Purchase Request Quick Check Guide

In May or June when entering orders for next year, make sure the seed and date match.

Does your total make sense?

If vendor is TBA, is the vendor info in the Notes field?

Should there be a Bid or Contract #? Catalog Discount, Grainger . . .

Did you use the proper req. codes? One of the following must be in Req. Code 1 on every PR - EV, DM, FX

Use "DA" req. code if there is a document attached.

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There cannot be any negative line items. Discounts must be entered in one of the discount fields.

Start all descriptions with a noun and check for spelling errors. Use ALL CAPS

Do you need to give any special information or instructions about your order? Use "NT" Req. Codes.

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Does the coding make Sense?

If the order is for computers, laptops, ipads or other tablets, select NONASSET in the Association Code box. You will have to select the correct line on the item screen before clicking the Association Codes Tab. These items should be shipped to the warehouse. Check "Ship To".