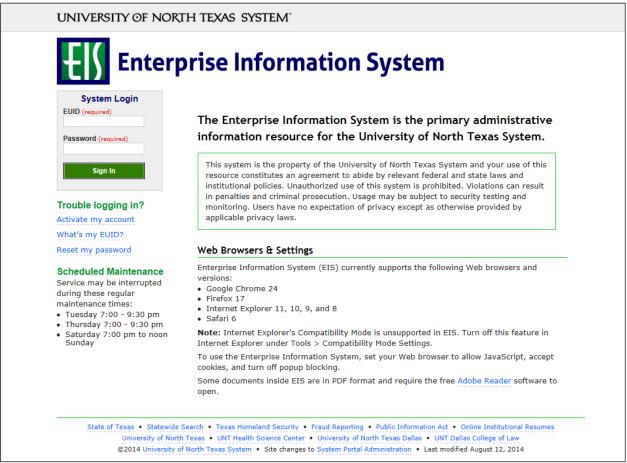
SOP #: 4.2.3.1	Area: Purchasing
Title: Editing Requisitions	Effective Date: 03/01/2016
Version #: 1.0	Revision Date: 08/17/2016
Approval Date: 02-24-2016	Review Date: N/A

Title: Editing Requisitions

If a change needs to be made on a requisition before it has been sourced to a purchase order and sent to a vendor, it can be edited.

To edit a requisition, follow the steps below:

- 1. Enter EUID and Password.
- 2. Click Sign In.



3. Click Main Menu.

Favorites - Main Menu -			
ENTERPRISE INFORMATION test_POeProEntry on FSTSTU (easapp12)	- 12/03/2015 09:27:18	All 👻 Search	>
Top Menu Features Description	0 0 -		
Our menu has changed!			
The menu is now located across the top of the page. Click on Main Menu to	get started.		
Highlights			
Recently Used pages now appear under the Favorites menu, located at the top left.	CORACLES Inspect to the term of term of the term of term		
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	CRACLE By the state of the state of the state of the state of the stat		
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.			

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.

Favorites -	Main Menu 🗸
	Search Menu:
ENTERPRIS INFORMATIO SYSTEM	Image: Search search Image: Search search search search
Top Menu Feat	Image: Self-Service Image: Self-Service<
The menu is no	 eProcurement Services Procurement in Menu to get started.
Highlights	Commitment Control
Recently Used	
Favorites menu	Set of Financials/Supply Chain Fin
	Enterprise Components
	Worklist Image: Annual control of the control of th
Breadcrumbs	
path and give y subfolders.	
subfolders.	My Personalizations
	My System Profile
	My Dictionary
Menu Search,	
supports type a much faster.	Incad which makes hinding pages
L	

- 5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

Favorites Main Menu Semployee Self-Service Procurement mmt0110 on FSTSTU (easapp12) - 12/23/2015 11:39:20 Manage Requisitions Search Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit [SY769 Q Requisition Name Requisition ID Q Request State [All but Complete]	All V Search Advanced Search
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Business Unit SY769 Q Requisition Name	Q
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Requester E15203 Q Entered By	Q PO ID Q
Search Clear Show Advanced Search Requisitions @ To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.	
Req ID Requisition Name BU Date Request State Budget	Total
D000000115 Computer for Professor SY769 12/21/2015 Open Not Chk'd	1,150.00 USD [Select Action] V Go
▶ 0000000114 Comment Test SY769 12/18/2015 Pending Valid	100.00 USD [Select Action] Go
0000000113 Computer Desk for Dr. D SY769 12/18/2015 Approved Valid	600.00 USD [Select Action] Co
0000000112 Computer for Professor SY769 12/18/2015 Pending Valid	1,150.00 USD [Select Action] Co
Create New Requisition Review Change Request Review Change Tracking	Manage Receipts Requisition Report

8. Click the triangle icon hext to the **Req ID** to view the current status of the requisition. **Note:** The requisition's status screen will open.

