

## REQUISITION EXERCISE

In this exercise, we are going to create a requisition where we are purchasing 1 dozen pens from CHIN, OTT. Enter the requisition into workflow.

Additional information:

1. Cost of pens = \$5.00 per dozen
2. Cost center to charge = 2064-C0153-F1086-NA; Speed Type 15835
3. The buyer is 8006198 - Catina Chapman.
4. The Category Code is 62080.
5. The account is 53900 for office supplies.
6. Enter Line Comments as follows: This is a test requisition I am creating.
7. Enter the Header Comments as follows: I am ordering this for my Purchasing class.
8. Special Note: Please date requisition in December 2025 and use BP2026.