

CREATING A PURCHASE REQUISITION IN FY-10

MCC MONROE COMMUNITY COLLEGE
A Unit of the State University of New York

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

Changing the dates on the Requisition:

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Requisition

1 Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related 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 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 processing.

Use Template Retrieve

Transaction Date **1**

Delivery Date

Vendor ID Vendor Validate

Address Type Address Sequence

Vendor Contact Vendor E-mail


Requestor Name

Requestor E-mail

Phone Area Phone Ext

FAX Area FAX Number FAX Ext

1 The ‘*transaction date*’ and ‘*delivery date*’ will always default to the current date. When creating a requisition in August for the FY-10 budget, the ‘*transaction date*’ and ‘*delivery date*’ must be changed to September 1, 2009 or later.



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Use Template

None

Retrieve

2

Transaction Date

1

SEP

2009

Delivery Date

1

JAN

2009

Vendor ID

Address Type

Vendor Contact

Requestor Name

PATRIC

Requestor E-mail

pbates@

Phone Area

585

FAX Area

585

Vendor Validate

Address Sequence

Vendor E-mail

Phone

2922000

Ext

2820

FAX Number

4245298

FAX Ext

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, 2009 or later.

IMPORTANT NOTE

Failure to change the dates to September 1, 2009 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.