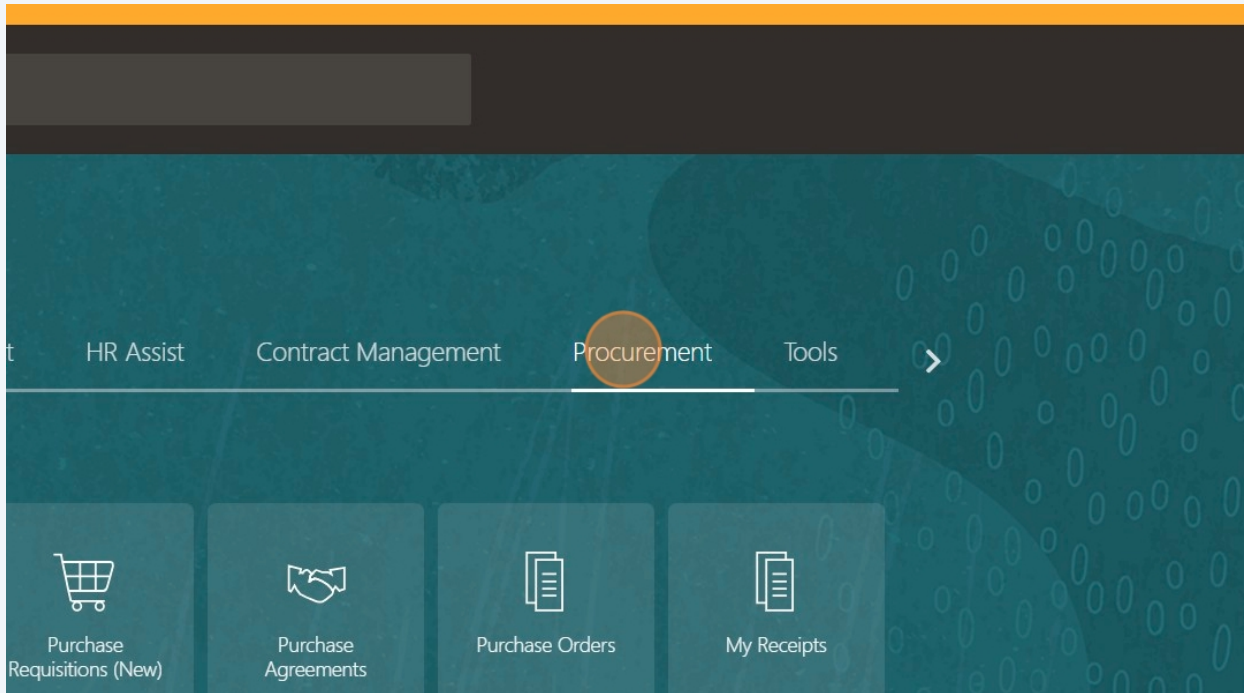


How to View PDF of a Requisition

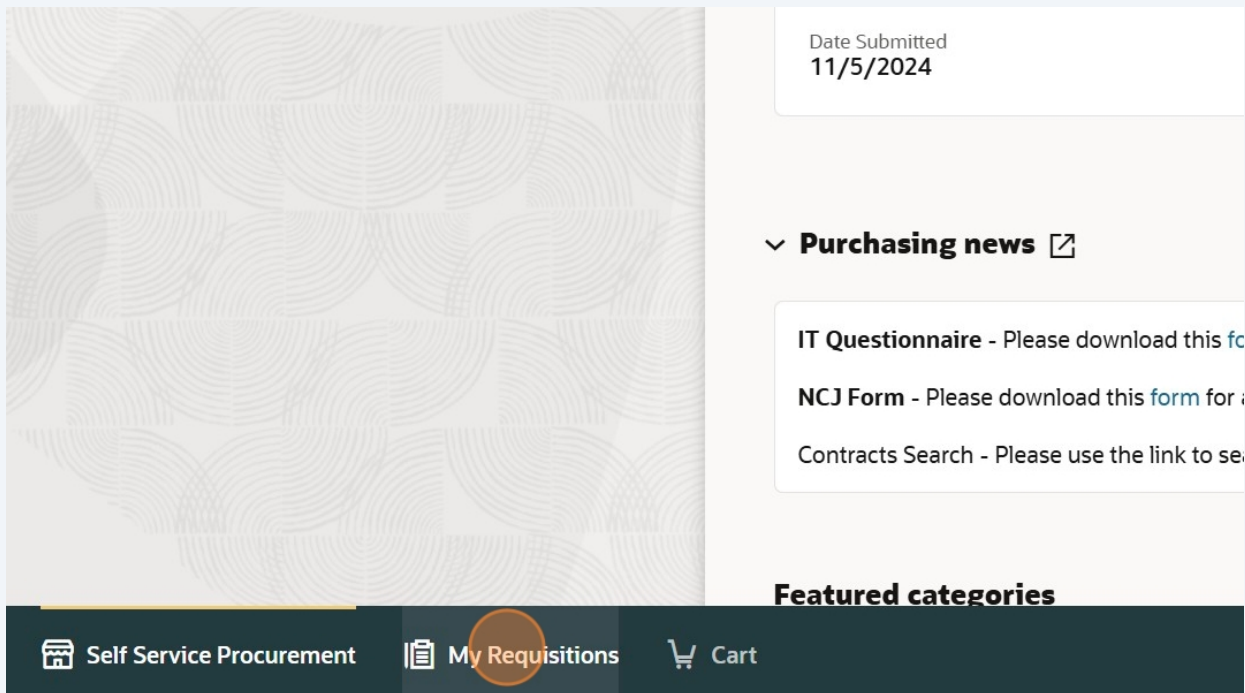
