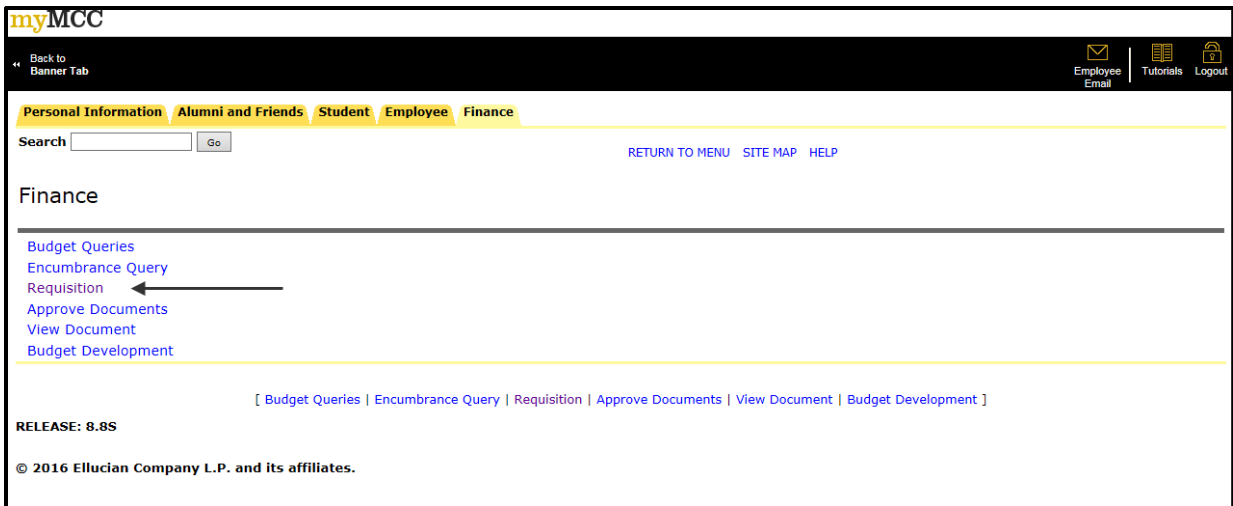
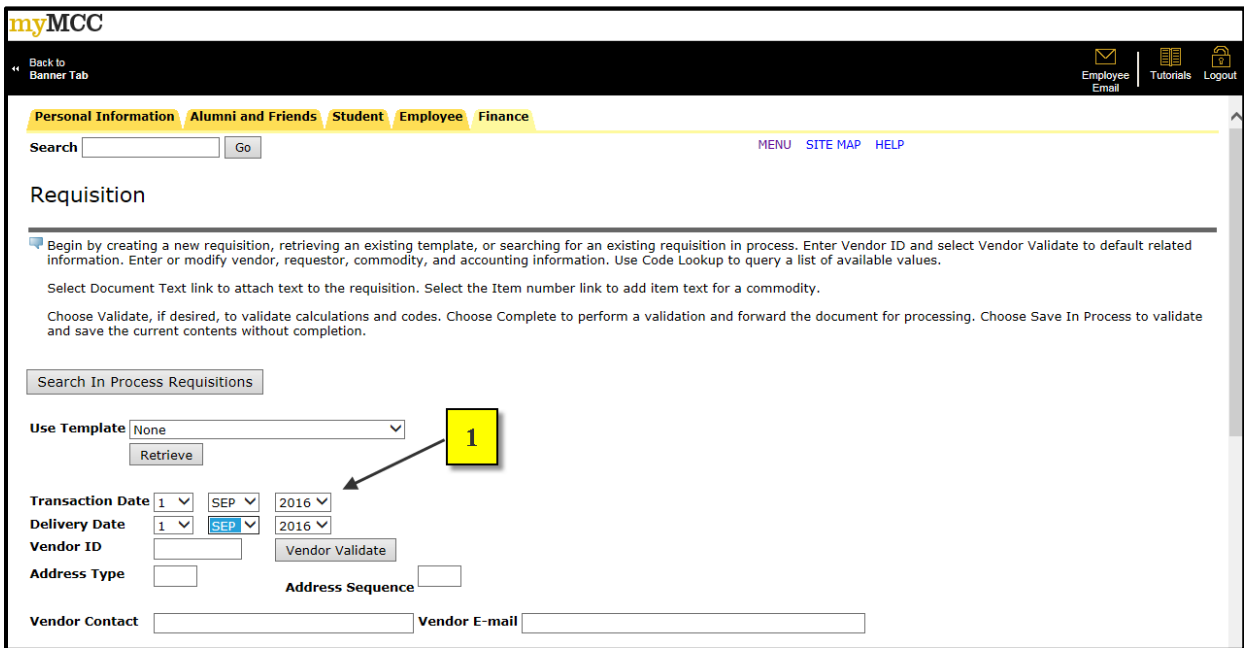


**CREATING A PURCHASE REQUISITION
IN FY-17**



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-17 budget, the *'transaction date'* and *'delivery date'* must be changed to September 1, 2016 or later.

myMCC

Back to Banner Tab

Employee Email Tutorials Logout

Personal Information Alumni and Friends Student Employee Finance

Search Go MENU SITE MAP HELP

Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. 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 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 processing. Choose Save In Process to validate and save the current contents without completion.

Search In Process Requi JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

Use Template None

Transaction Date 8 2016

Delivery Date 8 2016

Vendor ID

Address Type Address Sequence

Vendor Contact Vendor E-mail

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, 2016 or later.

IMPORTANT NOTE

Failure to change the dates to September 1, 2016 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.