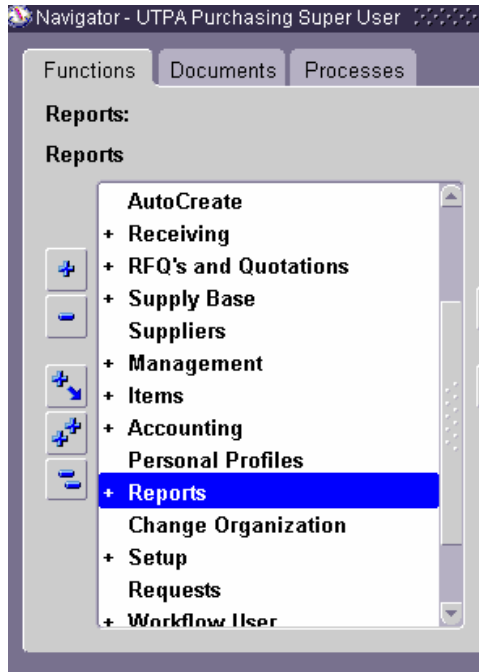


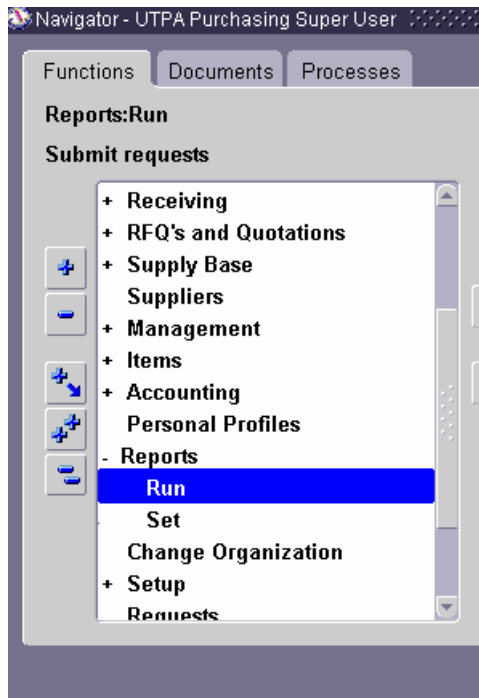
# How to Print a Purchase Requisition

Step 1: Log in to your Purchasing responsibility.

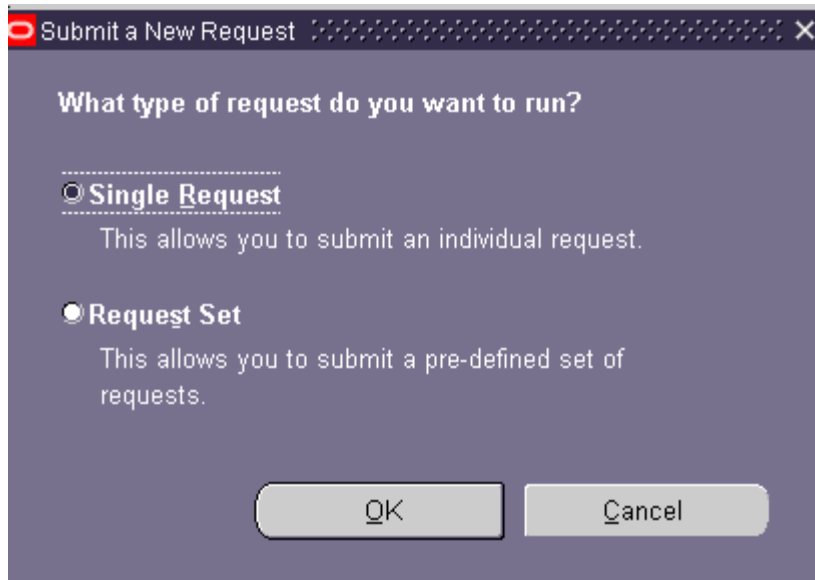
Step 2: At the Navigator click on **REPORTS**.



