

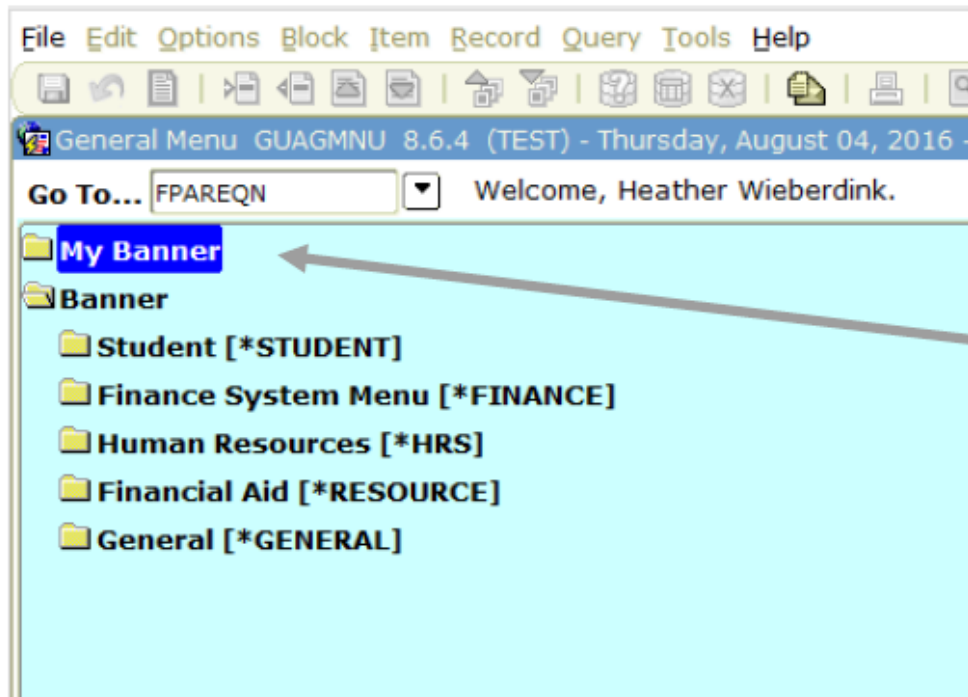
# How to Create a Requisition

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STEP-BY-STEP GUIDE

# Creating a Requisition

At the Banner General Menu, type the form name **FPAREQN** in the Go To... field and hit the Enter key on your keyboard



## Quick Tip


You may also access FPAREQN by double-clicking on 'My Banner' and then selecting it from your personal menu.

Click on the Next Block icon. This initiates the process to create a requisition.

**Please, DO NOT manually assign a requisition number!**

The screenshot shows a software window titled "Requisition FPAREQN 8.6.0.3 (TEST)". The window has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. One icon, representing a document with a right-pointing arrow, is highlighted with a black box. A line extends from this box down to a text input field in the main window area. The text "Requisition:" is to the left of the input field. To the right of the input field are a dropdown arrow and a document icon. A speech bubble with a black border and red text "Leave blank!" has an arrow pointing to the text input field.

File Edit Options Block Item Record Query Tools Help

Requisition:  ▼ 

Leave blank!

# Requestor/Delivery Information

1. The Delivery Date: field is required. Tab or click into this field, then click on the Calendar icon to open. Double click on a date greater than the Order Date. Note: the date you select is considered an estimate. If you require delivery by a specific date, please indicate the request in the Comments field.

2. The Comments: field is optional. Use this field to indicate instructions such as: faxed quote, a specific date needed, PO types, etc. This field will not print on the purchase order. It is used **only** for notes to Procurement Services.

3. The Organization: field is required.

4. The Ship To: fields are required. If the form is not pre-populated, click on the search arrow and double click on the selected search line from the popup window table. The selected information will populate into the appropriate fields.

