

Requisition Entry

Munis: Financials<Purchasing<Purchase Order Processing<Requisitions entry

HOME

Accept Cancel Search Query Builder Add Update Global Duplicate Print PDF Preview Output Text file Word Email Schedule Office Notes Audit Switch Form Activate Line Items Mass Allocate Release More... Return



Requisition Entry - Munic [*NON-PRODUCTION* v11.2 D]

Requisition Loc: [Text Field]

Fiscal year: [Text Field] Current Next

Requisition number: [Text Field]

General commodity: [Text Field]

General description: [Text Field]

General Notes: [Text Area]

Status: [Text Field]

Entered: [Text Field] By: [Text Field]

PO expiration: [Text Field]

Receive by: Quantity Amount

Three way match required

Inspection required By: [Text Field]

Vendor

Vendor: [Text Field] Committed

Name: [Text Field]

PO mailing: [Text Field]

Delivery method: Print Fax E-Mail E-Procurement

Address: [Text Field]

Vendor/Sourcing Notes: [Text Area]

Vendor Quotes (0): [Text Area]

Shipping and Billing

Ship to: [Text Field]

Address: [Text Field]

Email: [Text Field]

Reference: [Text Field]

Miscellaneous

Location: [Text Field]

Pe: [Text Field]

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
Total amount [Text Field]											

Workflow

My Approvals: [Approve] [Reject] [Forward] [Hold] [Approvers]

Conversion

[Convert]

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Main

Dept/Loc: []

Fiscal year: [] Current Next

Requisition number: []

General commodity: []

General description: []

General Notes: []

Status: []

Entered: [] By: []

PO expiration: []

Receive by: Quantity Amount

Three way match

Inspection req

Vendor

Vendor: [] Committed

Name: []

PO mailing: []

Delivery method: Print Fax E-Mail E-Procurement

Address: []

Vendor/Sourcing Notes: []

Vendor Quotes (0): []

Miscellaneous

Allocation: []

Type: []

PO: []

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty Row]											
[Empty Row]											

Accounts Total amount: []

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert

Select "BISD" for all requisitions except warehouse. Select "WHSE" for warehouse requisition.

Choose a Form

Choose an option

BISD

MREQ

WHSE

NONE

OK Cancel

HOME

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Switch Form Activate Line Items Mass Allocate Release More... Return

Main

Dept/Loc: []

Fiscal year: [] Current Next

Requisition number: []

General commodity: []

General description: []

General Notes: []

Status: []

Entered: [] By: []

PO expiration: []

Receive by: Quantity Amount

Three way match required

Inspection required By: []

Vendor

Vendor: [] Committed

Name: []

PO mailing: []

Delivery method: Print Fax E-Mail E-Procurement

Address: []

Vendor/Sourcing Notes: []

Vendor Quotes (0): []

Shipping and Billing

Ship to: []

Address: []

Email: []

Reference: []

Miscellaneous

Allocation: []

Type: []

PO: []

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty Row]											

Accounts: [] Total amount: []

Workflow | **Conversion**

My Approvals Approve Reject Forward Hold Approvers

Convert



Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Main

Dept/Loc: 99PC
 Fiscal year: 2020 (Current/Next)
 Requisition number: [blank]
 General commodity: [blank]
 General description: [blank]
 Status: 2 Created
 Entered: 07/23/2019 By b14443
 PO expiration: [blank]
 Receive by: Quantity Amount
 Three way match required
 Inspection required By [blank]

Vendor

Vendor: [blank] Committed
 Name: [blank]
 PO mailing: [blank]
 Delivery method: Print Fax E-Mail E-Procurement
 Address: [blank]
 Vendor/Sourcing Notes
 Vendor Quotes (0)

Your department/campus should auto populate.
 Only change if doing Bond, Federal, P-Card, or Invoice requisition.

