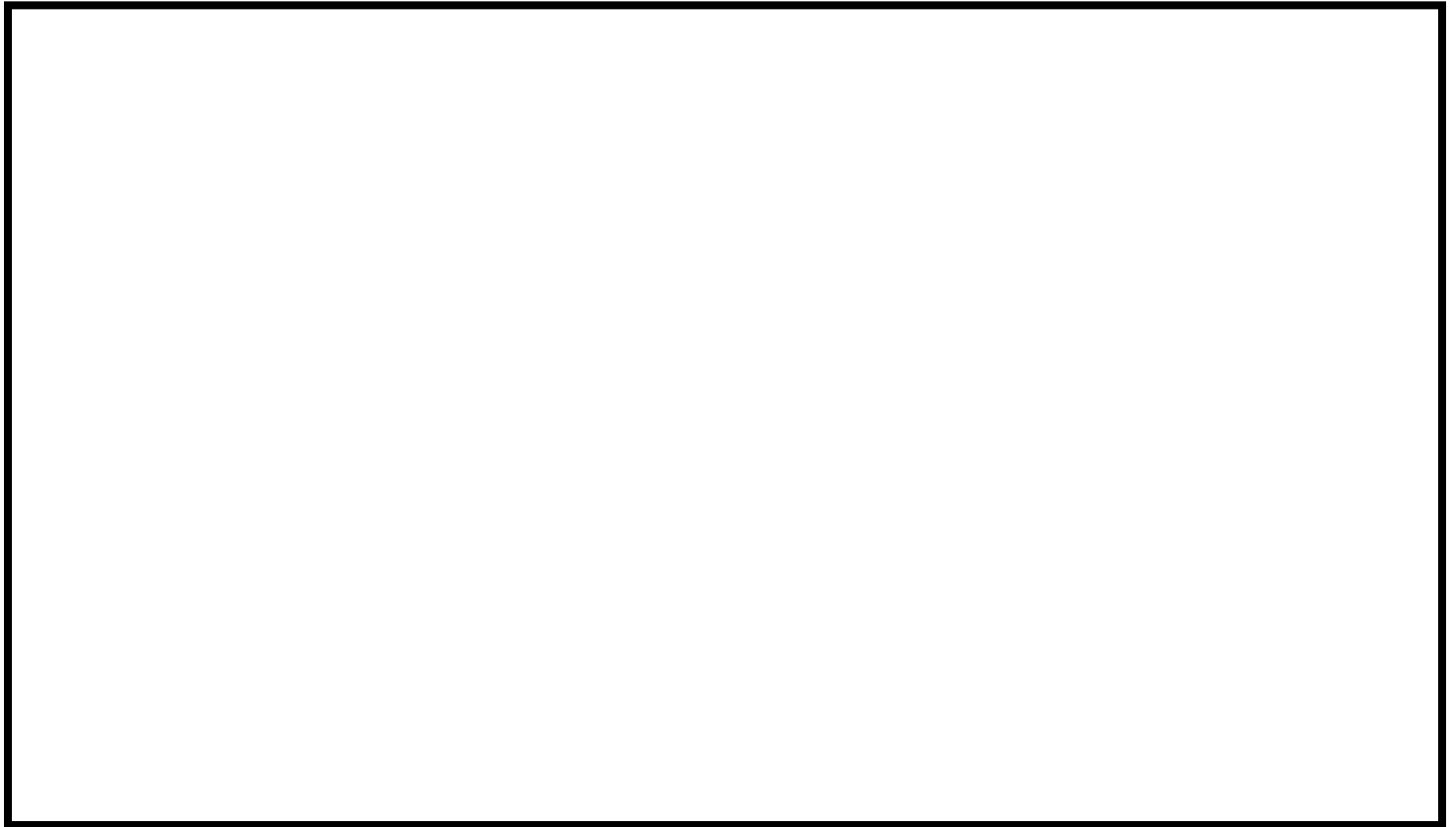


67(3 &OLFNB \$GG WIF VMDHUKR DVQ 5HTXLVLWLRQ

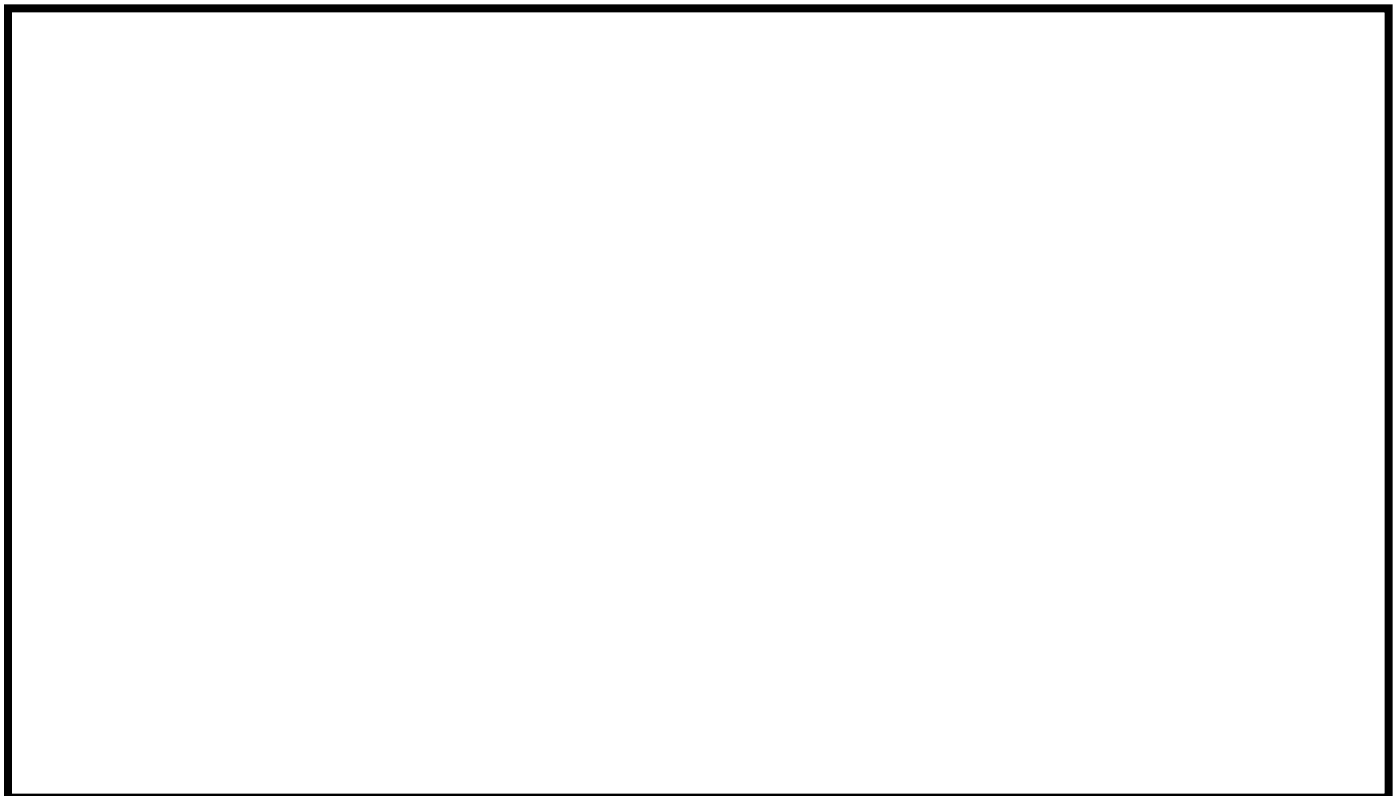
67(3)LOO LQ DOO VHFWRQRV EHZRZ

- 1. Department ± ZLOO GHIDXOW WR \RXU '\$&
- 2. Requester ± VHOHFW VLWH IURP GURS GRZQ
- 3. Ship to ± VHOHFW VFKRRO ZKHUH LWHPV DUH WR EH VKLSSHG
- 4. Date Required ± OHDYH DV LV
- 5. Requisition Date ± ZLOO GHIDXOW WR FXUUHQW GDWH
- 6. Project ± ZLOO GHIDXOW WR XQGHVLJQDWHG ± GR QRW QHHG WR FK
- 7. Warehouse ± ZLOO GHIDXOW WR 00&
- 8. Manage Documents ± DWWDFK DQ\ QHFHVVDU\ EDFNXS GRFXPHQDWLRQ

67(3 \$IWHU WRS VHFWLRRQXMDVFEHLFQ I/LQGH,WHPV ! \$GG



)RU PXOWL OLQH WRHEPV SXVKKQVHG IURVRIQHR:QWHBMMKRXVH
5HTXLVLWLRQ ! FOLWKLLQH ,WBRWV LUQWBS UXJRW FHTXLVLWL
DOORZ IRU VHYHUDO WRSBUDWBSHLWHFRQRQH UHTXLVLWL



67(3)LOO LQ VHFWRQV ! FOLFNRQH

1. Item Number – FOLFNRQH ER[DQG LRUHWRUOWDSSHULQ LWHP QXPE
Description – ZLOO DXWR SRSXODWH
Unit ± ZLOO GHIDXOW
