

HOW TO

Initiate, Complete and Submit a Requisition

Version PR700 v01

Purpose: To create and submit a PASS requisition for the procurement of products or services from District suppliers.

Log into PASS and click Create on the Swoosh screen.

Click “Requisition” on the Create a New Request screen. The Add Title screen should appear for you to enter a descriptive title.

Create a New Request

You can create various types of requests in PASS, including requisitions for products and/or services, expense reports, or company forms. [How To](#)

What would you like to create?

- Requisition
- Company eForm

RQ601648: Untitled Requisition
Items: 0 Total: \$0.00USD

1 Add Title Requisition

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shopping, and security information apply. [How To](#)

Title: Untitled Requisition

Preparer's Agency: TOO (OFFICE OF CHIEF TECHNOLOGY OFFICERS)

On Behalf Of: Palmer, Dan

PIF#: (no value)

Funds Status: No Funds Committed

Converted PO:

Add “Catalog” or “Non-Catalog” items or perform a “Search” to add items.

RQ601648: Test Test Test
Items: 0 Total: \$0.00USD

2 Add Items Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items. [How To](#)

Keywords:

426 items found View By:

Apparel, Accessories and Personal Care (312) Furniture (1)
Clothing Accessories (94) Healthcare Facility Furniture (1)
Shoes and Boots (74) ...

Services (57) Telecommunications Equipment and Supplies (46)
Consulting Services (45) Health Related Services (22) [Radio Communications, Telephone & Telecommunications Equipment, Accessories and Supplies \(46\)](#)

Can't find what you are looking for? Fill out a [non-catalog form](#).

< PREV Next > Exit

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Click **"Edit"** on the Add Accounting Details screen to make changes. Selecting the appropriate Index No. will pre-fill some remaining fields.

Note: Refer to JA- PR300 for valid Index No., Program Cost Account, Fund No., Appropriation No., and Agency Codes to clear the error indicators.

Items in this request: 1

No.	Type	Description	Qty	Unit	Price	Amount
1	(no value)	(no value)	(no value)	(no value)	(no value)	(no value)

* indicates required field

Identify Funding Sources for the requisition on the Add Accounting Details screen and Click **"Next"** to get to the Checkout Screen.

Verify Ship to information, Deliver to and Select Need-by-date for shipping.

Add Comments as appropriate and Click to attach the comment to the requisition.

Line Items (1)

No.	Type	Description	Qty	Unit	Price	Amount
1	(no value)	DRESSES, front opening, short sleeves, gropper ...	1	each	\$11.90USD	\$11.90USD

Shipping - Entire Requisition

Ship To: OFFICE OF CHEP TECHNOLOGY OFFICER (441 4th Street, NW, Suite 10208)

Deliver To: Dan Palmer

*Need-by Date: [Date Picker]

Comments - Entire Requisition

Comments: [Text Area]

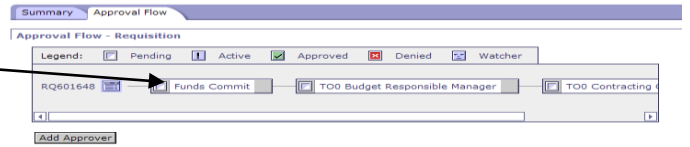
include comment and attachment (if one exists) on purchase orders

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Review Approval Flow.



The Checkout screen shows all information for the requisition. Click **Edit** to make any final modifications.



Upon Clicking on **Submit** you may Print, View, or create additional requisitions by returning to **Home**.

New Requisition - Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.

[How To](#)

RQ601648 - Test Test Test has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of this request
- Create the [same](#) type of request
- Create a [different](#) type of request
- Return to the PASS [Home](#) Page