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cc: Lisa
Doug
Mary
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Jim L

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Blanket requisitions are Purchase Orders wi
used for the purchase of supplies that are n
custodial supplies.

To create a new Chargeback requisition you

Let's begin. After logging into the Escape sy
screen; click on **"Requisitions"** then on **"Ver**

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Continue to next section

From the "Vendor Requisition" click "New" then choose "Chargeback"

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Order Location
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Template Reqs

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Vendor Name
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PO Number
PO Date

Status
Status Comment
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Note: Your most common requisition types can be created using the above process by clicking on the desired requisition type you want to create.

Continue to next section

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📂 Open | New | ▾ | Copy | Export | ▾ | ☑ Mark | Grid

🏠 | PO # | Order Type | Req Date | Total Amt | Outstanding | Requisitioner | Loc | Comm

Continue

Click o

Req# CH14-00557, PO#, FY 2014 {2013/2014}, Status: Open

Requisition Items

New   Export   Tasks ▾

Line	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty T Rc

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At this point your requisition is in open sta[...]
number. Notify your **Custodial Operation** [...]
complete your order and submit to Purcha[...]

Finance - Requisitions - Vendor Requisiti

Search | List   Form |

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H14-00557, PO# , FY 2014 [2013/2014],

| Requisition | Items | Accounts | Payments | Quotes | Approvals | Assets | Attachments | Notes | History |

Open   New   Export   Tasks ▾

Line	Unit				Extended Cost	Asset	Qty Rcvd	Date Rcvd	To
	EACH	********** BLANKET PURCHASE OR							

The above steps are for the creating of a [...]

*********************************[...]

Please contact the Purchasing Departmer[...]

Dan Sanchez, Purchasing Manager II,   277[...]
Karen Bowman, Office Technician III,   277[...]
Taneshia Evans, Buyer II,   277-6667
Melanie Gutierrez, Buyer I,   277-6664