5. Attention To: field is required. Type your name, room and building code in this field.

6. Click on Vendor Information tab.

The screenshot shows a software interface for 'Requestor/Delivery Information'. The form is divided into several sections. At the top, there are fields for 'Requisition' (NEXT), 'Order Date' (04-AUG-2016), 'Delivery Date' (11-AUG-2016), 'Transaction Date' (04-AUG-2016), 'Comments', 'Commodity Total' (0.00), and 'Accounting Total' (0.00). There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked). Below this is a tabbed interface with four tabs: 'Requestor/Delivery Information' (selected), 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab contains fields for 'Requestor' (Wieberdink, Heather), 'Organization' (57300 Procurement Services), 'COA' (G Grand Valley State University), 'Email' (wieberdh@gvsu.edu), 'Ship To' (ALLEN), 'Street Line 1' (Grand Valley State University), 'Street Line 2' (1 Campus Drive), 'Street Line 3' (Central Receiving), 'Building' (SER), 'Floor' ( ), 'City' (Allendale), 'State or Province' (MI), 'Zip or Postal Code' (49401-9403), 'Nation' (UNITED STATES OF AMERICA), 'Phone' ( ), 'Fax' ( ), 'Area Code' ( ), 'Phone Number' ( ), 'Extension' ( ), 'Contact' ( ), 'Attention To' (Heather Wieberdink - 2015 JHZ), 'Area Code' (616), 'Phone Number' (3313858), and 'Extension' ( ). Numbered callouts point to specific fields: 1 points to the Delivery Date field, 2 points to the Comments field, 3 points to the Organization field, 4 points to the Ship To field, 5 points to the Attention To field, and 6 points to the Vendor Information tab.

# Vendor Information

1. The Vendor: field is optional. Enter the vendor number if known.
2. If the vendor number is unknown, click on the search arrow. Select Entity Name/ID Search (FTIIDEN) from the Option List popup window.

The screenshot shows a software window titled 'Requisition Entry: Vendor Information, FT 8.6.0.3 (TEST)'. The main form has several sections: 'Requisition' with fields for 'Order Date' (04-AUG-2016), 'Delivery Date' (11-AUG-2016), and 'Commodity Total' (0.00); 'Transaction Date' (04-AUG-2016); 'Comments'; and 'Accounting Total' (0.00). There are checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting' (checked). Below this is a 'Requestor/Delivery Information' section with a 'Vendor' dropdown menu. An arrow labeled '1' points to this dropdown. To the right of the dropdown is a search arrow icon. An arrow labeled '2' points to this search arrow. A popup window titled 'Option List' is open, showing two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTMVEND)'. An arrow points from the search arrow in the main form to the 'Entity Name/ID Search' option in the popup. A circle with the text 'Click here' is around the 'Entity Name/ID Search' option. The main form also includes fields for 'Address Type', 'Street Line 1', 'Street Line 2', 'Street Line 3', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Contact', 'Email', 'Phone' (with 'Area Code', 'Phone Number', and 'Extension' sub-fields), and 'Fax'. A 'Cancel' button is at the bottom of the popup.

3. Type a portion of the vendor name plus the % sign (wildcard) in the Last Name field. **This field is case-sensitive, so you must capitalize the first letter of the vendor name.** Now execute the query (F8 on the keyboard) to display results.

[illegible]

4. Double click on the selected search line. The selected vendor and address will populate into the appropriate fields on the Vendor Information form.

5. If the desired vendor is not listed, click on the black X to return to the Vendor Information form and go to step 10 and follow the instructions to add a new vendor and address.

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (TEST)

☒ Vendors ☐ Grant Personnel ☐ Financial Managers ☐ Agencies  
☐ Terminated Vendors ☐ Proposal Personnel ☐ Terminated Financial Managers ☐ All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
G00938710	Fisher Athletic Equipment Inc			C		T	N	N	N	N	
G00946730	Fisher Door & Hardware Inc			C		Y	N	N	N	N	
G01317989	Fisher Electric			C		Y	N	N	N	N	
G00701884	Fisher Graphics Inc			C		T	N	N	N	N	
G00020977	Fisher Scientific			C	N	Y	N	N	N	N	LGCY
G00020977	Fisher Scientific			C		Y	N	N	N	N	LGCY
G00479990	Fisher/Unitedh Inc			C	N	Y	N	N	N	N	
G00479990	Fisher/Unitedh Inc			C		Y	N	N	N	N	

