INSTRUCTIONS FOR COMPLETING THE REQUISITION FORM

Effective with all FY 04 requisitions, all departments must use the new Requisition Form that has been designed to capture information that is required in order for the requisition to be entered into the PeopleSoft system. This document is designed to assist you in completing this Requisition form. The form is available on the Procurement Web site (under PeopleSoft Information) and the Financial Services Web site (under What’s New, Main page).

WHEN TO USE THE NEW REQUISITION FORM

The form is used only to create a Purchase Order. In the past, we have used the requisition form for other purposes, such as Confirming Requisitions, but this practice has been discontinued effective July 01. To pay an invoice where no Purchase Order was cut, please use the new Universal Voucher Form. This form is available on the Financial Services Web site (under forms).

INFORMATION YOU WILL NEED TO COMPLETE THE NEW REQ FORM

You will need certain information related to PeopleSoft in order to complete the form. Specifically, you will need:

- **The Delivery Location List**
  - So you can determine the Delivery Location Code for your department.

- **The Item Category List**
  - So you can determine the correct Item Category Code for the things you are buying, and
  - So you can determine the Buyer for this Requisition.

Both these listings are available on the Procurement Web Site under PeopleSoft Information.

Additionally, you will need to know:

- **The PeopleSoft Requester.**
  - This is usually the person who asked for the items to be bought.
  - Requesters must be set up on PeopleSoft in order to be used on a Requisition.
  - You will enter the Requester’s name and their PeopleSoft UserID on the form.
  - The PeopleSoft UserID is the same as the person’s MyUMBC Login Name.

- **The PeopleSoft ChartString(s) to which the items will be charged.**
  - This new ChartString replaces the FAS Fund & Budget number.
  - You can convert your FAS Fund & Budget number to a PeopleSoft ChartString by using a menu item in PeopleSoft designed for this purpose.
If your ChartString is for a Project, Grant, Revolving Account or DRIF Account, you will need additional ChartField values (Project ID, Activity ID, Resource-Type). Refer to the Delta Blackboard site for assistance in determining these values. You can also ask someone who has been to PeopleSoft Grants training for assistance.

A word about Sub Codes and PeopleSoft Account values:
FAS Sub Codes do not exist in PeopleSoft. You cannot enter a Sub Code on the new Requisition form. PeopleSoft Account values contain similar data. You will notice that there is no place on a Requisition form to enter the PeopleSoft Account. On Requisitions, you choose an ITEM CATEGORY instead. The PeopleSoft Account value is determined by your choice of Item Category.

REQUISITION NUMBERS:
Prior to PeopleSoft, each department numbered their own requisitions manually and the same requisition number occurred many times. This made research difficult and confusing on FAS.

PeopleSoft auto-numbers all requisitions as they are saved. You cannot choose your Requisition ID. This makes each requisition unique.

USING THE REQUISITION FORMS ON-LINE:
The forms can be accessed on either the Procurement web site or the Financial Services Web site. The form is provided in two formats.

- **Adobe PDF**: This form cannot be completed on-line. It is designed to be printed out blank and completed manually. This form is only available on the Financial Services Web site.
- **MS Excel**: This form can be completed on-line. It is available on the Procurement and Financial Services Web sites.
  - It does the math calculations for your extended pricing and for the requisition total.
  - Each row in the PeopleSoft Distributions section is ONE EXCEL CELL. Simply type the values under the correct heading, spacing as needed to align the numbers with the heading. Complete the entire row before you hit the enter key.