Shipping and Billing

Ship to: [blank]
 Address: [blank]
 Email: [blank]
 Reference: [blank]

Miscellaneous

Allocation: [blank]
 Type: N - NORMAL
 PO: [blank]

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
------	-------------	--------	-----	------------	-----	---------	--------	--------	------------	---------------	--------------

Accounts Total amount [blank]

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert

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Confirm Search Actions Output Office Tools

Main

Dept/Loc: 99PC

Fiscal year: 2020 (Current/Next)

Requisition number: [Blank]

General commodity: [Blank]

General description: [Blank]

General Notes: [Blank]

Status: 2 Created

Entered: 07/23/2019 By: b144

PO expiration: [Blank]

Receive by: [Blank]

Quantity/Amount: [Radio buttons]

Three way match required:

Inspection required: By: [Blank]

Vendor

Vendor: [Blank] Committed

Name: [Blank]

PO mailing: [Blank]

Delivery method: Print Fax E

Address: [Blank]

Vendor/Sourcing Notes: [Blank]

General Description:
List the reason for the requisition.

If doing Blanket please include that in your description.

- 1 - Rejected:** The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.
- 2 - Created:** The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4.
- 4 - Allocated:** The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4- Allocated to be released into Workflow; click Release to initiate the Workflow process .
- 6 - Released:** The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.
- 8 - Approved:** The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.
- 0 - Converted:** The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

Miscellaneous

Allocation: [Blank]

Type: N - NORMAL

PO: [Blank]

Line Items

Line	Description	Vendor	Qty	Unit Price	DOM	Freight	DISC %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount: [Blank]

Workflow My Approvals Approve Reject Forward Hold Approvers

Conversion Convert

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Confirm Search Actions Output Office Tools

Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity:
 General description: REASON FOR REQUISITION
 General Notes

Status: 2 Created
 Entered: 07/23/2019 By: b14443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By:

Change to Amount for Blanket & P-Card requisitions only.

Vendor

Vendor: Committed
 Name:
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement
 Address:
 Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to: 947
 Address: BIRD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference:

Miscellaneous

Allocation:
 Type: N - NORMAL
 PO:

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
<p>Accounts Total amount <input type="text"/></p>											

Workflow My Approvals Approve Reject Forward Hold Approvers

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Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity: ...
 General description: REASON FOR REQUISITION
 General Notes: ...

Status: 2 Created
 Entered: 07/23/2019 By b14443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required

Enter the Munis Vendor # found on the Approved Vendor List

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement

Reasons to change delivery method to print:

- Blanket Requisition
- P-Card Requisition
- Invoice Requisition
- PO not going to vendor
- PO is to be delivered directly to the representative of the company

This field must contain the persons name the package is going to and then your name.

Do not put department name in this spot and/or description.

Billing

947
 BISD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation: ...
 Type: N - NORMAL
 PO: ...

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
------	-------------	--------	-----	------------	-----	---------	--------	--------	------------	---------------	--------------

Accounts Total amount

Workflow

My Approvals Approve Reject Forward Hold Approvers

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Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity:
 General description: REASON FOR REQUISITION
 General Notes:
 Status: 2 Created
 Entered: 07/23/2019 By: b14443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By:

Vendor

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement
 Address: PREFERRED BUSINESS SOLUTIONS
 1701 W WALNUT HILL
 IRVING TX 75038
 Vendor/Sourcing Notes
 Vendor Quotes (0)

Shipping and Billing

Ship to: 947
 Address: BISD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference: TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation:
 Type: N - NORMAL
 PO:

Every Requisition must have a vendor sourcing note.
 Exception: Warehouse Requisition

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
<p>Accounts Total amount</p>											

Workflow My Approvals Approve Reject Forward Hold Approvers **Conversion** Convert

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Accept Confirm Cancel Search Query Builder Browse Add Update Delete Global Duplicate Print PDF Preview Text file Excel Word Email Schedule Attach Notify Maplink Alerts Print On PO Import Return

Note

Requisition 2020 12000909

Date/Time 2019-07-23 16:37 Print on PO.

Created By b14443

054-16

Quote #12345

You must click "Print on PO".

Enter vendor sourcing information, click "Print on PO" & then click accept.

Click Return to go back to the main screen.

Reference: Requisition Quick Reference Guide

What is vendor sourcing?

Vendor sourcing ties your purchase to a specific contract and quote.