Favorites Main Menu Employe	ee Self-Service - > Procureme	nt 🕶		
ENTERPRISE INFORMATION mmt0110 on FSTS	TU (easapp12) - 12/23/20	15 11:39:20	II 👻 Search	» Advanced Search
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Search Requisitions				
To locate requisitions, edit the criteria below and	d click the Search button.			
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Requisition ID	Request Stat	All but Complete	✓ Budget Status	~
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Search Clear Requisitions (2) To view the lifespan and line items for a requisition	Show Advanced Sear	h		
To edit or perform another action on a requisition		dropdown list and click Go.		
Req ID Requisition Name	BU Date Reque	st State Budget Total		
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0000000114 Comment Test	SY769 12/18/2015 Pendir	g Valid	100.00 USD [Select Action]	Go
0000000113 Computer Desk for Dr. D	SY769 12/18/2015 Approv	ed Valid	600.00 USD [Select Action]	Go
0000000112 Computer for Professor	SY769 12/18/2015 Pendir	g Valid	1,150.00 USD [Select Action]	Go
			1,150.00 USD [Select Action]	Go

9. Select **Edit** from the requisition's associated dropdown menu.

ENTERPRISE INFORMATIO SYSTEM	mmt0110 on FS1	STU (easapp12) - (02/19/2016 1	3:50:11	AI	II - Search	2	Advanced Search
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Requis	sition ID	Q Re	quest State All t	but Complete	•	 Budget Statu 	S	~
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Search	Clear	Show Adva	anced Search					
quisitions	?							
	pan and line items for a requi	sition click the Expand tria	nale icon			Approva	als	Go
	m another action on a requisi		the Action dropd	down list and	click Go.	Edit		
	m another action on a requisi Requisition Name		Request Stat		click Go. udget Total	View Cy		Go
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10. Click Go.

1	INFORMATION SYSTEM	mmt0110 on FST	STU (easapp	o12) - 12/23/201	5 11:39	9:20		All - Sear	h	Adv:	anced
Ma	anage Req	uisitions									
*	Search Requ	lisitions									
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	Requisit	tion ID	Q	Request State	All but C	omplete		V B	dget Status		~
	Date	From 12/16/2015	B	Date To	12/23/20	15		-11 - 54	and a state of the		
	Req	uester E15203	a	Entered By			a		POID		Q
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D.	quisitions (?	1									
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Þ	0000000114	Comment Test	SY769	12/18/2015 Pending		Valid		100.00 USD	[Select Action]	❤ Go	
v	0000000113	Computer Desk for Dr. D.	SY769	12/18/2015 PO(s) Cn	ated	Valid		600.00 USD	Edit	Go)
		ester Facilities Maintenanc		ered By Thomas,Mee	sha Meo	cia Pr	iority Medium				
	Pre-Er	ncumbrance Balance	Not Available	_							
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	Requisitio	n Approvais	Inventory	Purchase Orders		hange equest	Receiving	Returns	Invoice	Payment	
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	Request Lifes						Parko	nalize Find	DI III First	1-2 of 2 🕑 Last	
	Line	Description	Status	Price		Quantity	UOM	Supplier	1 100 1101	- TE VIE - LODI	
		Computer Desk	PO Created		USD	200000	1 0000 EA	Summus In	dustrine Inc	×	
		P Dell Printer	PO Created		USD		1.0000 EA	Summus In		x	
	C		1000000000	1997.999999	200			Contraction of the	0000100 1110	100	

11. Click **OK**.

avorites + M	tain Mohu 👻 🔿 Em	Hoyee Self-Serv	ice + > Proc	unnonent +					
INFORMATION SYSTEM	mmt0110 on FS	rstu (easa)	pp12) - 02/1	9/2016 14:34	:25	All - Search	Advanced Search		
lanage Requ	Jisitions								
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o edit or perform a	and line items for a requirement of a re	tion, make a sei	lection from the	Action dropdown i					
Reg ID	Regulation Name	BU		Request State	Budget	Total			
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000000153	0000000153	SY769	02/19/2016	Open	Valid	Message			
000000152	computer for Dr Phil	SY769	02/18/2016	Pending	Valid	This requisition is pending approval. Ec	iting this requisition may reinitialize approval pr	rocess (18036,6248)	
reate New Requisit	ion Review	Change Reque	st	Review Change	Tracking	M OK Gancel			
						1			