1 Click "Procurement"



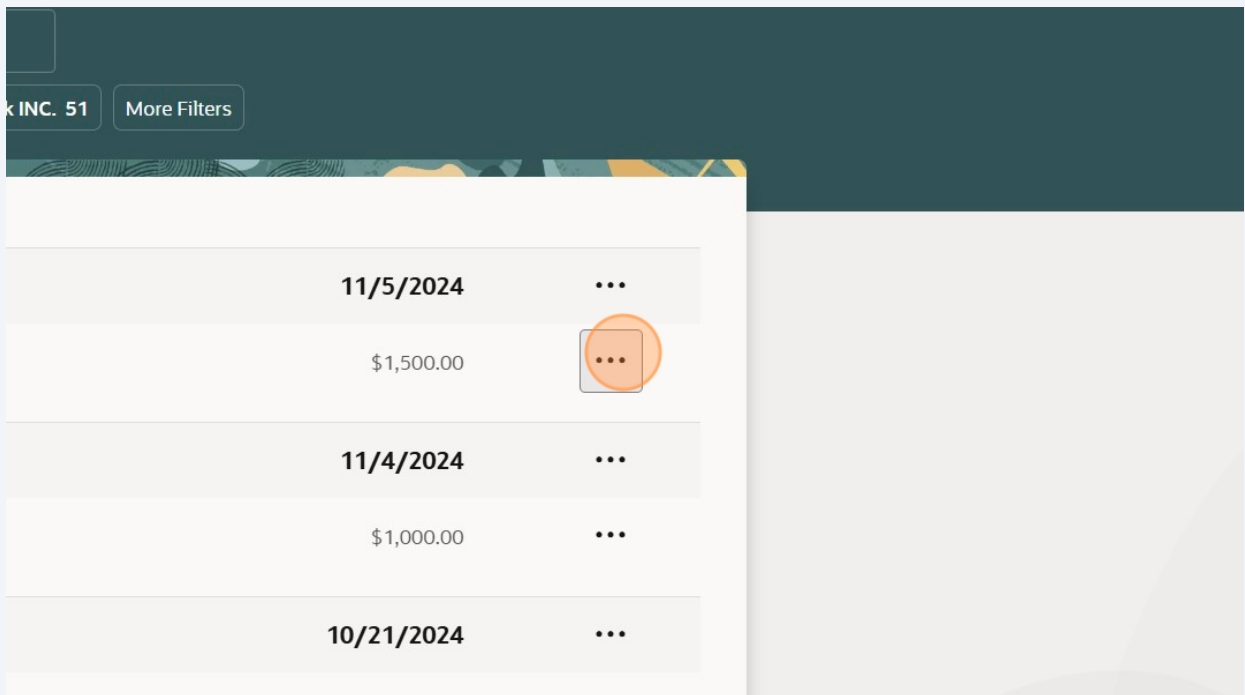
2 Click Purchase Requisitions (new)



