REQUISITION ENTRY CHECKLIST

(Refer to the Helpful Hints document or call your Buyer for more details if needed)

If you need assistance with requisition entry or training, please contact Knowledge Services at knowledgeservices@uta.edu.
Procurement has limited "view only" access to requisition information but no access to requisition entry screens.

Req #:______________________ **Vendor:** ______________________________________ **$**_________________

COMPLETE	ACTION	COMMENTS
☐	Requisition Created and Named - Correct vendor, location, and address sequence selected. - Correct Buyer assigned. - Requisition can not have "negative" or "discount" lines (discounts must be reflected in line-item prices or applied on the voucher.)	
☐	Lines created matching quote. Quote must be valid. - Line description or comments field should contain a complete and accurate description of the products or service being requested. - A common and correct UOM has been selected that matches the quote. - Accurate Category Code selected for each line, Account Code modified, if needed. - Profile ID included on all lines containing controlled items or capital assets.	
☐	Quote attached to requisition in a comment field.	
☐	Complete UTA, Vendor, and end-user delivery contact information added in comments field and marked "show at receipt," "show at voucher," and "send to vendor" as appropriate.	
☐	Any additional required documents attached if applicable: - Vendor documents requiring review and/or signature. - Fully approved TAPREQ email . - Approved exception (if order was executed prior to PO being issued.) - Exclusive acquisition form (EAJ), if applicable. - HR Offer letter (for relocation POs.) - Foreign currency conversion rate (if applicable.)	
☐	**For MAVeSHOP Requisitions** - Do **NOT** change Buyer or Vendor info. They default correctly. If you change either, PO will not dispatch. - Check to ensure requisition does not have multiple "ship to" addresses (will stop PO from dispatching to vendor.) - If **any** asset(s) or controlled item(s) are on the order (e.g., laptops), ensure **all** lines set to ship to CENT110 with final delivery address noted in comment field and marked "show at receipt."	