 Helpful Reminders and Tips

Spend category = object code.

Smartkey = keycode.

No sales tax at requisition level.

No reimbursements through requisition process.

Printers, monitors, etc. even if under $500, need to be charged as computer equipment, not supplies, so that they can be inventoried and tagged.

Use a change order requisition type for additional encumbrances.

Service requisitions will replace RFCs and no paper RFC form will be required.

All approvals are done through the Workday In Box.

Requisition number does not get assigned until end of process. You can find by clicking on “Details and Processes” or by utilizing the “My Requisitions” worklet.

Save for Later function is used if you are not ready to submit your requisition. A zero dollar requisition will begin moving through the electronic approval process if you submit it.

No Stores requisitions.

All approvals are electronic including managers, deans, VPs and business office.

Users will not be required to approve requisitions.

If you need help, call Maria at x7581, me at x7799 or the general purchasing number at x7585.