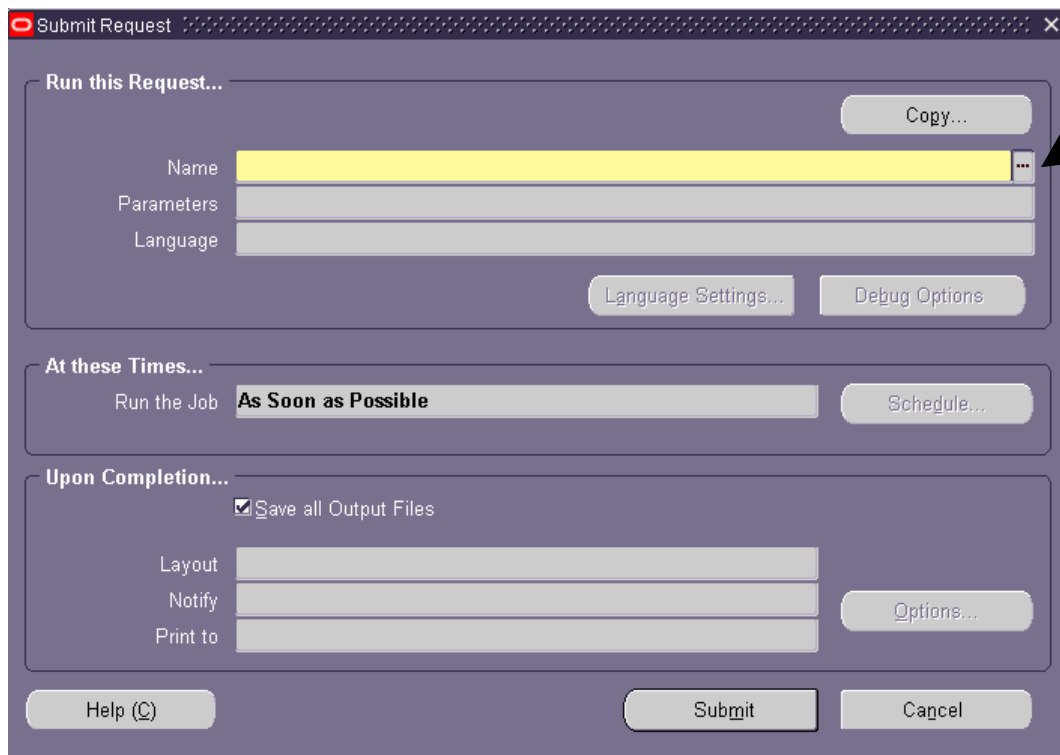
Step 3: Select **RUN**.



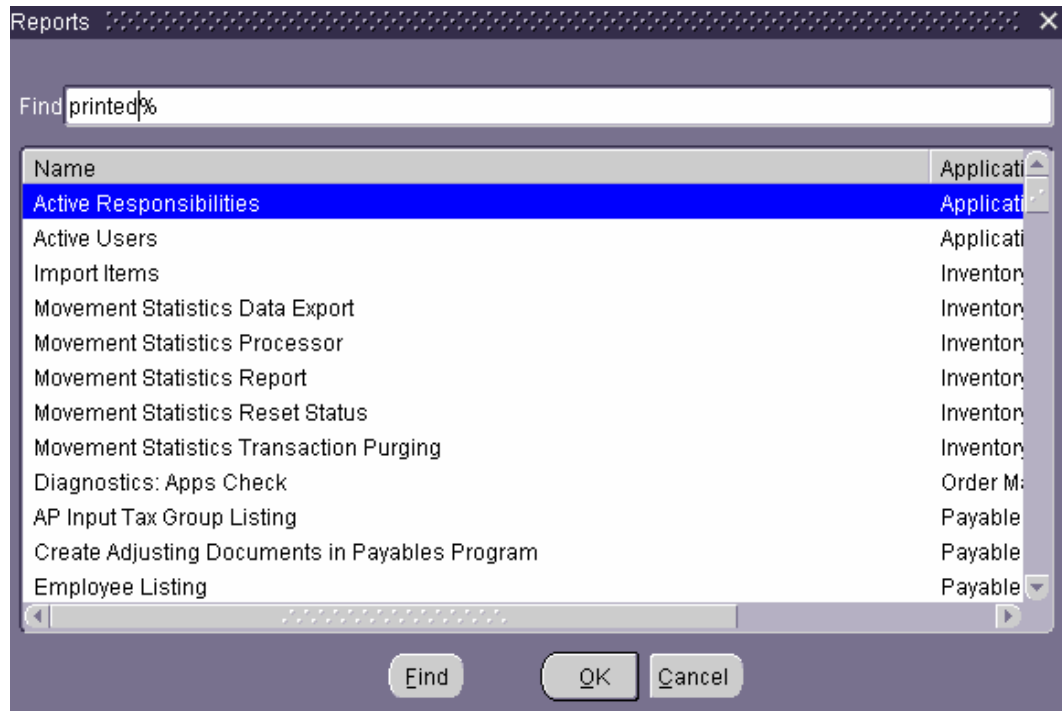
Step 4: Select **SINGLE REQUEST**.