Unit Price ± ZLOO GHIDXOW WR :DUHKRXVH SULFH
Line Total ± ZLOO DXWR SRSXODWH
2. Quantity ± HQWHU TXDQWLW\ ZLVKLQJ WR EH SXUFKDVHG
3. Account ± FOLFNRQH ER[DQG DFFRXQW FRGHV ZLOO SRSXODWH RU VWLW
Ext ± ZLOO DXWR SRSXODWH
Grant Project ± OHDYH GHIDXOW

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67(3 \$IWHU OLQH LWHP KDNF NE HEHQ IDRGHGE FLOW IRU \$SSURY
**If you wish to save the requisition in your queue and not release to next approver yet, do not select
check box and just click Save*

67(3 \$IWHU FOLFNLQJ BXEDLWFBHHSZUOR :WDRHQWRXRBD3DNQWC
VKRXOG WKHQ VHHWKNHWZDTXIMXLWLRTXOHCHDQGULRPQRKHZLWKV
DSSURYHU

,I UHTXLVLWLRQ VWD\ V μ2ULJ¶ LQ Q W [MW\$SSURQHW VFRW XPIQ QWUHLVH
VW DUW LQ WKH OLQH RI DSSURYDO XHQ GRUXGHUH WFR LUHNO RI Q VHH IXRL V LWK
FKHFN ER[IRU 6XEPLW IRU \$SSURYDO ! FOLFN 6DYH

)ULHQGO\ 5HPLQGHUV

- ,I DQ LWHP LVV\$RLLQ W R GHHG IROORZV 6WHS
- \$ PXOWL LWHP :DUH R R XFDQ5B#XS WU WR Q P WCK B\4XHL 0NF3P X OW