12. Click on the gray triangle 🕨 next to **Accounting Lines** to reveal the Chartfields.

Favorites Main Menu Favorites Favorites	ocurement -> Requisition		
EVENTERPRISE INFORMATION MkI0001 on FSTSTU (easapp12) - 03/	25/2016 11:14:21		
Edit Requisition - Review and Submit Review the item information and submit the req for approval. Requisition Summary Business Unit SY769 Requester E92200 *Currency USD	Univ. of North Texas System Business Services-Gen	My Preferences Requisition Setting Requisition Name The Festus Gruop-Victor Aimuyo Requisition ID 0000007281 Priority High V Custom Fields	
Cart Summary: Total Amount 2,100.00 USD		Add More Items	
Expand lines to review shipping and accounting details			First 🕢 1 to 1 of 1 🕞 Last
Requisition Lines ②			
Line Description Item ID	Supplier	Quantity UOM Price	Total Details Comments Bid Tab Delete
Cognos training		1.0000 Each 2100.0000	2100.00 📄 🦻 Edit 🝘 🗊
Shipping Line 1 *Ship To	BSCA 400	Add Shipto Comments Quantity 1.0000	
Address	UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add One Time Address Price 2100.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields
Attention To	Business Services-Gen		outon routo
Due Date	03/10/2016		
Accounting Lines			
Select All / Deselect All Select lines to:	Add to Favorites	emplate(s)	Change
		Total Amo Pre-Encumbrance Bala	2,

13. Review **Chartfields 1** and **Chartfields 2** to determine if changes are needed.

														0								
Account	ting Line	5												Persona	lize	Find	View	All 🖾	First	t 🕙 1 of 1 🖗	La	st
Chartfie	lds1 C	<u>h</u> artfields2	De	tails [De <u>t</u> ails 2	<u>A</u> ss	set Informatio	on As	set j	Information	2	Budget	Info	ormation								
Line	Status	Dist Ty	rpe *L	ocation		G	Quantity		Perc	ent		Mercha	andi	ise Amt	GL U	nit		Entry Event				
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14. Click the box next to the appropriate Line(s).

Edit Requisition - Review	and Submit									
Review the item information and submit the	he req for approval.		My Preferen							
Requisition Summary			My Preheren	CER						
Business Un	it SY789	Univ. of North Texas System	Requisition Name	The Festus Gruop-Victor Aim.						
	wr E92200	Business Services-Gen	Requisition ID Priority			opy Bid Vendors Delete Bid Vend				
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pand lines to review shipping and acco								First (4) 1 to	toft 🛞 La	ist
equisition Lines										
Line Description	Item ID	Suppler	Quantity UOM	Price	Total Deta	in Comments	Bid Tab	Delete		
Cognos training			1.0000 Each	2100.0000	2100.00	8 9 c	dt 📾	8		
Shipping Line 1	*Ship To	BSCA 400 Q	Add Shipto Comments	Quantity 1.0000						
	Address	UNT System Business Service Center	Add One Time Address	Price 2100.0000	Price Adjustm					
		Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000			Pegging Inqu					
		Denton, TX 76205			Pegging Won Custom Field					
	Attention To	Business Services-Gen								
	Due Date	03/10/2016								
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	Chartfields1 Chartfiel	ds2 Details Details 2 Asset	information Asset Informatio	an 2 Budget Information	(III)					
	Account Alt Acct	Dept Fund Fund Fu	unction PC Bus Unit	Project Activity	Program.	Рыгрове	Site	Amiliate	Fund Affiliate	

