



RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Adding Dates to the Requisition Description Field

When entering a requisition in the Oracle purchasing system that spans a specific time period such as a fiscal year, please indicate the beginning and end date of the period in the description field. In addition to providing useful information to PSO and the supplier, the dates will help ensure that remaining encumbrances are cleared at the end of the PO period and that year-end accruals are recorded correctly.

Example #1	Example #2
<i>Weak:</i> Maintenance agreement for 1 year	<i>Weak:</i> Rental of backhoe for 3 months
<i>Strong:</i> Maintenance agreement from July 1, 2013 to June 30, 2014	<i>Strong:</i> Rental of backhoe from May 1, 2013 to July 31, 2013

If you have any questions or need assistance when entering a requisition, please contact Becky Kiely, Senior Staff Specialist at 475-2107 (becky.kiely@rit.edu).

