



Requisition Training Acknowledgement

Requestor: _____

Department: _____

Phone #: _____ **Email:** _____

I _____ acknowledge that I attended a training conducted by _____ on _____. During the training I was given a copy of the Procurement Services Policies & Procedures Manual and understand the requirements for use of University funds.

(Date)

I understand that it is my role to:

1. Determine if a requisition is necessary
2. Obtain all required documentation for processing and review that documentation for accuracy and completeness.
3. Create the requisition in Internet Native Banner
4. Notify approver of completed requisition pending approval
5. Notify Procurement Services of any changes to existing purchase orders

Signatures

Requestor: _____ **Date** _____

Trainer: _____ **Date** _____