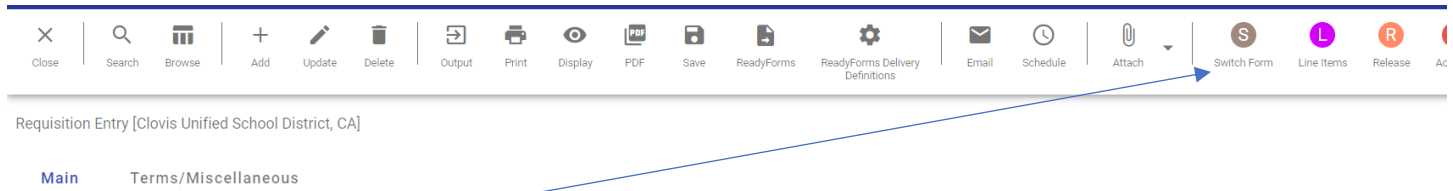


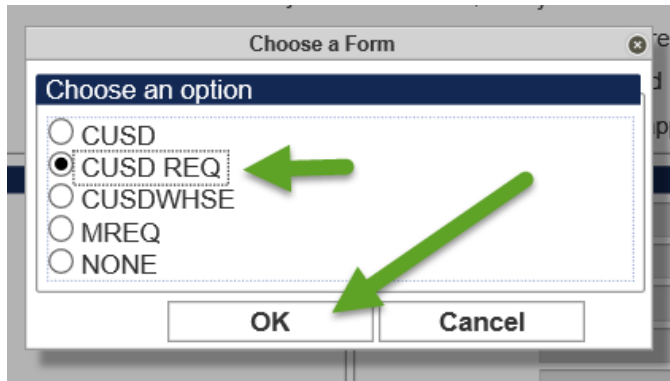
# REQUISITION ENTRY: HOW TO SELECT PROPER REQ FORM (2021.5)

10/14/22

On Ribbon Select SWITCH FORM



+  
SWITCH FORM will have a drop down box Select CUSD REQ and hit OK



THEN PROCEED WITH PURCHASE REQUISITION ENTRY