15. Click Mass Change.

Edit Requisition - Review a	and Submit								
Review the item information and submit th Requisition Summary	e req for approval.		🥕 My Prefere	nces					
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Requisition Lines									
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Shipping Line 1	*Ship To Address Attention To Due Date	BSCA 400 Q UNT System Business Service Certer Send far invoices@unbystem edu 1112 Datas Dr., Ste. 4000 Denton, TX 76205 Business Services-Gen 83/10/2016 B	Add Shipto Comments Add One Time Address	Quantity 1.000 Price 2100.0000	Price Adju Pegging Ir Pegging V Custom Fi	nguiny Vorkbench			
						6	Personalize Find	(Vew At 🖓 🔛	First 🗇 1 of 1 🗄
	Chartfields1 Chartfiel Account Alt Acct	lend	Information Asset Information	on 2 Budget Information Project Activity	Program	Purpose Site	Amiliate	Fund Affiliate	
			Manual Colored Manual Anna Colored Colored		1000	55 Shires	- Provident	in management	

16. Enter the appropriate **GL Unit** in **Chartfields 1**.

- 17. Enter the appropriate information for the remaining required Chart of Account fields where needed:
 - Dept
 - Fund Cat
 - Fund
 - Function

Note: Account and Alt Acct should remain blank.

18. Click **OK**.

INFORMATION MKIC	0001 on FSTSTU	(easapp12) - 0	3/28/2016	6 13:09:28	E.					
dit Lines/Shipping/Acc	counting for Select	ted Lines								
ine Information @										
Note: The information belo entered on this page will rep								data		
Supplier ID	a	Supplier Lo	ocation		0					
Buyer	Q	Ca	ategory		Q					
Shipping Information										
Ship To Location	94		Add	One Time Ad	Idress					
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Accounting Lines SpeedChart Please enter GL Business U Accounting Informatio Chartfields1Qetails	Q Init before selecting other n Asset Information	er chartfield values	Personalize Alt Acct	Dept	Fund Cat		Function	ast		

- 19. Select **All Distribution Lines** or **Matching Distribution Lines**. **Note:** Do not select the **Replace Distribution Lines** option.
- 20. Click **OK**.

Favorites Main Menu Employee Self-Service Procurement Requisition
ENTERPRISE INFORMATION MkI0001 on FSTSTU (easapp12) - 03/28/2016 13:09:28
Distribution Change Options
For the selected requisition lines that are available for sourcing, apply distribution changes to
All Distribution Lines Apply changes to all existing distribution lines.
O Matching Distribution Lines Apply changes to each existing distribution line by matching the distribution line numbers.
Replace Distribution Lines Remove the existing distribution lines and replace with the distribution lines changes.
OK Cancel

- 21. Review Acct and Alt Account fields under Accounting Lines in Chartfields 2 to ensure the information is correct.
- 22. Make changes as needed.

dit Requisition - Review a	nd Submit					
wiew the item information and submit the	reg for approval.					
equisition Summary			My Prefere	nces		
Business Unit	SY769	Univ. of North Texas System	Occurring Name	The Festus Gruop-Victor Amuy		
Requester			Reguisition ID		Copy Bid Vendors	
*Currency		Business Services-Gen	Priority		Delete Bid Vend	
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quisition Lines						
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2 1 gP Cognos training			1.0000 Each	2100.0000	2100.00 🐘 🖗 Edt 🕾 📋	
Carl Constraint Sec.					Francis Hills In Ear as I	
Shipping Line 1	*Ship To	BSCA 400	Add Shipto Comments	Quantity 1 0000		
	Address	UNT System Business Service Center	Add One Time Address	Price 2100.0000	Price Adjustment	
		Send to: invoices@untsystem.edu 1112 Dallas Dr. Ste. 4000			Peoping Inquiry	
		Denton, TX 76205			Pegging Workbench Custom Fields	
	Attention To	Business Services-Gen			Coston Pieros	
	Due Date	03/10/2016				
		Norman Contractor				
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	*Distribut	te By Oty 🗸				
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	Chartfields1 Chartfiel	ids2 Details Details 2 Asset	Information Asset Informati	on 2 Budget Information		
	Account All Acci	Fund	inction PC Bus Unit	Project Activity	Program Purpose Site Attitute	Fund Affiliate

- 23. Change Ship To, Due Date, or Quantity fields as appropriate.
- 24. Click the item name under the **Description** category.

