



# Creating a Purchase Requisition in FY24

Monroe Community College  
STATE UNIVERSITY OF NEW YORK

Mr. Michael J. Bates

My Finance • My Requisitions • Create Requisition

### Create Requisition

1 Requestor Information | 2 Vendor Information | 3 Add Item & Accounting

Requestor \*

Enter Requestor Name

Transaction Date \* 09/01/2023 | Delivery Date \* MM/dd/yyyy

Requestor Email  
mbates@monroecc.edu

Choose Accounting Type  
 Document Level Accounting  
 Commodity Level Accounting

Requisition Comments

Public Comment  
Enter comments for the requisition

Chart \*  
M Monroe Community College

Organization \*  
Choose Organization

Ship To Location \*  
MCC Central Receiving Staff

Attention To \*  
Central Receiving

Tax Group  
Choose Tax Group

Ship To Location  
Attention: Central Receiving Staff  
Monroe Community College  
Central Receiving  
1000 East Henrietta Rd  
Rochester NY 14623-5780

Requisition Summary  
Save as draft

Add details and click Next to build this summary view.

**Note:** Be sure your transaction date and delivery date are *both September 1, 2023 or later!!*