6. If an alternate address is required other than the one displayed, or if there is no address displayed, click on the Sequence down arrow.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT

Order Date: 04-AUG-2016 Transaction Date: 04-AUG-2016

Delivery Date: 11-AUG-2016 Comments:

Commodity Total: 0.00 Accounting Total: 0.00

☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Vendor: G00020977 Fisher Scientific ☐ Vendor Hold

Address Type: PO Sequence: 2 Discount: 30 Net 30 Days

Tax Group: Currency:

Street Line 1: Attn David Novella

Street Line 2: 4500 Turnberry Dr

Street Line 3:

City: Hanover Park

State or Province: IL Zip or Postal Code: 60103-5491

Nation:

Contact: AP \*\*\* David Novella - acct# 321901

Email:

Area Code Phone Number Extension

Phone: 800 7667000

Fax: 800 9261166

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7. Double click on the **address Type** field of the alternate address desired. The selected address type (PO, AP, etc.) will populate into the Vendor Information form. To populate the remaining address information, hit the tab key.

The screenshot shows the 'Address Information Query' window (FOQADDR 8.9) with the following fields and values:

**Header:** File Edit Options Block Item Record Query Tools Help

**ID:** G00020977 **Fisher Scientific**

**Form 1 (Top):**

- Address Type:** [Icon]
- Sequence Number:** 1
- Source:** CONV
- From Date:** [Empty]
- To Date:** [Empty]
- Street Line 1:** Eft
- Street Line 2:** Dept CH 10119
- Street Line 3:** [Empty]
- City or Province:** Palatine
- State or Province:** IL
- Nation:** [Empty]
- ZIP or Postal Code:** 60055-0119

**Form 2 (Bottom):**

- Address Type:** PO
- Sequence Number:** 1
- Source:** CONV
- From Date:** [Empty]
- To Date:** [Empty]
- Street Line 1:** Attn Joe Rinkey
- Street Line 2:** 4500 Turnberry Dr
- Street Line 3:** [Empty]
- City:** Hanover Park
- State or Province:** IL
- Nation:** [Empty]
- ZIP or Postal Code:** 60103-5491

Callout 7 points to the 'Address Type' dropdown of the second form. Callout 8 points to the 'Street Line 1' field of the first form.

8. If the desired alternate address is not listed, click on the black X to return to the Vendor Information form to add an alternate address.

9. In the contact and email field, type in the desired alternate address. This new address will be added to the Banner system by the Procurement Services Office.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT  
Order Date: 04-AUG-2016 Transaction Date: 04-AUG-2016  
Delivery Date: 11-AUG-2016 Comments:  
Commodity Total: 0.00 Accounting Total: 0.00  
☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Vendor: G00020977 Fisher Scientific ☐ Vendor Hold

Address Type: PO Sequence: 2 Discount: 30 Net 30 Days  
Tax Group:  
Currency:

Street Line 1: Attn David Novelle  
Street Line 2: 4500 Turnberry Dr  
Street Line 3:

City: Hanover Park  
State or Province: IL Zip or Postal Code: 60103-5491  
Nation:  
Contact: AP \*\*\* David Novelle - acct# 321901  
Email:

Area Code Phone Number Extension  
Phone: 800 7667000  
Fax: 800 9261166

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10. To add a new vendor, type the vendor name on the line next to the search arrow, a contact name (if known) on the Contact: line, and the vendor address on the Email: line. *The Contact: and Email: fields are “fillable” fields, whereas Street Line 1:, Street Line 2:, through the Zip or Postal Code: fields are only accessible by the Procurement Services Office.* Obtain a W-9 for the new vendor and sent to the Procurement Services Office. Before a vendor can be assigned a G#, a W-9 must be on file in the Business and Finance Office.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (TEST)

Requisition: NEXT  
Order Date: 04-AUG-2016  
Delivery Date: 04-AUG-2016  
Commodity Total: 0.00  
Transaction Date: 04-AUG-2016  
Comments:  
Accounting Total: 0.00  
☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Vendor: [Search Arrow] [Field] ☐ Vendor Hold  
Address Type: [Dropdown] Sequence: [Dropdown]  
Street Line 1: [Field]  
Street Line 2: [Field]  
Street Line 3: [Field]  
City: [Field]  
State or Province: [Field] Zip or Postal Code: [Field]  
Nation: [Field]  
Contact: [Field]  
Email: [Field]  
Discount: [Dropdown]  
Tax Group: [Dropdown]  
Currency: [Dropdown]  
Phone: [Area Code] [Phone Number] [Extension]  
Fax: [Area Code] [Phone Number] [Extension]

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11. Click on the Commodity/Accounting tab.

