

High Level Description	
Process	<b>Requisition Guide</b>
Module	Purchasing
Document	Business Process Guide
Revision	3

### Revision Control

Date	By	Action	Pages
8/20/2016	Staff	First Version	23
3/01/2017	Chris Lam-Vazquez	Add “Create a Future year Requisition” section	15
2/08/2023	Staff	<b>Updated Requisition Guidelines</b>	<b>22</b>

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## **Overview**

The Purchasing Office is responsible for awarding all contracts and purchases made by the University. We issue Invitation for Bids/Quotes and Requests for Proposals which are processed into Purchase Orders and Contracts for different goods and services. A Requisition must be submitted to the Purchasing Department to request any goods or services via PeopleSoft CFS Finance.

A requisition is an internal document that is routed to Purchasing for the fulfillment of a request. A requisition may not be used as a formal document (i.e, University issued Purchase Order) to purchase goods and services.

The CFS System allows on-line entry of requisitions by end-users. Line items and the appropriate Chart String information can be entered. Some end users will have the authority to approve requisitions depending on their security. Approval by a manager or supervisor may be required.

Visit the CSUEB Procurement Site to learn more about the policies, guidelines, and resources to achieve your procurement goals

<https://www.csueastbay.edu/procurement/index.html>

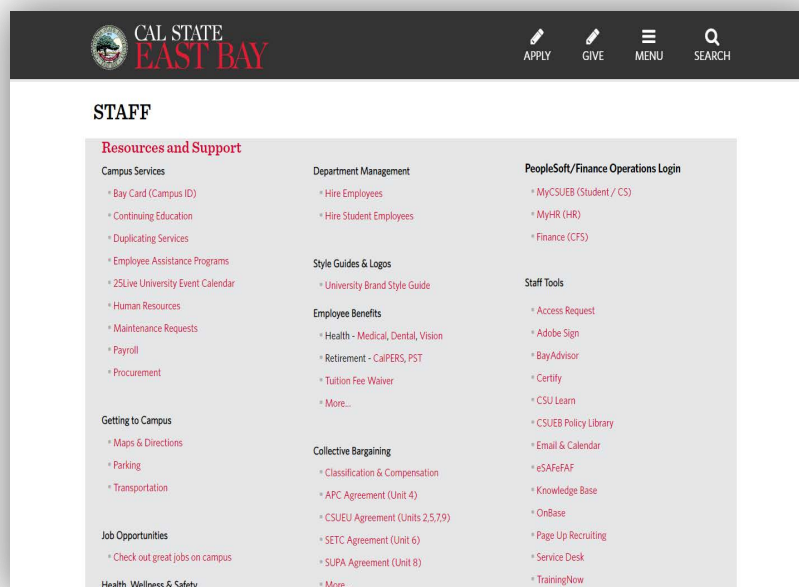
To view more Purchasing Methods, click the link below

<https://www.csueastbay.edu/procurement/purchasing/how-to-buy.html>

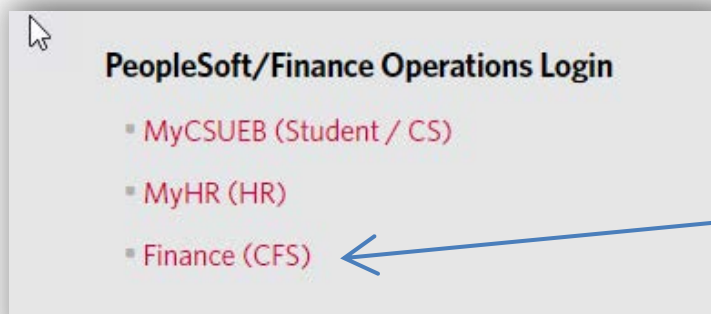
## How to log onto the Purchasing Module