- First, check the Approved Vendor List on the Purchasing Department's Webpage to find specific contract.
 - When requesting a quote ask the vendor to use a specific contract for pricing. If there are multiple contracts ask vendor to give pricing on the contract with the best value.
 - Example: Can I get a quote on XYZ utilizing the pricing on BISD Contract #054-16?
 - The contract utilized to obtain the quote, a quote/invoice reference, any needed forms, and any special instructions should be listed here. (Reference the Requisition Quick Reference Guide)
 - The information listed with Print on PO is the only thing that is seen by Purchasing when sending PO's out.
-



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Browse Builder

Add Update Duplicate

Delete Global

Print PDF Preview

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Attach Notify Maplink Alerts

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Main

Dept/Loc: 99PC Purchasing

Fiscal year: 2020 Current Next

Requisition number: 12000909

General commodity: ...

General description: REASON FOR REQUISITION

General Notes: [icon]

Status: 2 Created

Entered: 07/23/2019 By: b14443

PO expiration: 06/30/2020

Receive by: Quantity Amount

Three way match required

Inspection required By: ...

Vendor

Vendor: 4451 Committed

Name: PREFERRED OFFICE PRODUCTS INC

PO mailing: 0

Delivery method: Print Fax E-Mail E-Procurement

Address: PREFERRED BUSINESS SOLUTIONS
1701 W WALNUT HILL
IRVING TX 75038

Vendor/Sourcing Notes [icon]

Vendor Quotes (0) [icon]

Shipping and Billing

Ship to: 947

Address: BISD BUSINESS OFFICE
3124 CARSON STREET
HALTOM CITY TX 76117

Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET

Reference: TMULLINS / DOMINGUEZ

Miscellaneous

Allocation: ...

Type: N - NORMAL

PO: ...

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty Row]											

Accounts Total amount: [input]

Workflow

My Approvals Approve Reject Forward Hold Approvers

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Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity:
 General description: REASON FOR REQUISITION
 General Notes:
 Status: 2 Created
 Entered: 07/23/2019 By b14443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By:
 Committed:

Vendor

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement
 Address: PREFERRED BUSINESS SOLUTIONS
 1701 W WALNUT HILL
 IRVING TX 75038
 Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to: 947
 Address: BISD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference: TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation:
 Type: N - NORMAL
 PO:
 Accounts Total amount:
 Workflow: My Approvals Approve Reject Forward Hold Approvers
 Conversion: Convert

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount:
 Workflow: My Approvals Approve Reject Forward Hold Approvers
 Conversion: Convert

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert



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Requisition
 Fiscal year Number Line

Detail

Quantity Unit Price
 UOM

Description
 Add'l Desc/Notes

GROSS
 Freight
 Discount %
 Credit
 TOTAL
 Amount justification: UNKNOWN

Miscellaneous

Manufacturer Bid

Manufacturer item no. Fixed Asset

Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
-----	---	---------	-------------	--------	--------

--	--	--	--	--	--

HOME

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Confirm Search Actions Tools Menu

Requisition
 Fiscal year 2020 Number 12000909 Line 1

Detail

Quantity Unit Price

Description UOM

GROSS
 Freight
 Discount %

Credit

TOTAL

Amount justification: Not Needed

Any discount goes in the Credit Field

Miscellaneous

Manufacturer Bid

Manufacturer item no. Fixed Asset

Vendor item no.

Seq	T	Account	Description	Amount	GL	Bud
01	Expens	199-41-6399-0F-741-99-290-	SUPPLIES	8.50	U	

Enter quantity, item description, unit price, and any discounts given based on the quote you have obtained.
 Discounts must be converted to a dollar amount.

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Requisition
 Fiscal year 2020 Number 12000909 Line 1

Detail

Quantity 1.00 Unit Price 10.00000
 UOM EACH

Description Box of 12 Pens
 Add'l Desc/Notes

GROSS 10.00
 Freight .00
 Discount .00 %

Credit 1.50
 TOTAL 8.50

Amount justification: Not Needed

Miscellaneous

Manufacturer Bid
 Manufacturer item no. Fixed Asset N
 Vendor item no.

Seq	T	Account	Description	Amount	GL	Bud
01	Expens	199-41-6399-0F-741-99-290-	SUPPLIES	8.50	U	

Enter budget code & click accept.

If you have more lines to enter click add to repeat the process of adding a line item.

When all lines are entered click Return.

