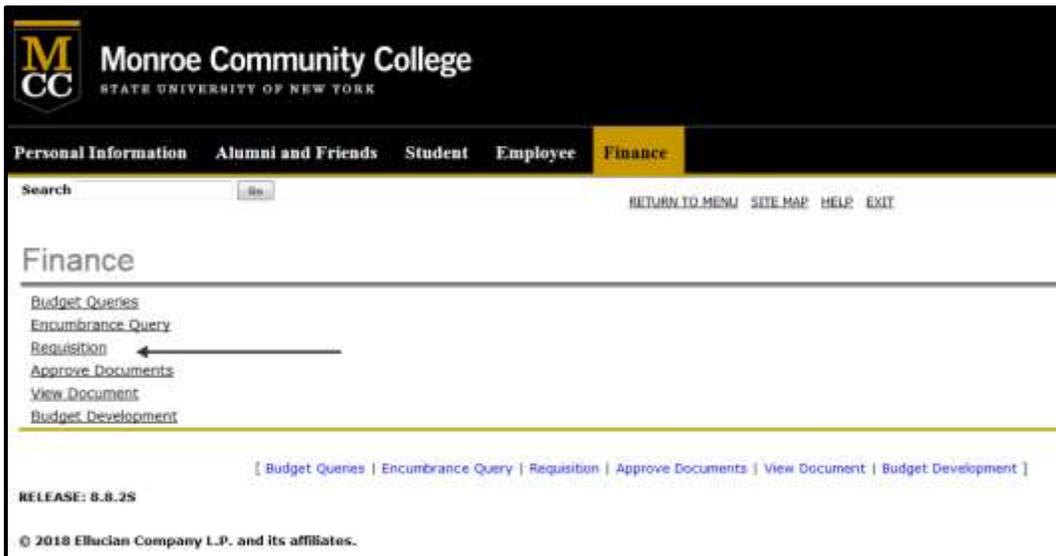
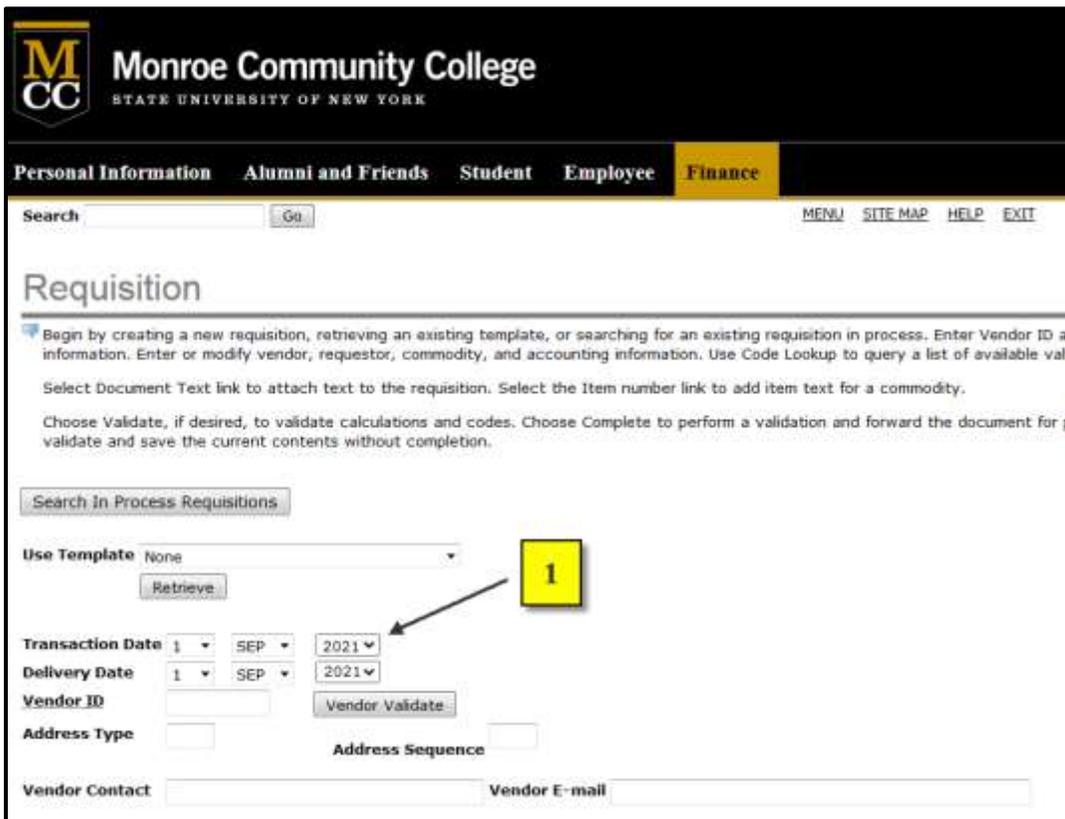


**CREATING A PURCHASE REQUISITION  
IN FY-22**



Navigate to options screen in Banner Finance Self Service and Click on ‘*Requisition*’

Changing the dates on the Requisition:



**1** The ‘*transaction date*’ and ‘*delivery date*’ will always default to the current date. When creating a requisition in August for the FY-22 budget, the ‘*transaction date*’ and ‘*delivery date*’ must be changed to September 1, 2021 or later.

Monroe Community College  
STATE UNIVERSITY OF NEW YORK

Personal Information Alumni and Friends Student Employee **Finance**

Search  Go MENU SITE MAP HELP EXIT

## Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values. Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity. Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for validate and save the current contents without completion.

Search In Process Requisitions

Use Template: None

Transaction Date: 1 SEP 2021  
 Delivery Date: 1 JAN 2021  
 Vendor ID:   
 Address Type:   
 Vendor Contact:   
 Requestor Name: PATRICIA  
 Requestor E-mail: pbates@monroecc.edu  
 Area Code: 585  
 Requestor Phone: 585-346-2820  
 Requestor Fax: 585-346-346  
 Chart of Accounts: M  
 Organization: 4104

**2** To change the date and month, simply click on the appropriate arrow which will open a box containing valid values. Select the correct values to make both the transaction and delivery dates September 1, 2021 or later.

### IMPORTANT NOTE

Failure to change the dates to September 1, 2021 or greater, will prevent your requisition from being processed. Purchasing staff members will review dates on approved requisitions. If the staff discovers date errors, the requisition will be deleted, and the requestor will be advised to complete a new requisition. Please contact Purchasing immediately if you realize you have completed a requisition with the incorrect dates, a staff member will remove it from the system.