- Navigate to the CSUEB Staff Homepage

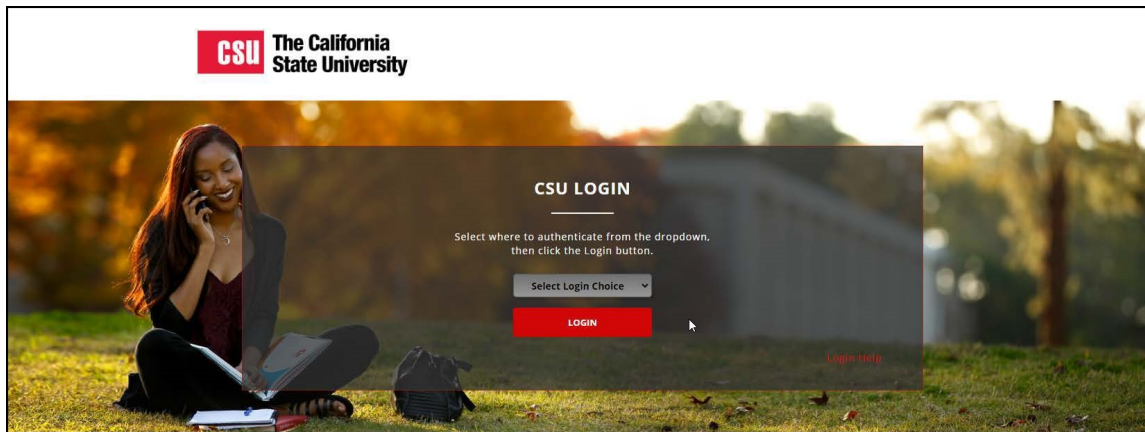
<http://www.csueastbay.edu/staff/index.html>



- Click the CFS Finance link under PeopleSoft/Finance Operations Login.



- Select East Bay in the drop down menu.



- Use your Net ID and Password to login to the CSUEB Portal.

- Click the CFS Production Log-In Link on the right side of the screen.



## Add/Update Requisitions

A. Click on the CFS End User Tile

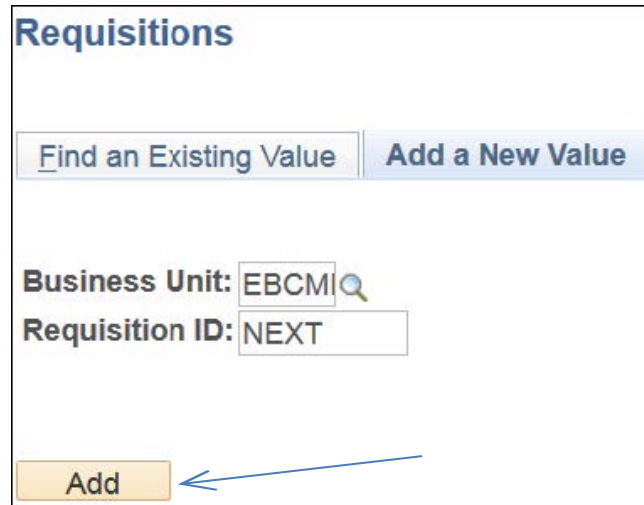
B. Or You can click on the NavBar icon to navigate to  
NavBar --> Navigator --> Purchasing --> Requisitions --> Add/Update Requisitions



Select Requisition & Purchase Order and then click Add/Update Requisitions.




To Create a New Requisition, Click the Add Button.



The screenshot shows the 'Requisitions' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there are two input fields: 'Business Unit' with the value 'EBCM' and a magnifying glass icon, and 'Requisition ID' with the value 'NEXT'. At the bottom left, there is an 'Add' button. A blue arrow points to the 'Add' button.

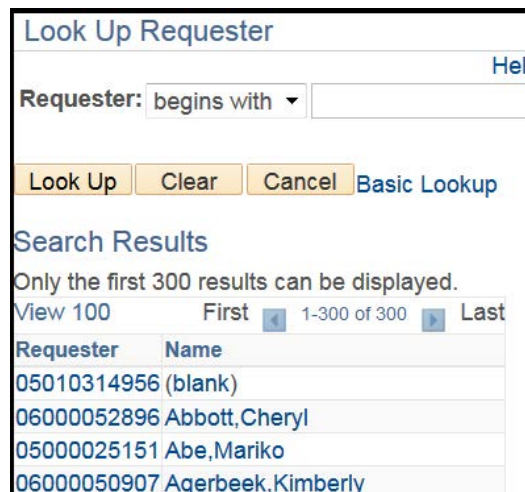
Do not change the  
Requisition ID from NEXT.

- Click on the magnifying glass  next to the Requester field.



The screenshot shows a 'Header' section with a question mark icon. Below it, there is a field labeled '\*Requester' with a magnifying glass icon to its right. A blue arrow points to the magnifying glass icon.

- Your name should be in the list of Requesters or enter your User Id/employee number. Click on your name to set it as the requester.



The screenshot shows the 'Look Up Requester' dialog box. It has a 'Requester' field with a dropdown menu set to 'begins with'. Below the field are three buttons: 'Look Up', 'Clear', and 'Cancel'. To the right of the 'Look Up' button is a link labeled 'Basic Lookup'. Below the buttons, there is a section titled 'Search Results' with the text 'Only the first 300 results can be displayed.' and a pagination bar showing 'View 100', 'First', '1-300 of 300', and 'Last'. The search results are displayed in a table with two columns: 'Requester' and 'Name'.

