

## How to Complete a Requisition

### Following Fields are Required

1. "Business Unit" Enter one of the following: BKCMP (Bakersfield Campus), BKFDN (Foundation), BKASI (Associated Students Inc.), BKSTU (Student Union), BKSPA (Sponsored Programs Admin).
2. "Deliver To": (see codes) delivery location. Delivery location should include the building and room number where commodity item will be located.
3. "Date", the date the requisition is created.
4. "Contact Person", "Extension" and "Email Address": Enter the name, phone number, and email address of the person to contact if there are any questions.
5. "Date Required": Enter the date the merchandise or service will be needed.
6. "Department Name": Enter the ordering department.
7. (Optional) "Comments": Include any additional information that will assist in the purchase.
8. "Quantity", "Unit": Enter the Quantity and Unit of measure (unit of measure, i.e., each, box, month).
9. "Model or Catalog #" (if available): It is not necessary to duplicate the model or catalog number in the description.
10. "Description": Enter a detailed description of the item or service (field will print 200 characters).
11. "Per Unit" (dollars per unit) the system will calculate the total by multiplying the quantity times the Unit dollars.
12. "Shipping/Handling": Enter any known delivery charges.
13. Select "Compute" Button: System will calculate lines and Sub-Total including Shipping/Handling.
14. "Suggested Vendor": Enter Vendor Name, address, phone, fax and/or contact information
15. Enter all the required "PeopleSoft Chartfields": Account – Fund – Dept ID – Program – Project – Class. If more than one Chartfield will be used, place each Chartfield in the additional fields provided and the percentage or quantity of items in the "% or Qnty" field. If the split is by percentage make sure the total percentage equals 100%. Chartfields must be distributed by either Quantity or Percentage not a combination of both.
16. "Certification" Enter the name and title of the authorized signer.
17. Select "Print Requisition". After signatures are obtained it is suggested to make a copy for your files and forward the original to Procurement. Notice the Requisition System assigns the Requisition Number at the top of the screen and also just above the Signature Line when printed.
18. Note: The requisition screen has 7 line items. If additional lines are needed select the (+add item 8) located below line #7 on the left side of the screen. Continue selecting additional lines as needed by repeating the process. The system will allow a maximum of 25 lines.