EAS Purchase Requisitions
PTA Requisition Entry

How Enter EAS Purchase Requisitions charged to a Project, Task and Award.

Topics

• Overview
  ▪ New PO vs. Existing PO
  ▪ Requisition Line Types
  ▪ Categories (NIGP Codes)

• Enter New EAS Requisition

• Attach Documents (pdf, doc, xls, etc.)

• Submit for Approval

• Enter Requisition to Change Existing PO
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Overview

- Add to an Existing PO
  - When additional funds are needed on an existing PO a new requisition is created and linked to the existing PO

- Requisition Line Types
  - Goods: tangible products generally sold at a fixed unit price
  - Services: intangible services generally sold hourly
  - QuickPay: Goods type line with a total PO cost less than $2,500, all PO lines must be QuickPay line type
  - Leases: Monthly rental or lease agreements, work with Procurement prior to use

- Categories (NIGP Codes)
  - A National Institute of Governmental Purchasing (NIGP) code defines the products/services that a vendor provides
  - Vendors receive solicitations based on the NIGP codes that they register

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Notes:

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Finance Division

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EAS Purchase Requisitions
Non-PTA Requisition Entry

Optional add a note to the approver
Select OK

Notes:

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Requisition Entry and Submission Complete