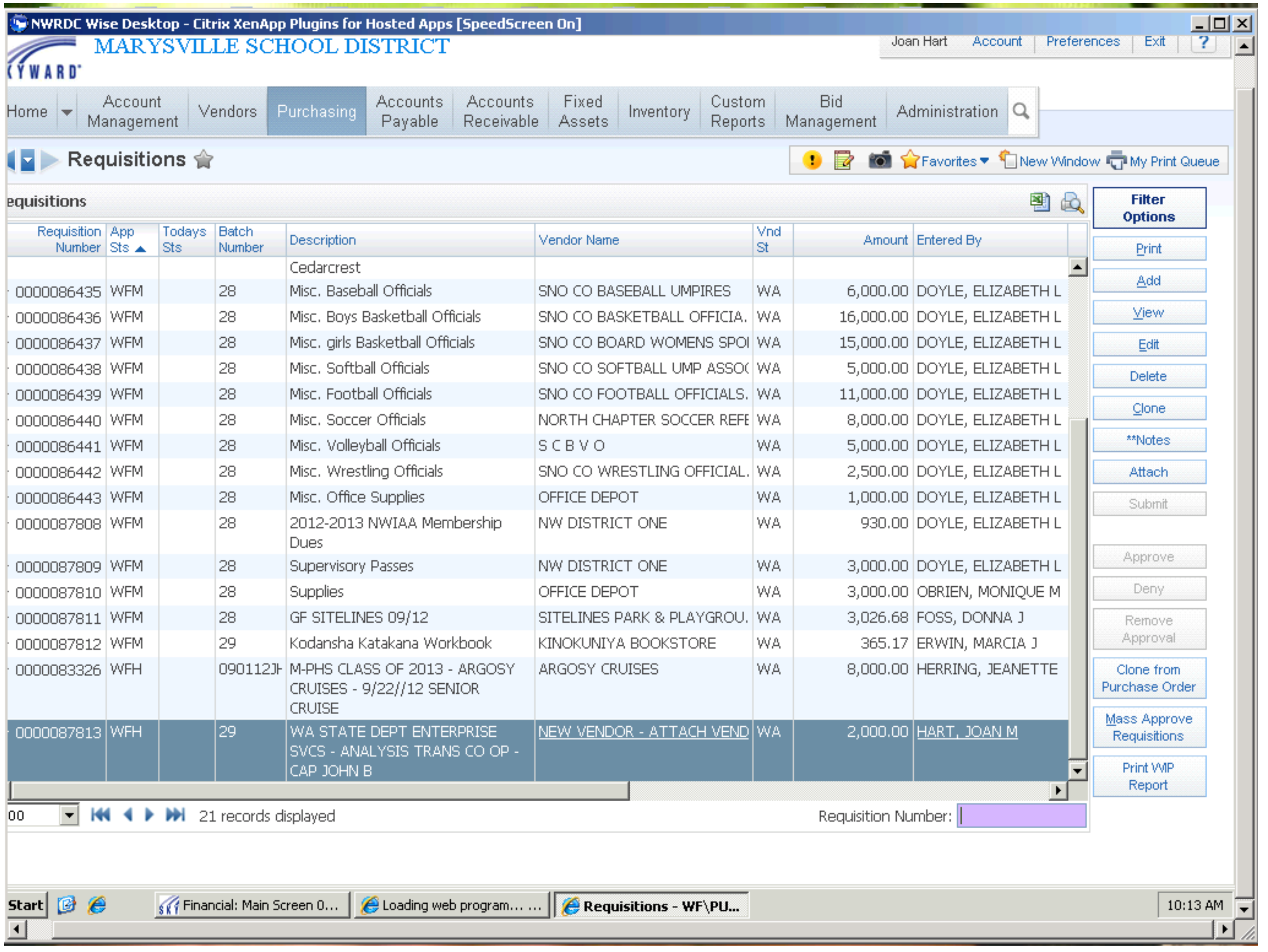
Click Save Account Distrib button.



In Requisition Detail Lines, add notes or attachments. Click Submit for Approval button to send requisition to Purchasing.



Use Notes for new vendor info, account code info, notes to Purchasing. Click Save button.



In Requisitions, print, edit or delete requisition.