Requester	Name
05010314956	(blank)
06000052896	Abbott, Cheryl
05000025151	Abe, Mariko
06000050907	Agerbeek, Kimberly

## Requisition Header

The Requisition Header information will be automatically populated. View the table below to see definitions for each field and whether entry is required or optional.

### Requisition Name

It is recommended you come up with a naming convention which will assist you when recalling your requisition. (IE: Brief description of what you are buying--Example: Office Supplies-John Doe Project)

**Maintain Requisitions**

**Requisition**

Business Unit: EBCMP      Status: Open  
 Requisition ID: NEXT      Budget Status: Not Chkd  
 Requisition Name: Commencement 2021 Materials      [Copy From](#)      ☐ Hold From Further Processing

▼ **Header** ?

\*Requester: 50802547190      Solo, Han  
 \*Requisition Date: 01/28/2021      [Requester Info](#)  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 01/28/2021

[Requisition Defaults](#)      [Add Comments](#)

**Amount Summary** ?

Total Amount: 0.00      USD

- Click on the Requisition Default Link:

▼ **Header** ?

\*Requester: 05010314956      [Requester Info](#)  
 \*Requisition Date: 04/18/2014      [Online Entry](#)  
 Origin: ONL      Dollar  
 \*Currency Code: USD  
 Accounting Date: 04/18/2014

[Requisition Defaults](#)      [Add Comments](#)  
[Requisition Activities](#)



- Under the Default Options, select OVERRIDE.

Requisition ID: NEXT Status: Open

**Default Options** ⓘ

☐ Default  
If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ **Override**  
If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Buyer  Unit of Measure

Supplier  Supplier Location

Category  Supplier Lookup

**Schedule**

Ship To  RECEIVING  \*Distribute By

Due Date

Ultimate Use Code  Ship Via

Attention To  Freight Terms

**Distribution**

SpeedChart

**Distributions**

Details  Asset Information ⓘ

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project
1		EBCMP				13850					

OK  Cancel  Refresh

Set the Override option if you wish to apply a custom set of chartfields, otherwise the account, fund, and department will default to your Dept ID and Account 660003.

### Add Comments (Recommended)

The requisition Header Comments page is used to provide additional information to the Buyer or the Supplier. This is also where you will enter the vendor information if you are unable to find their Supplier ID or if they are a new vendor to CSUEB.

Types of information commonly provided include:

- Name, contact phone number, and email address for person(s) requesting this purchase (if other than Requester)
- Specific location for the delivery of items in the order
- IT Authorization Number for IT-related purchases
- Additional details about one or more line items (i.e., if you need more space to describe your purchase than is provided in the Description field, you can add a comment to provide the additional details)



Provide Procurement with additional required information

\*Do not include if the TIN is a person's Social Security Number View information on

### Adding/Editing Header Comments

Here is a sample of  
the details that  
needs to be filled

ENTERED BY NAME: #####
TELEPHONE: #####
EMAIL ADDRESS: #####
DEPT CONTACT PERSON FOR THE ORDER:
DELIVERY LOCATION (ROOM NUMBER):
ACCT: #####
DEPTID: #####
FUND: #####
CLASS: #####
PROGRAM:
PROJECT:
VENDOR: #####
VENDOR CONTACT: #####
ADDRESS: #####
City: #####
STATE: #####
ZIP: #####
PHONE: #####
EMAIL: #####
ATTACHMENT TO FOLLOW: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

### Add an Attachment (Recommended)

The requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department.

Types of commonly provided information include:

- Supplier/Vendor quotes
- Order attachments
- Additional approval signatures
- Other required documentation
- Attach Quote/ Proposal

You can attach multiple files to your Requisition. Click the '+' icon to add more files to the Requisition.

## Requisition Line Details

Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

Did you enter Requisition Defaults? Fill out the Description and Quantity fields and then press the Refresh button at the bottom left of the screen. Your defaults will then be populated.

### 1. Complete the following fields: Description, Quantity, UOM, Category, Price, and Due Date.

Are you seeing additional fields and tabs not shown in the screenshot above such as Item ID? Follow these instructions to remove these unused fields from your view. You will need to navigate away from this page, so you may need to re-enter the information on your Requisition.

Line 1									
Details									
Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier	Supplier Name	Due Date
1	Dell Latitude 14' Laptop	10.0000	EA	20400	10,000.0000	100,000.00	0000000276	DELL MARKETING LP	05/03/2023

Not sure which Category to choose? View a list of Common Category Codes. Keep in mind that if you select the wrong Category, the Buyer can correct it for you.

