

TOOL

Requisition Preparation Worksheet

PASS needs the following information to process a requisition.

Information Needed	Where to Get It From	My Data
The Title Of the Requisition	Created by the user. Check to see if your agency has a standard way to name requisitions	
The Name of the Requestor	The system defaults to who is logged in, but allows the option to create a requisition on behalf of someone else in your agency. (That person is automatically added to the approval path)	
The Items to Be Purchased	The requirement must be identified by the requesting agency.	
The Funding Source to be Used	<p>PASS requires that the appropriate funding source be identified at the requisition stage, including:</p> <ul style="list-style-type: none"> - The Agency Code - The Index Number - The Program Cost Account (PCA) - The Fund Number - The Appropriation Number <p>If you are unsure of the funding source:</p> <ul style="list-style-type: none"> - Refer to Job Aide - How To Run a Standard Report - Print the Index Details Report - Review it with your Agency CFO to identify the appropriate funding source 	
Where You Want the Items Shipped to	The system defaults to your selected preference, but you can change it as needed.	
Additional Comments and Attachments	<p>The system allows you to add specific comments and attachments throughout the requisition process. They can be marked for internal use only, or they can be added to the Purchase Order.</p> <p>Potential comments or attachments include:</p> <ul style="list-style-type: none"> - Statement of Work - Suggested Vendor - Notes to Procurement Staff or Approvers 	