INFERIMATION mmt0110 on FST:	8TU (easapp12) - 12/2	23/2015 13:48:17	All - Search		Advanced Search
lit Requisition - Review and	Submit				
new the item information and submit the req	for approval.			-	
guisition Summary			My Prefere	nces Requisition Settings	
Business Unit	r769	Univ. of North Texas System	Requisition Name	Computer Desk for Dr. Davis	
Requester E	15203	Facilities Maintenance	Reguisition ID		Copy Bid Vendors
Currency U	so		Priority	Medium V	Delete Bid Vend Refresh
				Custom Fields	Keresn
Summary: Total Amount 600.00 USD			4	Add More Items	
and lines to review shipping and accounting	details				First 🚯 1 to 2 of 2 🚯 Last
quisition Lines (7)	an when h		Degramation and an	1.000	
Line Description	item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete
Computer Desk		Summus Industries Inc	1.0000 Each	500.0000	500.00 🐘 🗘 Add 📾
Shipping Line 1	Ship To	USB 135	Add Shipto Comments	Quantity 1.0000	(+)
	Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 500.0000	Price Adjustment
	Attention To	Facilities Maintenance			Pegging Inquiry Pegging Workbench
	Due Date	12/31/2015			Custom Fields
	\sim				
	Accounting Lines				
		Summus Industries Inc	1 0000 Each	100.0000	100.00 IL O And (18)
🔲 2 👙 Deli Printer.			1.00001 Each	100.0000	
Shipping Line 1	*Ship To	USB 135 Q	Add Shipto Comments	Quantity 1.0000	+
	Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 100.0000	Price Adjustment Pegging Inquiry
	Attention To	Facilities Maintenance			Pegging Workbench
	Due Date	12/31/2015			Custom Fields
	Accounting Lines				

25. Change information in fields as needed.

Favorites - Main Menu - >	Employee Self-Service -> Procur	ement - Manage Requisitions >	Requisition	
ENTERPRISE INFORMATION mmt0110 on SYSTEM	FSTSTU (easapp12) - 12/2	3/2015 13:48:17	All - Search	>> Advanced Search
Edit Requisition ②				
Welcome Facilities Maintenance		🙆 Home 🗡 My Pre	ferences 🏽 Requisition Settings 🕺 📜	2 Lines Checkout
Request Options	Search All	✓	Search	Advanced Search
All Request Options	New Requisition			
ePro Services New Requisition	*Goods/Service Description Quantity	Computer Desk	*Unit of Measure EA	
Web	Amount	500.0000	*Currency Code USD	
Forms	*Category	204-64 Q		
Favorites	Supplier ID	000006227 Q	Suggest New Suppl	ier
Recently Ordered		Summus Industries Inc Q 8888888888 ?	Quote Date 12/18/2015	
External Catalogs	Quote Number Beginning Date		Quote Date 12/18/2015 Date of Completion 12/31/2015 37	
	Additional Information			
			<u>(</u> 2)	
	Send to Supplier	Show at Receipt	Show at Voucher	
	Apply			

26. Click Apply.

Favorites Main Menu	Employee Self-Service 🗸 > Procurement 🗸 > Manage Requisitions > Requisition
ENTERPRISE INFORMATION mmt0110 on	FSTSTU (easapp12) - 12/23/2015 13:48:17 All - Search Advanced Search
Edit Requisition ③	
Welcome Facilities Maintenance	lame
Request Options 💌	Search All Advanced Search Advanced Search
All Request Options	New Requisition
ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	*Goods/Service Description Quantity Amount *Category Supplier ID Supplier ID Quote Number Summus Industries Inc Quote Number B88888888 Quote Date 12/18/2015 Beginning Date 12/25/2015 Reginning Date Additional Information
	Additional information

