

Edit Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Lexington-Fayette Urban County
Requester: Phillips,Ruby *Currency:
Requisition Name: Priority:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input type="checkbox"/> 1	Routing System w/Board Comp	GBB INC	<input type="text" value="1.0000"/>	Batch Lot	18,956.410	18,956.41
<input type="checkbox"/> Select All / Deselect All					Total Amount:	18,956.41 USD
<input type="button" value="Add to favorites"/> <input type="button" value="Modify Line / Shipping / Accounting"/> <input type="button" value="Delete"/>						

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

Save as Template

Find more items

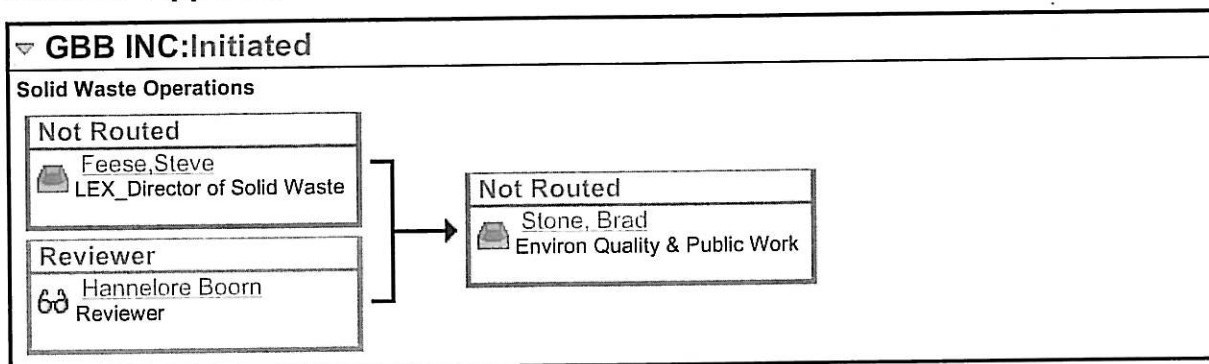
Confirmation

Requested For: Phillips,Ruby
 Requisition Name: GBB INC
 Requisition ID: 0000094147
 Business Unit: LFUCG
 Priority: Medium
 Budget Status: Not Checked

Number of Lines: 1
 Total Amount: 18,956.41 USD

Justification:
 Routing System w/Board Computers on the Trucks & Office Management System-(\$18,95641 is the remaining balance which does not include the retainage amount of \$26,043.59. The grand total of the two figure overall will be \$45,000.00

Departmental Approval



Submit Edit Requisition Apply Approval Changes Check Budget

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