

California State University
SAN MARCOS

Quick Reference Guide – Print A Requisition

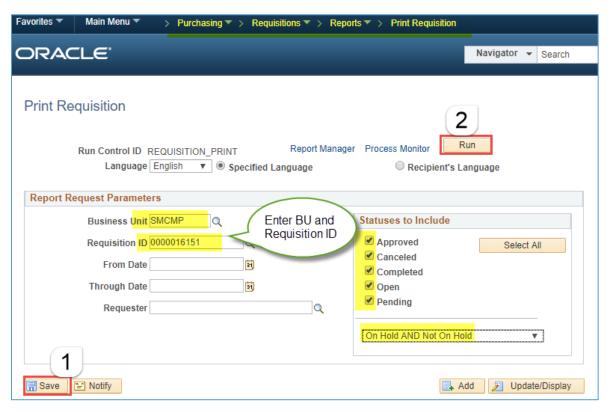
Purpose

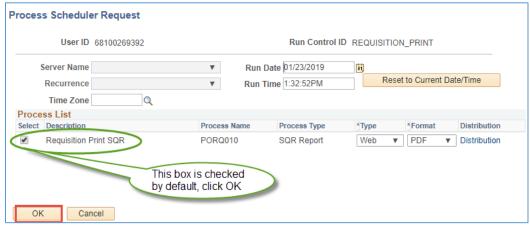
This guide explains how to print a requisition.

Step 1 – Identify Requisition

Navigation: Purchasing > Requisitions > Reports > Print Requisition

A new Run Control may be needed, I call mine REQUISITION_PRINT





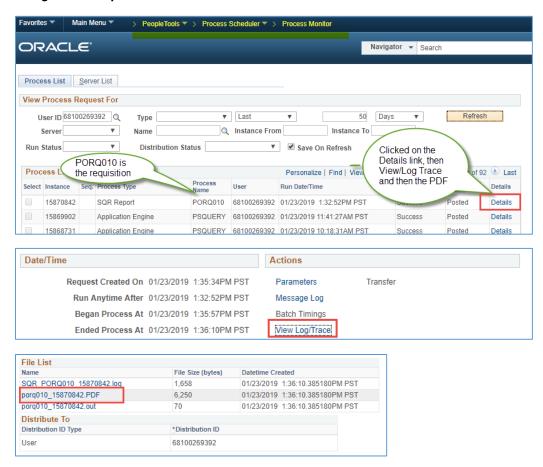




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Step 2 - Go to Process Monitor

Navigation: PeopleTools > Process Scheduler > Process Monitor



Step 3 - Review the Requisition

Review the requisition to make sure it is the right one and contains the expected information.