# Commodity/Accounting

1. Document Level Accounting is the default. If you will be using a different FOAP for each line item/commodity, un-check this box.
2. Enter item description. If the description exceeds the field length, continue the description by using the Item Text Option (see next page for instructions). Tab to the U/M field.
3. U/M—Unit of Measure is a required field. Enter a U/M code, i.e.—ea (each), dz (dozen). Click on the search arrow for the table of codes to select from. Tab to the Quantity field.
4. Quantity is a required field. Enter an appropriate quantity. Tab to the Unit Price field.
5. Enter a Unit Price.
6. Tab to Extended:, price will be calculated and populated. Tab through the five remaining Accounting fields until you return to the Description field.
7. Use the keyboard down-arrow key to add additional line items. Repeat steps 2-6.

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST)

Requisition: R0059851  
Order Date: 04-AUG-2016  
Delivery Date: 04-AUG-2016  
Transaction Date: 04-AUG-2016  
Comments:  
Commodity Total: 0.00  
Accounting Total: 0.00

☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
#485755 Chemicals for Health Sciences Department	0	CS		6.00	225.0000	1,350.00	0.00	0.00	0.00	1,350.00

☐ Commodity Text  
☐ Item Text  
☐ Add Commodity  
☐ Distribute

Commodity Line Total: 1,350.00  
Document Commodity Total:

FOAPAL of Remaining Commodity Amount: NSF Override % USD  
NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Document Accounting Total:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

NOTE: Always leave the Commodity field blank

# Item Text Option

1. If an item description exceeds field length, continue the line by clicking on Options in the tool bar, and select Item Text.

The screenshot shows a software application window titled '8.6.0.3 (TEST)'. The 'Options' menu is open, and 'Item Text [FOAPOXT]' is selected. The interface includes the following elements:

- Menu Bar:** File, Edit, Options, Block, Item, Record, Query, Tools, Help.
- Left Sidebar:** Requisition, Order, Deliver, Commodity, Request.
- Main Form Fields:**
  - Transaction Date: 04-AUG-2016
  - Comments: [Empty]
  - Accounting Total: 0.00
  - ☐ In Suspense
  - ☐ Document Text
  - ☒ Document Level Accounting
- Table:**

Item	Tax Group	Quantity	Unit Price	Extended
		6.00	225.0000	1,350.00
- Bottom Section:**
  - Commodity: #486755 Chemicals for Health Sciences Department
  - Description: [Empty]
  - ☐ Commodity Text
  - ☐ Item Text
  - ☐ Add Commodity
  - ☐ Distribute
  - Commodity Line Total: 1,350.00
  - Document Commodity Total: [Empty]



# Document Text Option

1. To add Document Text, click on Options in the tool bar and then select Document Text. Document Text pertains to the whole document and will print above the line items on the purchase order.

The screenshot displays a software window titled '8.6.0.3 (TEST)'. The 'Options' menu is open, showing various options. The 'Document Text [FOAPOXT]' option is highlighted. The main window contains the following fields and options:

- Transaction Date:** 04-AUG-2016
- Comments:** (empty text box)
- Accounting Total:** 0.00
- ☐ In Suspense
- ☐ Document Text
- ☒ Document Level Accounting

Below these fields, there are tabs for 'Commodity/Accounting' and 'Balancing/Completion'. The 'Commodity/Accounting' tab is active, showing a table with the following data:

Item	Quantity	Unit Price	Extended
1 01 1 CS	6.00 X	225.0000	1,350.00

Below the table, there are fields for 'Commodity' and 'Description'. The 'Commodity' field is set to '#486755 Chemicals for Health Sciences Department'. The 'Description' field is empty. There is also a checkbox for 'Commodity Text'.

