

UNIFORM PURCHASE REQUISITION PROCESS

1. Open new Purchase Requisition
2. Auto select Purchase Requisition number
3. Select Vendor – ServiceWear Apparel – V013599
4. Select Bid # - OMNIA R210102
5. Ship Address will be to your location
6. Bill address will be Finance/Budget Department (9021)
7. Req. Codes – EV, BP
8. Quantity will be the total dollar amount x 100.
9. Units will be EA
10. Description should be UNIFORM APPAREL FOR PERSONNEL
11. Unit Price will be \$0.01.
12. Acct Code Struct GL should be 10XXX18500 XX00792
 - a. First XXX should be your School/Department Identifier (Example: We are 922)
 - b. Second XX is based off of provided coding. All Schools are 79. Transportation is 78. Maintenance has multiple. Contact Procurement Services for assistance.