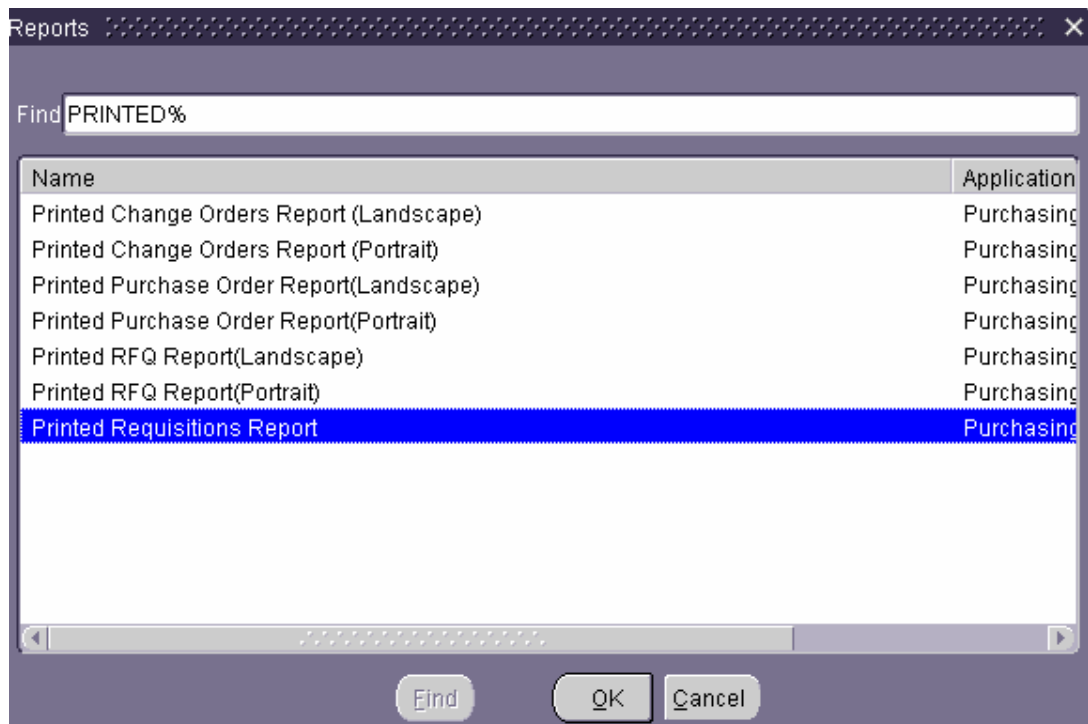
Step 5: Click on the List of Values.



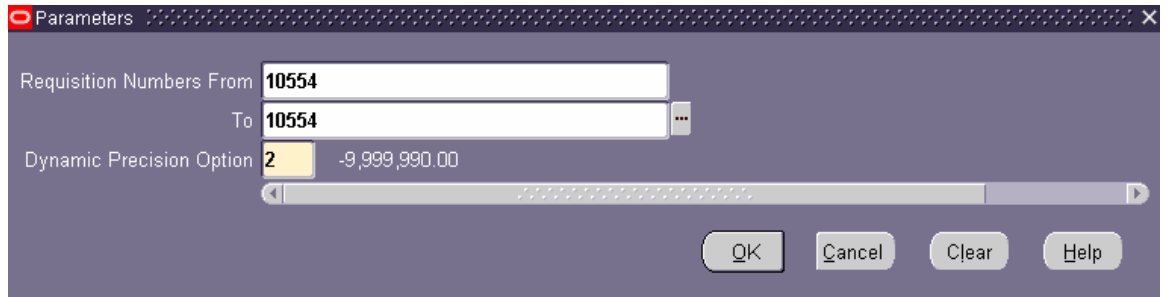
Step 6: Type 'Printed' in front of the percent sign and click FIND.