2. On the Modify Clause: field, click on the down arrow to view a list of clauses.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (TEST)

Text Type: REQ Code: R0059852 Change Sequence: Item Number:

Vendor:

Commodity Description:

Modify Clause:  ☐ Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	

3. Double click on the desired Document Text Clause code. This will populate the Modify Clause: field.

File Edit Options Block Item Record Query Tools Help

Clause List FOICLAW 8.0 (TEST)

Clause	Description	Activity Date
001	SO w/FY Contract Period	21-JUN-2007
002	FY Ship To Arrive	06-JUL-2005
003	FY Shipping Advice	06-JUL-2005
004	Holiday Closing	06-JUL-2005
005	Tax Exempt	06-JUL-2005
006	Tagable Item	06-JUL-2005
007	Prevailing Wage	06-JUL-2005
008	MSDS	06-JUL-2005



4. Click on 'Record' in the toolbar and select 'Insert' to attach the Document Text message to the document.
5. The entire contents of the inserted Record will be displayed. Click the Save icon or hit F10 on your keyboard to save after all edits to the clause text have been completed.
6. Click on the black X to return to the Commodity/Accounting form.

File Edit Options Block Item **Record** Query Tools Help

Procurement Text Entry FOA

Text Type: Vendor: Commodity Description: Modify Clause:

Code: R0059852 Change Sequence: Item Number: Default Increment: 10

☐ Copy Commodity Text

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Text	Clause Number	Print	Line
		<input checked="" type="checkbox"/>	

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (TEST)

Text Type: REQ Code: R0059852 Change Sequence: Item Number: Default Increment: 10

☐ Copy Commodity Text

5

Text	Clause Number	Print	Line
		<input checked="" type="checkbox"/>	10
Vendor must indicate this purchase order number		<input checked="" type="checkbox"/>	20
on all invoices. Contract period from		<input checked="" type="checkbox"/>	30
July 01, 2015 to June 30, 2016.		<input checked="" type="checkbox"/>	40
		<input type="checkbox"/>	
		<input type="checkbox"/>	

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Note: The Document Text box is also checked

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST)

Requisition: R0059852

Order Date: 04-AUG-2016 Transaction Date: 04-AUG-2016

Delivery Date: 04-AUG-2016

Comments:

Commodity Total: 1,350.00 Accounting Total: 0.00

☐ In Suspense

☒ Document Text

☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Item 1 of 1 U/M CS Tax Group Quantity 6.00 X Unit Price 225.0000 = Extended: 1,350.00

Commodity Description

#486755 Chemicals for Health Sciences Department

☐ Commodity Text

☐ Item Text

☐ Add Commodity

☐ Distribute

Discount: 0.00

Additional: 0.00

Tax: 0.00

Commodity Line Total: 1,350.00

Document Commodity Total: 1,350.00

# Commodity/Accounting cont.

1. Use the Next Block function to proceed into the FOAP section.
2. Tab to enter FOAP in appropriate fields. Some of these fields may be pre-populated. Perform queries as needed.
3. Tab to the Extended: price field. If this amount is not pre-populated, enter the total from your Commodity section of this screen. Tab through the five remaining Accounting fields until you return to the COA field. The Extended: price field should be calculated and pre-populated.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST)

Requisition: R0059852  
Order Date: 17-MAY-2016  
Delivery Date: 17-MAY-2016  
Commodity Total: 1,350.00

Transaction Date: 17-MAY-2016  
Comments:  
Accounting Total: 1,350.00

☐ In Suspense  
☒ Document Text  
☒ Document Level Accounting

Requisition/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
1 of 1	CS		6.00	225.0000	1,350.00	0.00	0.00	0.00	1,350.00

Commodity: #486755 Chemicals for Health Sciences Department

☐ Commodity Text  
☐ Item Text  
☐ Add Commodity  
☒ Distribute

Commodity Line Total: 1,350.00  
Document Commodity Total: 1,350.00

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00

COA	Year	Index	Fund	Origin	Acct	Prog	Actv	Locn	Proj
G	16		110000	57300	7046	664			

☐ NSF Override  
☐ NSF Suspense

Extended	Discount	Additional	Tax	FOAPAL Line Total
1,350.00	0.00	0.00	0.00	1,350.00

Document Accounting Total: 1,350.00

Commodity Section  
FOAP Section

# Distributing FOAP

The Requisition Accounting may be distributed to one or multiple FOAPs. It may also be distributed by percent or dollar amount.

