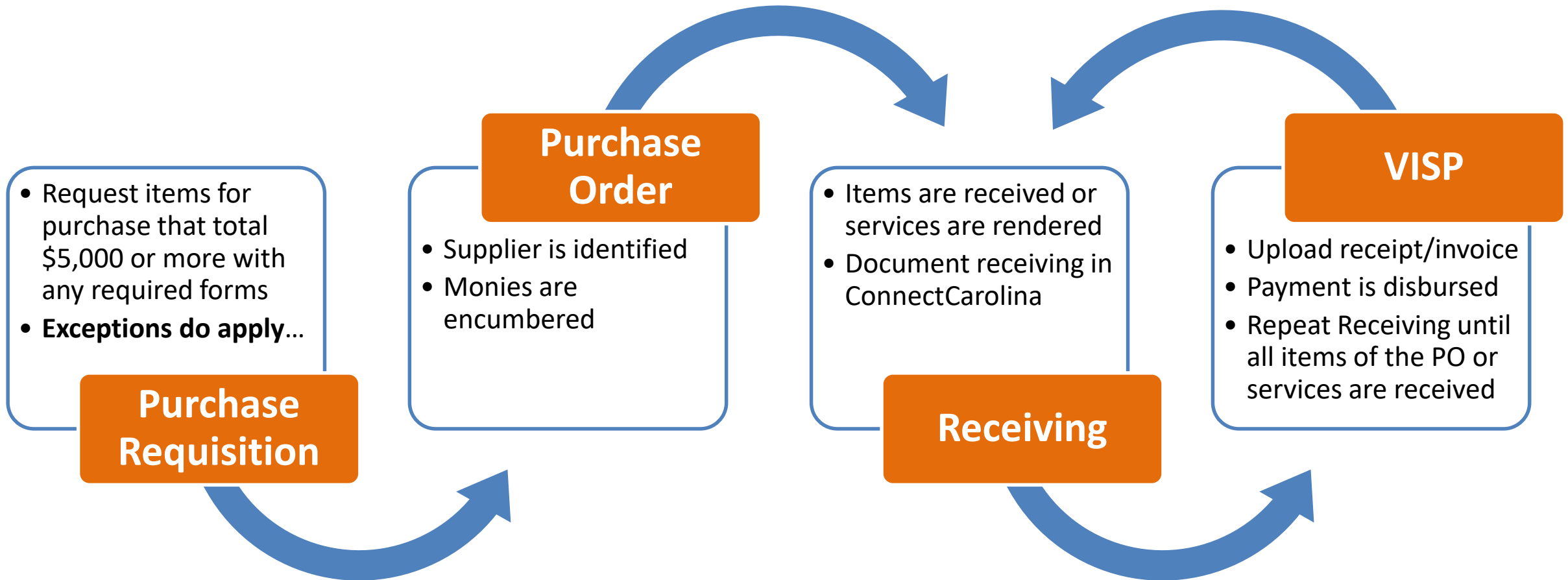


Creating Purchase Requisitions and Receiving

As of May 20, 2019

- Identify what a Purchase Requisition is and when you need one
- Set Default Requestor Preferences
- Create a new Purchase Requisition
- Manage and edit your Purchase Requisitions
- Create Change Order Request for a Purchase Order
- Receive items/services and submit invoices
- Related policy information
- Resources that can help



- Identifying what a Purchase Requisition is and when you need one
- Setting Default Requestor Preferences
- Creating a new Purchase Requisition
- Managing and editing your Purchase Requisitions
- Creating a Change Order Request
- Receiving and submitting invoices
- Pointing out elements policy
- Locating resources that can help