27. Click Submit.

ENTERPRISE INFORMATION mmt0110 on F	8T8TU (easapp12) - 12/2	23/2015 13:48:17	All - Search	» Ad	vanced Search
view the item information and submit the	e reg for approval.			sile	
quisition Summary			My Preference	ces Requisition Settings	
Business Unit	SY769	Univ. of North Texas System	Requisition Name	Computer Desk for Dr. Davis	
Requeste		Facilities Maintenance	Requisition ID		Copy Bid Vendors
Currency		r acinoes maintenance		Medium V	Delete Bid Vend
currency	000			Custom Fields	Refresh
Summary: Total Amount 1,600.00 U	\$D		ф.	Add More Items	
and lines to review shipping and accour	nting details				First 🕢 1 to 2 of 2 💿 Last
quisition Lines 🛞					
Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete
🗆 1 🍦 Computer Desk		Summus Industries Inc	2.0000 Each	750.0000	1500.00 🐘 🖓 Add 📾
Shipping Line 1	*Ship To	USB 135	Add Shipto Comments	Quantity 2.0000	+
Shipping Line 1	Address	UNT Central Receiving	Add One Time Address	Price 750.0000	Price Adjustment
		Denton, TX 76205			Pegging Inquiry
	Attention To	Facilities Maintenance			Pegging Workbench
	Due Date	12/31/2015			Custom Fields
	Accounting Lines				
C 2 G. Dall Briston		Summus Industries Inc	1.0000 Each	100.0000	100.00 陆 🖓 Add 📾
🔲 2 🎯 Dell Printer			1.0000 Each	100.0000	
Shipping Line 1	*Ship To	USB 135	Add Shipto Comments	Quantity 1.0000	*
	Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 100.0000	Price Adjustment
	Attention To	Facilities Maintenance			Pegging Inquiry
	Due Date	12/31/2015			Pegging Workbench Custom Fields
	Accounting Lines				
Select All / Deselect All	Select lines to:	Add to Favorites 🔯 Add to Tr	emplate(s) 🗍 Delete :	Total Amount	1,600.00 USD
Select All / Deselect All	Select lines to:	Add to Favorites 🛛 🖓 Add to T	emplate(s) 1 Delete :		1,600.00 USD
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Note: The Confirmation screen will open.

The edited requisition will be re-routed through the normal approval process. When a requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.

Favorit	tes 👻 Main Menu 👻 > Emple	oyee Self-Service 🔻 >	Procurement -> Manage F	equisitions > Requisition			
EI S .	ENTERPRISE NFORMATION mmt0110 on FST SYSTEM	STU (easapp12) - 12/23/2015 13:48:17	All	 Search 		>> Advanced Search
Con	firmation						
Your re	equisition has been submitted.						
	Requested For Facilities Mai			Number of Lines	2		
	Requisition Name Computer De Requisition ID 0000000113	sk for Dr. Davis		Total Amount Approval Justification	1,600.00 USD		
	Business Unit SY769			Dept Contact: Sarah I Co Contact Email: sarahjone	s@unt.edu Special		
	Status See Lines			Instructions: Please emai order ships Purpose State	I the address above v ement: This purchase	e will	
	Priority Medium			allow Professor Davis to which could result in gran			
	Budget Status Valid			the UNT System.			
	Track Batch 1						
₿ _{VI}	ew printable version	This Requisition	Check Budget	Pre-Chec	k Budget		
Pur	chasing Approval						
	 Computer Desk for Dr 	. Davis:Pending					
	UNTS Buyer Approval						
	Pending Multiple Approvers Buyer Requisition WF Approval	-+					
	Comment History						
UN	TS Dept ID - ePro						
	Line 1:Initiated						
	Computer Desk UNTS Department Approval		Start New Path				
	Asher,Donna Brooks ePro Req Dept Manager	+					
	Comment History						
	Line 2:Initiated						
	Dell Printer UNTS Department Approval		Start New Path				
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	Change Request/Line Approval Su	_			of 1		
Line	Item Description	Change Request	Line Re-Appr				
	1 Computer Desk	Created	Routed for A	pproval			
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[™] Cre	eate New Requisition	nage Requisitions					