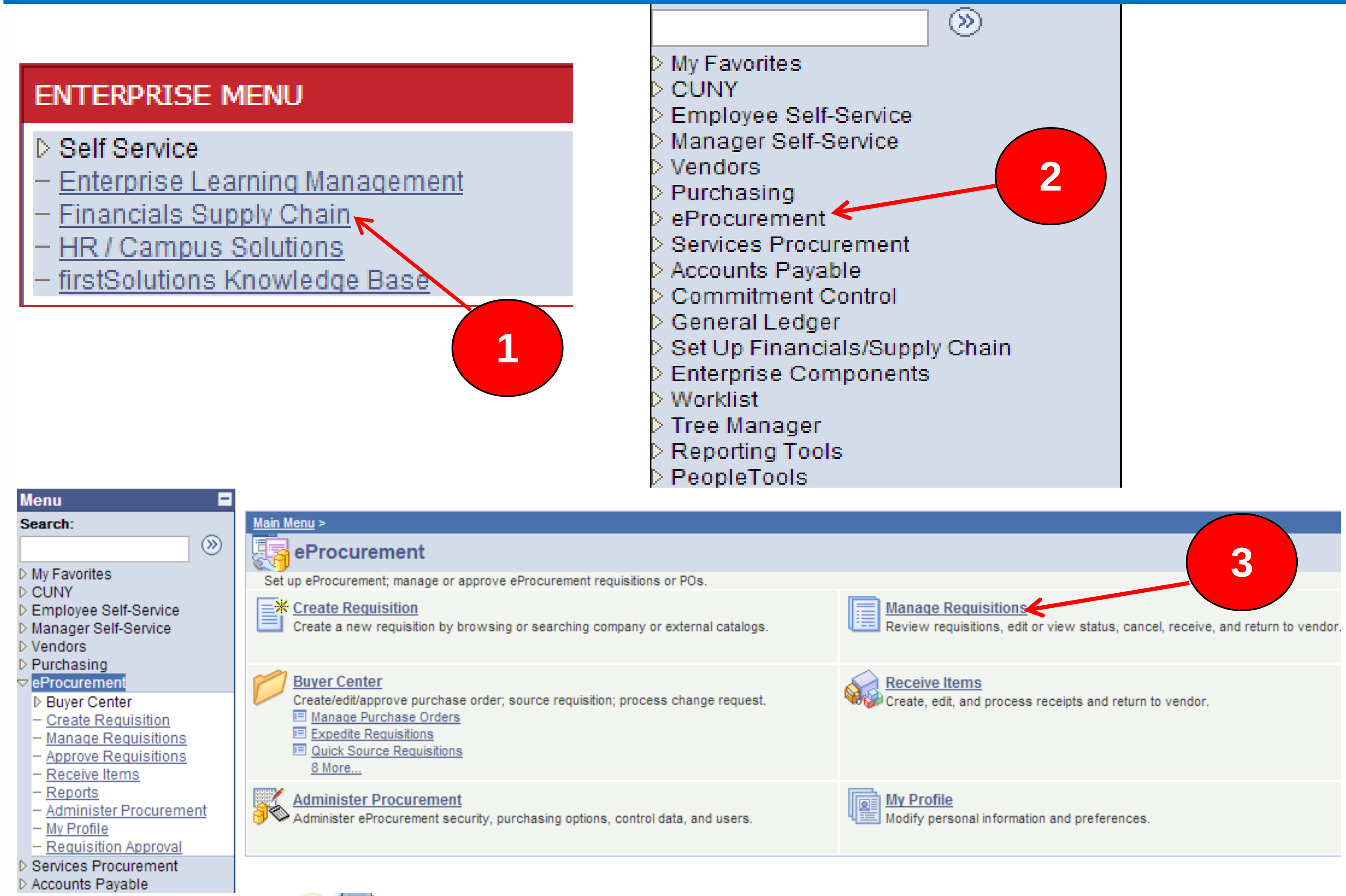
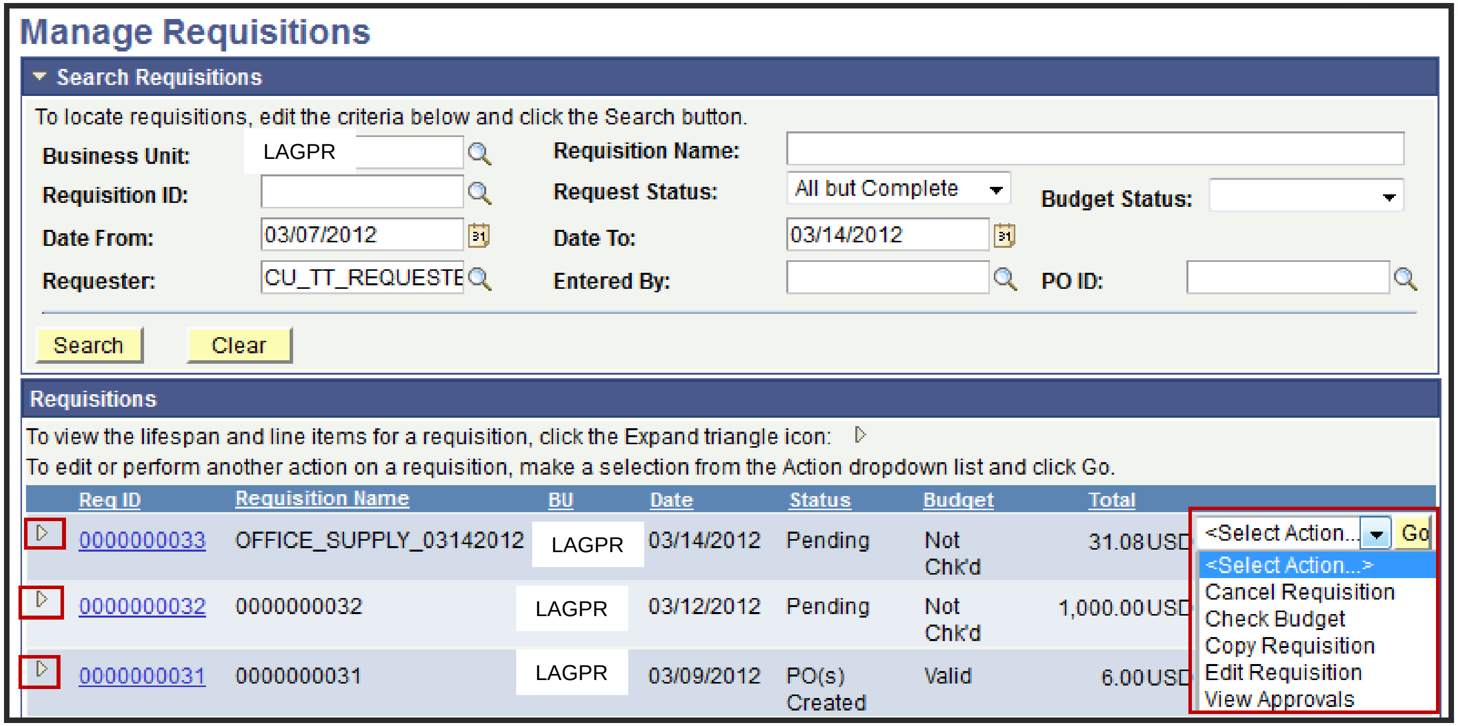
How do I manage my requisition?

