

P to P

Prepare to Procure

September 18, 2015

RIT Procurement Services

475-2107

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

Change to Default Field in Requisitions

Effective immediately, the "Requestor" field on the Requisition Template will no longer default to your name; it will require input. When completing a requisition for someone other than yourself, please identify that person as the Requestor.

The screenshot shows the 'Requisitions - [New]' form. The 'Requestor' field is highlighted with a red circle. The form includes fields for Operating Unit, Number, Description, Type, Status, Preparer, Total, Destination Type, Source, Requester, Organization, Location, Subinventory, Supplier, Site, Contact, and Phone. The 'Requester' field is currently set to 'Lupo, Sherry A'.

Num	Type	Item	Rev	Category	Description	UOM
1						Each

The Requestor will receive electronic invoice approval notifications for the new "Services" line types when they are activated early next week, eliminating the need to "receive" services in the Oracle application.

If you have any questions, please feel free to contact Sherry Lupo at salpur@rit.edu or extension 52107.