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Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notify Maplink Alerts Switch Form Activate Line Items Mass Allocate Release More... Return

Main

Dept/Loc: 99PC Purchasing Status: Allocated

Fiscal year: 2020 Current Next Entered: 07/20/2020 By: b14443

Requisition number: 12000909 PO expiration: 06/30/2020

General commodity: Receive by: Quantity Amount

General description: REASON FOR REQUISITION Three way match required

Inspection required By:

Vendor

Vendor: 4451 Committed

Name: PREFERRED OFFICE PRODUCTS INC

PO mailing: 0

Delivery method: Print Fax E-Mail E-Procurement

Address: PREFERRED BUSINESS SOLUTIONS
1701 W WALNUT HILL
IRVING TX 75038

Shipping and Billing

Ship to: 947

Address: BISD BUSINESS OFFICE
3124 CARSON STREET
HALTOM CITY TX 76117

Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET

Reference: TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation:

Type: N - NORMAL

PO:

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	Box of 12 Pens	(4451) PREFERRED OFFICE PRODUCTS INC	1.00	10.0000	EACH	0.00	0.00	1.50	8.50	Not Needed	

Total amount: 8.50

Workflow

Conversion

Attachment Documents

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

Associated Documents

Document Title	TCM Document Type	Read Only	Count
Contract (R)	Contract/Agreement	✓	0
Contract Attachment	Contract Attachment	✓	0
Contract/Agreement	Contract/Agreement	✓	0
PO Attachment	PO Attachment	✓	0
Requisition Attachment	Requisition Attachment		0

All attachments should be attached in Requisition Attachment.

Double click to open.



Document

Filter Documents

Date	Key1	Key2	DocType
------	------	------	---------

Related Documents

Filter Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

-

Document Information



Documents

Filter Documents

Date	Requisition Number	Vendor Number	DocType
			Requisition

Related Documents

Filter Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

Document Information

Attachment Filename

Attachment Title

Requisition... Audit

Description

Public

Requisition Number

Fiscal Year

Date Ordered

Date Required

Grant/Project Number

FiscalYearREQ

Notes

Department

Contract

Vendor Number



Documents

Filter Documents

Date	Requisition Number	Vendor Number	DocType
			Requisition

Related Documents

Filter Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

Import Document



or

Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

CANCEL

IMPORT

Click Choose File to Browse the computer or you can drag and drop the attachment.

Document must be saved as a PDF

Click Import to upload the document

Document Information

Attachment Filename

Attachment Title

Requisi...

Audit

Description

Public

Requisition Number

12000909

Fiscal Year

2020

Date Ordered

07/23/2019

Date Required

Grant/Project Number

FiscalYearREQ

Notes

Department

99PC

Contract

Vendor Number

Documents

Filter Documents

Date	Requisition Number	Vendor Number	DocType
			Requisition

Navigation icons: +, lock, trash, upload, globe, mail, printer, eraser, list, person, document, grid, refresh, info, close (X)

Document Viewer

1 / 1

Quote # 12345

Quote.pdf

Document Information

Attachment Filename

Attachment Title

Requisition... Audit

Description

Public

Requisition Number: 12000909

Fiscal Year: 2020

Date Ordered: 07/23/2019

Date Required

Grant/Project Number

FiscalYearREQ

Notes

Department: 99PC

Contract

Vendor Number

You will see a pop up of the document you uploaded on the screen.

You must click save to attach the document, and then close the document

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Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity: ...
 General description: REASON FOR REQUISITION
 General Notes

Status: 4 Allocated
 Entered: 07/23/2019 By: 814443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By: ...

Status 4 – Allocated means this requisition is ready for release.

Vendor

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement
 Address: PREFERRED BUSINESS SOLUTIONS
 1701 W WALNUT HILL
 IRVING TX 75038

Shipping and Billing

Ship to: 947
 Address: BIRD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference: TMULLINS / DDOMINGUEZ

Vendor/Sourcing Notes Vendor Quotes (0)

Vendor Sourcing is highlighted in yellow now because the information is saved in it.

Miscellaneous

Allocation: ...
 Type: N - NORMAL
 PO: ...

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	Box of 12 Pens	(4451) PREFERRED OFFICE PRODUCTS INC	1.00	10.00000	EACH	0.00	0.00	1.50	8.50	Not Needed	

Accounts Total amount 8.50

Workflow My Approvals Approve Reject Forward Hold Approvers

Conversion Convert