Each Category is associated with an Account code. CFS may change the Account code to match the one that goes with the Category you select. However, you can manually change the Account code on the Distribution screen.

## Modify the Chartfields for the Line Item

For each line item, you will need to view the Distribution screen to verify or modify the chartfields that will be charged for the line item.

1. Click on the Schedule icon at the far right of the Requisition Line.



Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Supplier	Supplier Name	Due Date	Status	
1	Dell Latitude 14" Laptop	10.0000	EA	20400	10,000.000	100,000.00	0000000276	DELL MARKETING LP	05/03/2022	Open	

2. Click on the Distribution icon next to the left of the Status column,

If you wish to modify the Ship To or Attention To fields, you can do so on the Schedule page. It is not recommended that you modify the Quantity, Price, or Due Date on the Schedule page; you should modify those fields on the main Requisition entry screen.

Maintain Requisitions  
**Schedule**

Business Unit: EBCMP      Requisition Date: 02/14/2023  
Requisition ID: NEXT      Status: Open  
[Return to Main Page](#)

Line	Item	Quantity	Merchandise Amt
1	Vostro 7620 Laptop	1.0000	999.99 USD

**Schedule**

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	RECEIVING	1.0000	999.98000	999.99	02/28/2023	Finance Dept.	Active

Add Ship To Comments

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

### 3. Verify that the chartfields on this screen are correct for this purchase and modify the fields as needed.

Note that you may see additional fields other than the ones in the screenshot below. Only the fields shown in the screenshot below are used at CSUEB. If you wish to hide the unused fields, you can click on the grid icon at the top left of the Distributions box, select Personalize, and then select the fields you want to hide.

Maintain Requisitions

**Distribution**

Requisition ID: NEXT  
Line: 1  
Schedule: 1  
Ship To: RECEIVING  
Distribute By: Quantity  
SpeedChart: Multi-SpeedCharts

Item: Vestic 7620 Laptop  
Status: Active  
Quantity: 1.0000 EA  
Open Quantity: 1.0000  
Merchandise Amt: 999.99 USD

**Distributions**

Chartfields Details Asset Information Budget Information

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project
1	Open	100.0000	1.0000	999.99	EECMP	513600			13850					

OK Cancel Refresh

### Rules that CFS enforces:

- Must be a valid Account, Fund, Dept, Program, Class, or Project code
- Fund/Dept combination (not all fund codes are available for each department)
- Account/Fund combination (some fund codes restrict which account codes can be used with them)

Be sure you know the department ID(s) for which your approver(s) have delegation of authority. If an approver approves a requisition for a department for which they do NOT have delegation of authority, the only solution will be to cancel the requisition, re-create it, and then have the correct approver approve it

The default number of chartfield strings is 1. If you do not need to split the chartfields, skip to page 14

## How to split a charge using two (2) chartfield strings when entering a requisition

- Go into the requisition you wish to look at; click on the icon with the red markings.

The screenshot shows the 'Requisition Entry' interface. At the top, there are fields for PO Date, Supplier, Supplier ID, Buyer, and PO Reference. Below these are tabs for Header Details, Activity Summary, PO Defaults, Edit Comments, PO Activities, Edit Ship To Comments, Requisitions, and Document Status. On the right, there's an 'Amount Summary' section with fields for Merchandise, Freight/Tax/Misc, Total Amount, and Encumbrance Balance. Below that is a 'Select Lines To Display' section with a search bar and a 'Retrieve' button. The main table lists requisition lines with columns for Description, PO Qty, UOM, Category, Price, Merchandise Amount, Amount Only, Due Date, Receiving Required, Status, and Inspection Required. A red arrow points to an icon in the rightmost column of the first line, which is highlighted with a red box.

Description	PO Qty	UOM	Category	Price	Merchandise Amount	Amount Only	Due Date	*Receiving Required	Status	Inspection Required
25% Materials - Football Lockers	1.0000	LOT	42000	32,378.75000	32,378.75		06/06/2014	Optional	Approved	
35% Materials due upon shipping	1.0000	LOT	42000	33,997.68000	33,997.68		06/06/2014	Optional	Approved	
40% Remaining Balance net 30	1.0000	LOT	42000	63,138.57000	63,138.57		06/06/2014	Required	Approved	
Tax	1.0000	LOT	96200	9,301.13000	9,301.13		06/06/2014	Optional	Approved	

- Click on the icon with the three (3) black arrows.

The screenshot shows the 'Details' view of a requisition line. It includes tabs for Details, Schedules, Statuses, Shipment, Matching, Receiving, Freight, and RTV. Below these are fields for Sched, Due Date, Ship To, PO Qty, Price, Merchandise Amount, and Status. A red arrow points to an icon in the rightmost column of the first line, which is highlighted with a red box.

