

Requisition Procedures

In MUNIS

Navigation Path

1. Financials
 2. Purchasing
 3. Purchase Order Processing
 4. Requisition Entry
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A. First Screen

1. Click **ADD**
 - **Dept/Loc** – Generates automatically
 - **Fiscal Year** – Generates automatically
 2. Press **TAB** to:
 - **Requisition Number** – Generates automatically
 - **General Description** – Enter:
 - Contract number (if applicable)
 - Invoice number
 - Dates of service
 3. Press **TAB** to **Vendor**
 - Enter vendor number
 - **TAB** to display vendor name and address
 4. Click **ACCEPT**
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B. Second Screen

1. Go to **Unit Price** – Enter the payment amount
2. Press **TAB** to **Description Box** – Enter:
 - Invoice number
 - Dates of service
 - Scope of work and/or items purchased
 - Contractual agreement details (must clearly state what the agreement covers, e.g., monthly cleaning of rugs, monthly heating maintenance, etc.)
3. Press **TAB** to **Org/Obj**
 - Enter the fund number being used
4. Click **ACCEPT**, then **BACK**

C. Final Step (Back to First Screen)

1. Click **RELEASE**
 2. Click **CLOSE**
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After Requisition Entry

- You will receive an **email confirmation** once the requisition is entered.
 - The requisition must be approved by:
 - Department Head or Authorized Designee
 - Procurement Officer (if required)
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Purchase Order (PO) Processing

- **City Requisitions**
After approval, the Auditor's Office converts requisitions into a PO and places it in your interoffice mailbox for pickup.
 - **School Department Requisitions**
These are released, approved, converted to PO, and printed by the School Department.
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Checking Requisition Status

If a PO is not received within a couple of days:

1. Return to **Requisition Entry**
2. Enter the requisition number
3. Click **APPROVERS** (bottom of the screen)

This will show:

- **Approved** – You should receive the PO within a couple days
- **Rejected** – The reason for rejection will appear

If rejected, provide all requested information before the requisition can be approved and converted into a PO.