



WORRY FREE REQUISITIONS

Do you feel like every requisition you process has a problem? Do your requisitions get denied a lot? If you have problems with your requisitions, below are a few tips to a worry-free requisition in Banner.

Descriptions

Please put as much information on your requisition as possible. Always include the brand name, model number (if you have it), color and as much description as possible for an item.

Document Text vs. Item Text

Document Text is to be used for information that affects the entire requisition (i.e. new vendor information, quote number, contract number, etc). Item text is to be used for information that affects the item (i.e. brand name, model number, etc).

Zero Dollar Amounts

Although Banner will let you put a zero amount on a commodity line item or the FOAPAL string, a requisition will not transfer into a purchase order with a zero amount. Never complete a requisition if there is a zero in either the commodity line or the FOAPAL line.

Vendors

The majority of vendors we use are in the Banner system. Please do a search and insert the vendor on the requisition once you find it. If you do not find the vendor in the system be sure to fill in the vendor name and then use Document Text to provide Purchasing all of the specific information needed so that the vendor can be added to Banner.

Contact Information

If you feel you need additional help with requisitions, please contact the Purchasing Office at either 2012 or 2376; or you can email any one of the following:

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