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	06/06/2014	0700010800	1.0000	32,378.75000	32,378.75	Active

Below will show the chart of accounts for the requisition.

- To split the charges between two (2) or more chart of accounts, scroll to the right and select the “+” button.

- Enter the number of rows you would like to add. Check the “Ok” button.

The process for splitting the costs between two or more chartfields is the same. However, you have to first choose if you want to split by quantity (which is the default) or by amount.



- Split by quantity example: You are purchasing 10 laptops. One chartfield will cover the cost of 5 laptops and a second chartfield will cover the cost of the other 5 laptops.
- Split by amount example: You are purchasing 10 laptops. One chartfield will cover 75% of the cost of the 10 laptops and a second chartfield will cover the remaining 25%. Or one chartfield will contribute \$500 towards the cost of the 10 laptops and the second chartfield will cover the remaining cost.

Dist	Status	Percent	PO Qty	Merchandise Amount	Fund	Dept	Account	Program	Project	Class	Currency	GL Unit
1	Open	100.0000	1.0000	32,378.75	SL002	120112	613001	R1000	Z35242	P4750	USD	SLCMP
2	Open						600800				USD	SLCMP

Once the information has been inputted, click the “Ok” button click the “Save” button.

Remember that you can't save your requisition until ALL blank rows are populated. It's recommended that you add just one row at a time: add one row, fill out the line item information, click Save, and then add another row.

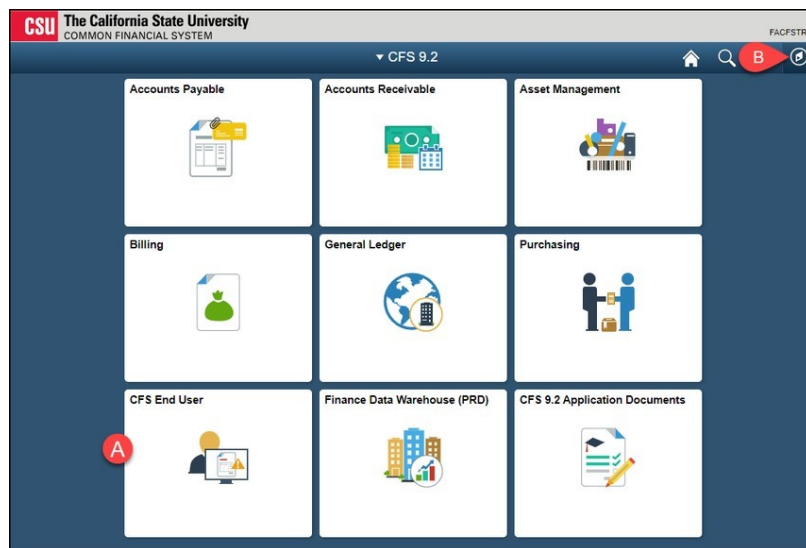
This way, if you are interrupted while filling out the requisition, you will only lose the one line item row you were working on if you are timed out after 20 minutes of inactivity.



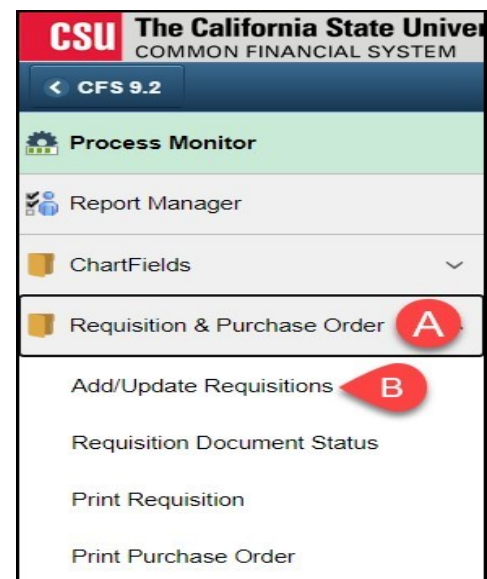
## Approving a Requisition

Only authorized approvers will have the ability to approve pending requisitions. In some cases the requester who entered the requisition will also have the authority to approve. If a requester does not have the authority to approve requisitions, the requester will need to email the requisition number to an authorized approver (within the Department) and have them review the process outlined in this section for approving requisitions.