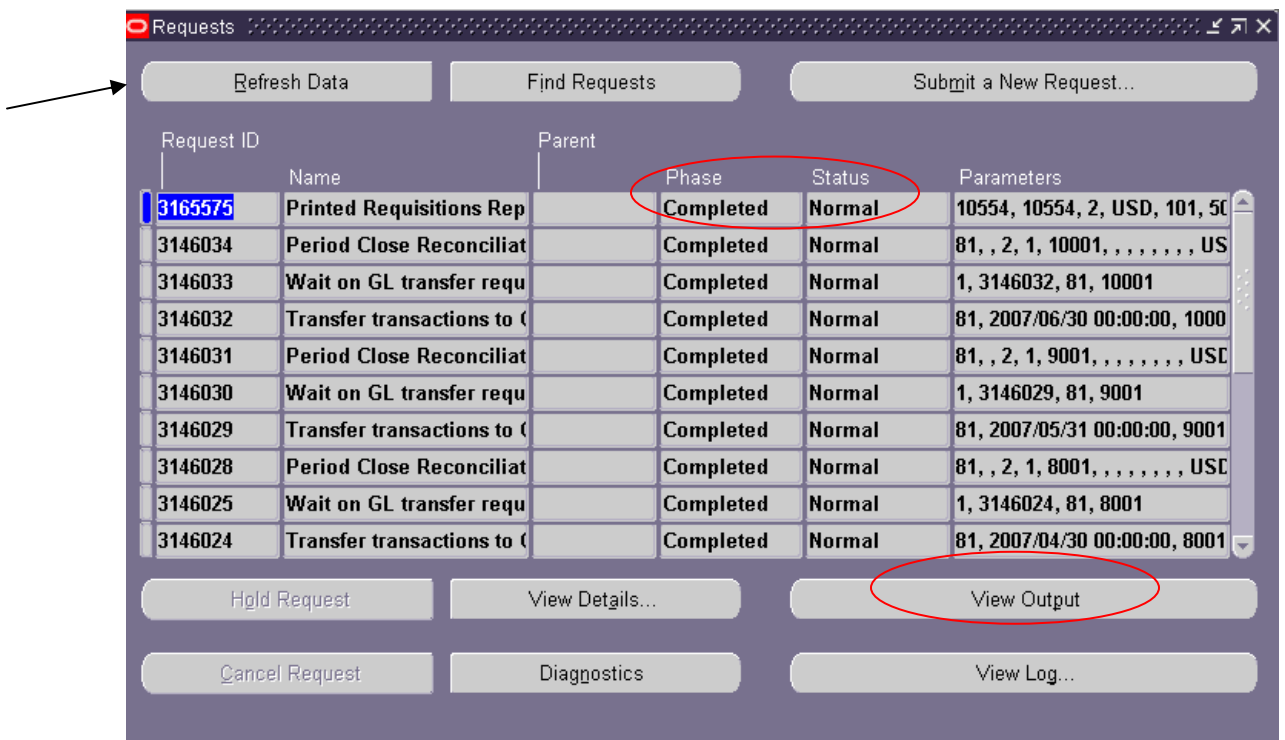
Step 7: Select the report name 'PRINTED REQUISITION REPORT' and click OK.



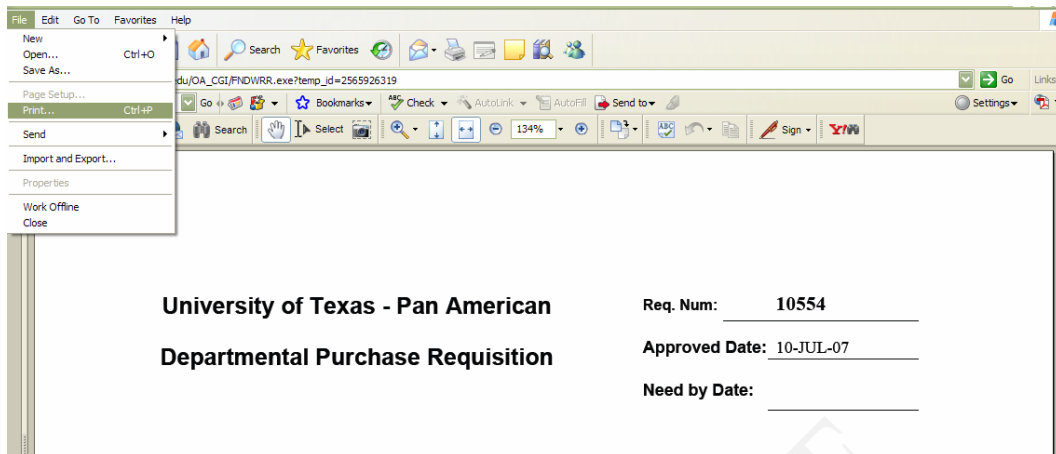
Step 8: Enter the requisition number and Click OK.



Step 9: Click on the button 'REFRESH DATA' until the status is Complete/Normal. Then Click on the 'View Output' button to view your requisition.



Step 10: On the toolbar click on FILE/PRINT to print the requisition.



**University of Texas - Pan American**  
**Departmental Purchase Requisition**

Req. Num: 10554

Approved Date: 10-JUL-07

Need by Date: \_\_\_\_\_

<b>Project #:</b> 21COSE001 <b>Department Contact:</b> Gilpatrick, Mrs Maria Gloria	<b>Suggested Source of Purchase:</b> - - - 43748
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Line	Quantity	Unit	Description and Specifications	Unit Price	Extension
1	12	Each	CI-6537 Force Sensor 12V  <b>Justification:</b>  <b>Expenditure Type:</b> Laboratory Supplies	199.00	2,388.00
2	13	Each	ME-6810 Time-of Flight Accessory  <b>Justification:</b>  <b>Expenditure Type:</b> Laboratory Supplies	79.00	1,027.00
3	13	Each	ME-6821A Photogate Mounting Bracket For Projectile Launcher  <b>Justification:</b>  <b>Expenditure Type:</b> Laboratory Supplies	25.00	325.00