

REQUISITION EXERCISE

In this exercise, we are going to create a requisition where we are purchasing 1 dozen pens from Sage West. 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 Jeanne Cumpian.
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