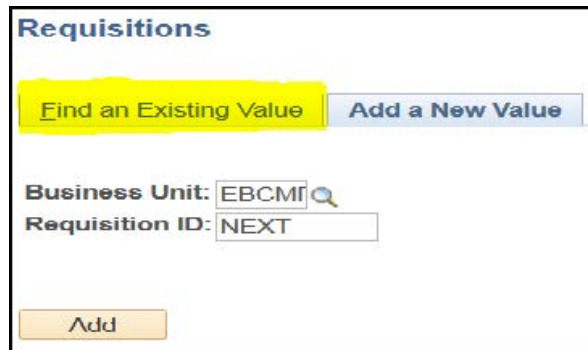
- Login to PeopleSoft Finance.  
NavBar --> Navigator --> Purchasing --> Requisitions --> Add/Update Requisitions



**Select Requisition & Purchase Order  
then click Add/Update Requisitions.**



- Click on the “Find an Existing Value” tab.



**Requisitions**

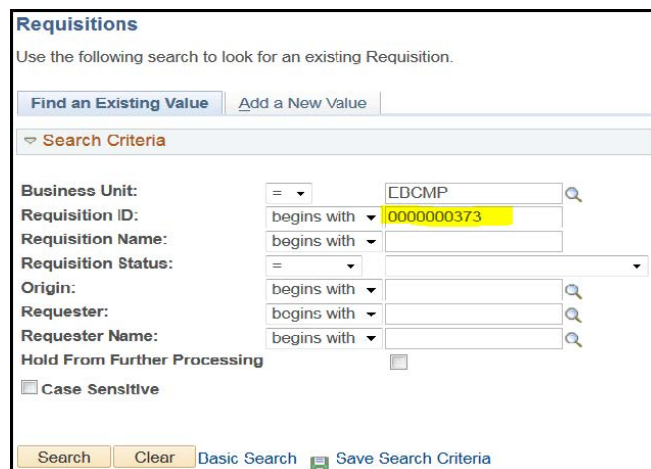
**Find an Existing Value** **Add a New Value**

Business Unit: EBCMP

Requisition ID: NEXT

Add

- Enter the requisition number in the “Requisition ID” field and click the “Search” button.



**Requisitions**

Use the following search to look for an existing Requisition.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Business Unit: = EBCMP

Requisition ID: begins with 0000000373

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing ☐

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- Once the requisition is on screen, click the **green** checkmark to approve the order. It is recommended that the requester print a copy of the requisition prior to approving for reference. The Status changes from “Open” to “Approved”



**Maintain Requisitions**

**Requisition**

Business Unit EBCMP

Requisition ID 0000000373



Requisition Name 0000000373

Status Open

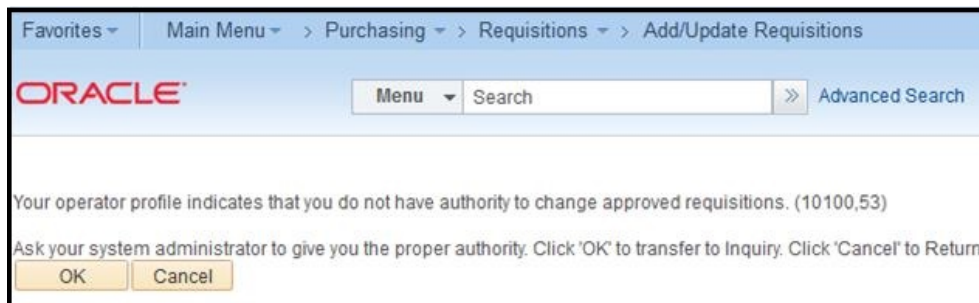
Budget Status Not Chkd

☒ ☐

☐ Hold From Further Processing

Status	Approved	 
Budget Status	Valid	
<input type="checkbox"/> Hold From Further Processing		

Once the requisition is approved, the requester should receive the following notification:



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions  
 ORACLE Menu ▾ Search >> Advanced Search  
 Your operator profile indicates that you do not have authority to change approved requisitions. (10100,53)  
 Ask your system administrator to give you the proper authority. Click 'OK' to transfer to Inquiry. Click 'Cancel' to Return.  
 OK Cancel

***“Your operator profile indicates that you do not have authority to change approved requisitions.”***

The above message is the system notifying the requester that the requisition has been approved and the requester no longer has access to make changes. Click the “Ok” button to advance forward.

The requester can only edit/modify “open” requisitions. Once the status has changed from “open” to “approved” only Procurement staff can make changes.