1. Enter the first line of FOAP. Tab to the Extended: field.
2. Enter percent (check the box next to Extended:) or dollar amount (leave the box unchecked) distribution. Tab through the five remaining Accounting fields until you return to the COA field. The FOAPAL Line Total: and Document Accounting Total: will be calculated and populated.
3. Use the keyboard down arrow key to add additional line(s). Repeat step #2 for each FOAP being used.
4. Continue distribution until the Document Commodity Total: and the Document Accounting Total: fields balance.
5. Click on the Balancing/Completion tab.

The screenshot displays the 'Requisition Entry: Commodity/Accounting' window. At the top, the 'Requisition:' field is set to 'R0059852'. The 'Order Date:' and 'Delivery Date:' are both '17-MAY-2016'. The 'Transaction Date:' is '17-MAY-2016'. The 'Commodity Total:' is '1,350.00' and the 'Accounting Total:' is also '1,350.00'. The 'In Suspense' checkbox is unchecked, while 'Document Text' and 'Document Level Accounting' are checked. The 'Commodity/Accounting' tab is active, showing a table with columns: Item, U/M, Tax Group, Quantity, Unit Price, Extended, Discount, Additional, Tax, Commodity Line Total, and Document Commodity Total. The first line shows 'Item 1 of 1', 'U/M CS', 'Quantity 6.00 X', 'Unit Price 225.0000', 'Extended 1,350.00', and 'Commodity Line Total 1,350.00'. The 'Commodity' is '486755 Chemicals for Health Sciences Department'. The 'FOAPAL' section shows '2 of 2' lines. The first line has 'COA Year G', 'Index 16', 'Fund 110000', 'Orgn 57300', 'Acct 7046', 'Prog 664', 'Actv', 'Locn', and 'Proj'. The 'Extended' field is '350.00' and the 'Document Accounting Total' is '1,350.00'. The 'Balancing/Completion' tab is visible at the bottom right. Numbered callouts 1 through 5 indicate the steps: 1 points to the 'Actv' field, 2 points to the 'Extended' field, 3 points to the 'Proj' field, 4 points to the 'Document Accounting Total' field, and 5 points to the 'Document Level Accounting' checkbox.

# Balancing/Completion

1. Review the Requisition entries.
2. If all fields in the Status column are Balanced, you can complete the requisition. **If not all fields show 'Balanced', you must return to the Commodity/Accounting tab to fix this. The Document Commodity Total must equal the Document Accounting Total.**
3. Click on the Complete icon. This action will return you to the initial requisition screen where you can either create another Requisition or exit Banner.
4. The requisition has now advanced to the approval process. If you have the appropriate level of approval authority, the requisition will move on to the Procurement Services Office for processing. If not, you will need to notify someone who has the appropriate level of approval authority on the FOAP(s) being charged to approve the requisition. You must also send any supporting documentation to the Procurement Services department by one of the following methods:

Intercampus Mail: 2015 JHZ Attn: Procurement Services

Fax: 616-331-3287

Email: [purchasing@gvsu.edu](mailto:purchasing@gvsu.edu)

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (TEST)

Requisition: R0059852  
Order Date: 17-MAY-2016  
Transaction Date: 17-MAY-2016  
Delivery Date: 17-MAY-2016  
Comments:  
Commodity Total: 1,350.00  
Accounting Total: 1,350.00

☐ In Suspense  
☒ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor:   
COA: G Grand Valley State University  
Organization: 57300 Procurement Services  
Currency:   
Exchange Rate:   
Commodity Record Count: 1  
Input Amount: 1,350.00  
Converted Amount:

☐ Vendor Hold  
Requestor: Wieberdink, Heather

	Input	Commodity	Accounting	Status
Approved Amount:	1,350.00	1,350.00	1,350.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.00	0.00	0.00	BALANCED

Complete: In Process:

# Questions?

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