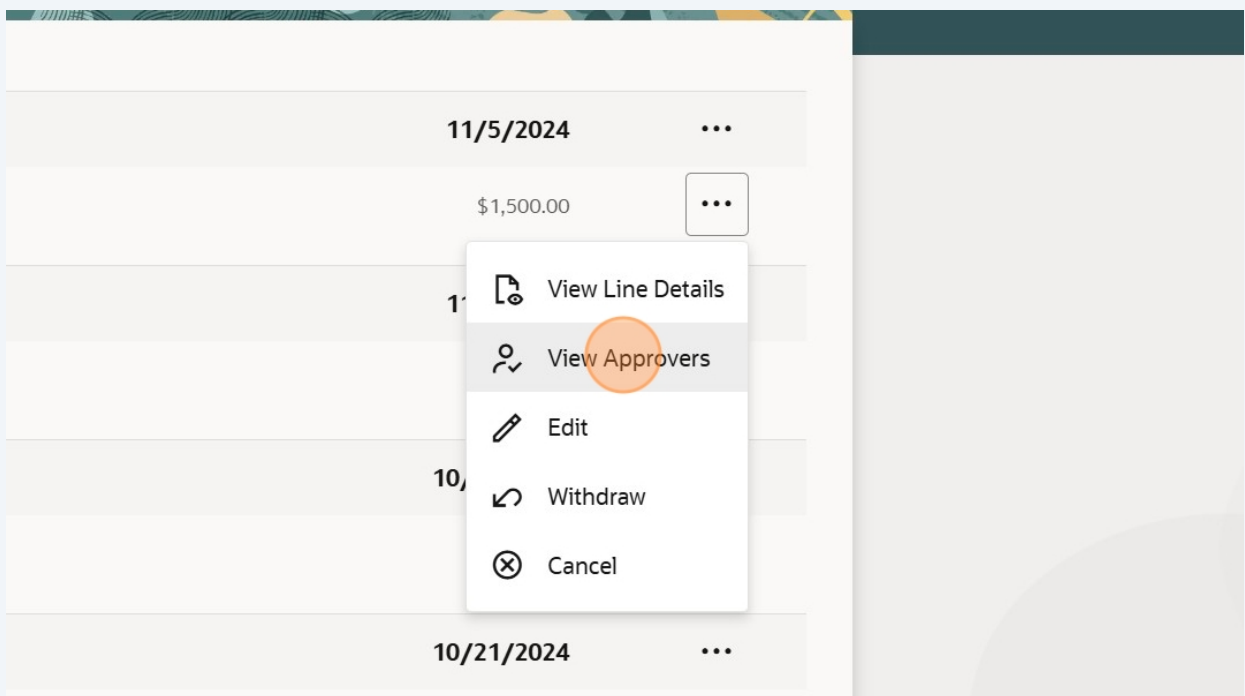
3 Click "My Requisitions"



4 Click the three dots next to the line item of the requisition



5 Click "View Approvers"



6

Click on the hyperlink to the requisition number and a PDF of your requisition will open or download.

Header Stage First Responder Wins		
Next Approver	Application	
Header Stage First Responder Wins		
Abigail Shellist reassigned to	Robert Gentry	11/5/2024
Preapproval Header Consensus		
Submitted by	You	11/5/2024
	REQ010000000178.pdf	