## Printing a Requisition

- To print out a hardcopy for reference, **this will need to be done before approving the requisition.**

Click the “View Printable Version” located at the bottom left hand side of the page:

Line	Description	Quantity
1	Computer, Dell	10.0000
2	CA Ewaste Recylcing	1.0000

View Printable Version

Save Return to Search Notify Refresh

- The following message will appear:

Message

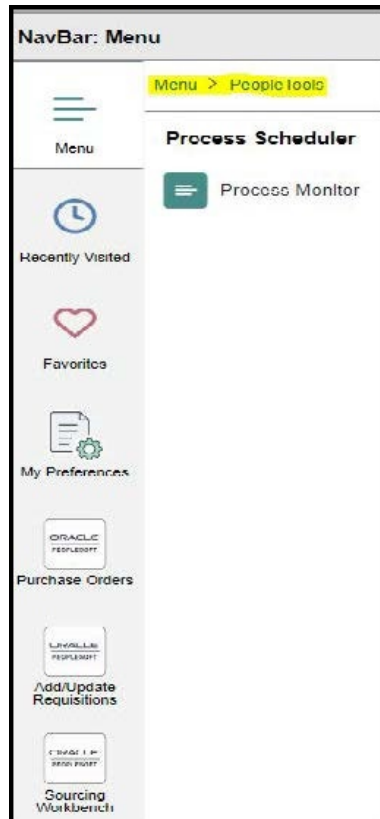
You do not have the permission required to run window option. (65,254)

You do not have the permission required to run window option. See your system administrator.

OK

Click “OK”

- Using the main menu header, navigate to the “Process Monitor” page.



- On the Process Monitor page, click the refresh button until the “Run Status” changes from “Queued” to “Success” and “Distribution Status” changes from “N/A” to “Posted.”

Process List

Server List

View Process Request For

User ID

05000092842

Type

Last

10

Minutes

Refresh

Server

Name

Instance

to

Run Status

Distribution Status

☐ Save On Refresh

Process List

Personalize

Find

View All

First

1-3 of 3

Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5350670		SQR Report	PORQ010	05000092842	04/18/2014 3:57:05PM PDT	Queued	N/A	Details
<input type="checkbox"/>	5350669		SQR Report	PORQ010	05000092842	04/18/2014 3:54:49PM PDT	Success	Posted	Details
<input type="checkbox"/>	5350668		SQR Report	PORQ010	05000092842	04/18/2014 3:52:24PM PDT	Success	Posted	Details

Process List									
Personalize   Find   View All   First 1-2 of 2 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5350670		SQR Report	PORQ010	05000092842	04/18/2014 3:57:05PM PDT	Success	Posted	Details
<input type="checkbox"/>	5350669		SQR Report	PORQ010	05000092842	04/18/2014 3:54:49PM PDT	Success	Posted	Details

- Next, click on the “Detail Link” to the far right of the line.

Process List									
Personalize   Find   View All   First 1-2 of 2 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5350670		SQR Report	PORQ010	05000092842	04/18/2014 3:57:05PM PDT	Success	Posted	Details
<input type="checkbox"/>	5350669		SQR Report	PORQ010	05000092842	04/18/2014 3:54:49PM PDT	Success	Posted	Details

- On the following page, click on the “View Log / Trace.”

**Actions**

Parameters
Transfer

Message Log

Batch Timings

View Log/Trace

- On the following page, click on the PDF link.

**View Log/Trace**

Report

Report ID: 57082 Process Instance: 5350670 Message Log

Name: PORQ010 Process Type: SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: FCFSPRE Expiration Date: 05/09/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_5350670.log	1,668	04/18/2014 3:57:38.966903PM PDT
porq010_5350670.pdf	5,333	04/18/2014 3:57:38.966903PM PDT
porq010_5350670.out	70	04/18/2014 3:57:38.966903PM PDT