Manage Requisitions





- **If your requisition status is "OPEN" it means that it has not been routed to your Supervisor and will not get approved**
- **Requisition MUST have a status of "PENDING" to be routed to Approver, approval changes status to "APPROVED"**
- **The Budget status MUST be "VALID" for a purchase order to be generated**
- **If the Budget status is "ERROR" you must Edit Requisition and check the chartfields to make sure the Account and Department fields are correct. Check your Budget FIRST!**
- **The available actions vary depending on the status of the requisition.**

Lifespan

- Visual overview of the requisition progress
  - Where the requisition is currently in its life span.
  - links will become **active** as that step in the procurement process is completed.

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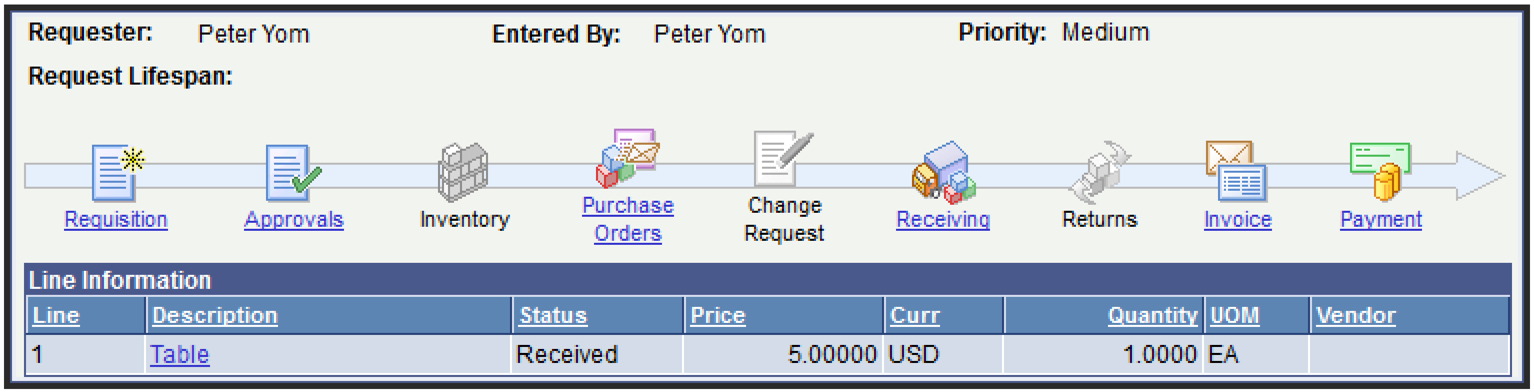

Requester: Peter Yom Entered By: Peter Yom Priority: Medium

Request Lifespan:

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Line Information

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	Table	Received	5.00000	USD	1.0000	EA	

TOP Things to Remember!

❖Always Check your budget first before entering a requisition

❖If your requisition status is "Open" it means that it has not been routed to your Supervisor and will not get approved

❖Make sure the description on your requisition tells Purchasing what you are buying (i.e. Chair, Computer etc…)

❖Requisition must be fully Approved and have a Valid Budget status for Purchasing to process.

❖Attach your supporting documents, ie; Quotes, Proposals, Estimates, etc.

❖Manage your requisitions

Contact us !

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