

**TO CONVERT APPROVED REQUISITIONS TO PO  
WORK INSTRUCTIONS  
PUR-W001**

Open MUNIS

Enter Username & Password

Go to “Financial”

- C. Purchasing
  - B. Purchase Order Processing Menu
    - C. Requisition Conversions to POs

PO batch number should default as 001 or you can give a new batch number

Tab to Year and enter 2009 or appropriate year number

Tab to Period – system automatically defaults this

Click Green check

Click on binoculars

Click on Green check

Sort by Vendor

Select – click on yellow folder to view requisition

1. Review vendor information
2. Review location for delivery
3. If order exceeds \$1,000, check for notes and vendor justification
4. Check GL allocations for proper account code
5. If you feel it necessary based on all the above, feel free to check the line detail for actual descriptions of items
6. Approve with “A” or reject with “R”. If requisition is being rejected, check “yes” you are sure. Then write a note as to your reason why. **This applies anytime you reject any requisition at any level.**

Click Green check

Process – sends requisition forward for posting and printing or sends back to requisitioner for correction.

File Exit

Note: If a requisition for items other than technology exceeds \$10,000, Danny Grant needs to approve the purchase.