Distribute To

Distribution ID Type \*Distribution ID

User 05000092842

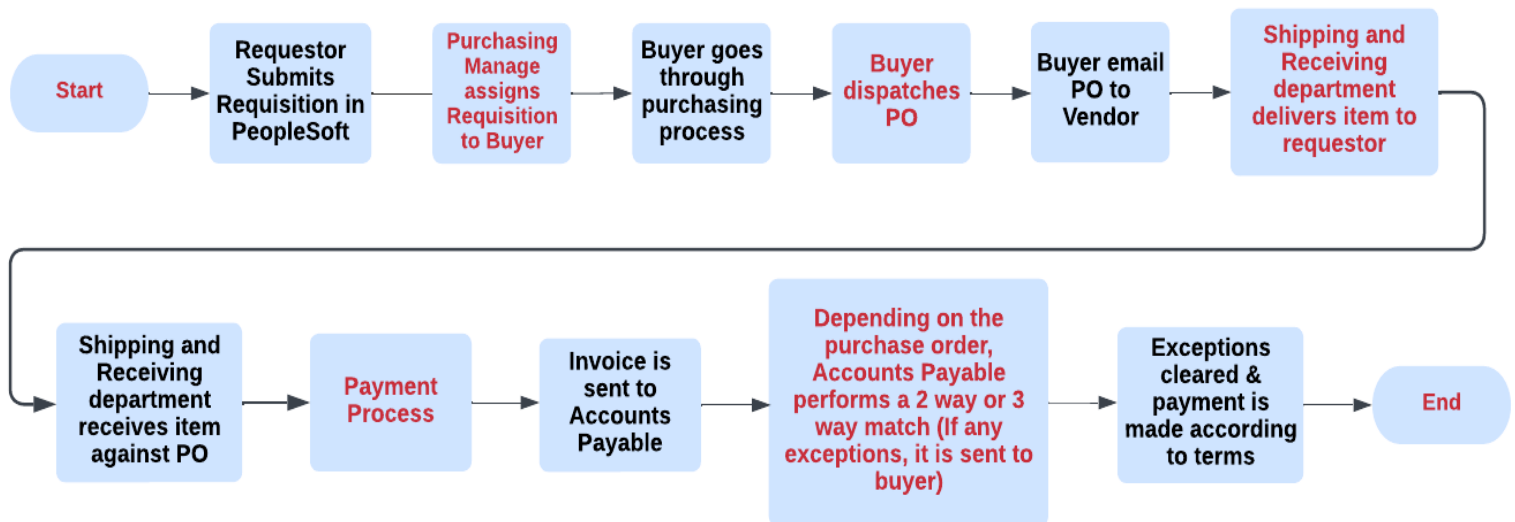
Return

- The PDF copy of the requisition will open automatically; use “CTRL + P” to print the requisition.

Line	Subd	Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date												
Distribution	Account					Prgrm	Class	Project		Dist Amt													
<p><b>Requisition</b> Cal State East Bay</p> <p><b>Ship To:</b> RECEIVING CSUEB RECEIVING DEPT (HRS 8-12, 1-4 M-F) PURCHASE ORDER NUMBER 25800 CARLOS BEE BLVD HAYWARD CA 94542</p> <table border="1"> <tr> <td>Business Unit:</td> <td>EBCMP</td> <td>OPEN</td> </tr> <tr> <td>Req ID</td> <td>0000000373</td> <td>Date</td> </tr> <tr> <td>Requester</td> <td>Telephone</td> <td>Entered By</td> </tr> <tr> <td></td> <td></td> <td>Hale Jonathan</td> </tr> </table>												Business Unit:	EBCMP	OPEN	Req ID	0000000373	Date	Requester	Telephone	Entered By			Hale Jonathan
Business Unit:	EBCMP	OPEN																					
Req ID	0000000373	Date																					
Requester	Telephone	Entered By																					
		Hale Jonathan																					
<p>Buyer: Buyer to be Assigned Supplier: 0000009750 001 VENDOR TO BE ASSIGNED</p>																							
1-1			Computer, Dell Optiplex 3010 Desktop End-User: J.Hale			00000	10.0000	EA	1,200.00	12,000.00	04/20/2014												
1-1-1	519800			EB001	13500	90002		C1552	SFP024		12,000.00												
<u>Line Total:</u>										12,000.00													
<p>Buyer: Buyer to be Assigned Supplier: 0000009750 001 VENDOR TO BE ASSIGNED</p>																							
2-1			CA Ewaste Recycling Fee			00000	1.0000	LOT	80.00	80.00	04/20/2014												
2-1-1	519800			EB001	13500	90002		C1552	SFP024		80.00												
<u>Line Total:</u>										80.00													
<u>Total Requisition Amount:</u>										12,080.00													
<p>ENTERED BY NAME: J.HALE TELEPHONE: 510-885-3000 EMAIL ADDRESS: J.HALE@CSUEASTBAY.EDU</p> <p>DEPT CONTACT PERSON INFORMATION FOR THE ORDER: J.HALE DELIVERY LOCATION (ROOM NUMBER): SA2750</p> <p>ACCT: 519800 DEPTID: 13550 FUND: EB001 CLASS: C1552 PROGRAM: 90002 PROJECT: SFP024</p> <p>VENDOR: DELL VENDOR CONTACT: CSUEB ONLINE STORE ADDRESS: 123 FAKE STREET City: HOUSTON STATE: TX ZIP: 652014 PHONE: 800-888-8888 EMAIL: DELL@DELL.COM</p> <p>ATTACHMENT TO FOLLOW: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>																							



## Requisition to Purchase Order Process



## Overview: Change Order Process

