



# PURCHASE REQUISITIONS

REQUISITION INQUIRY - WEBADVISOR

PURCHASING 701.5.8

## OVERVIEW

- ▶ **REQUISITION INQUIRY:** The requisition inquiry through WebAdvisor is used to check the status of requisitions
- ▶ **CONTACT:** The contact for “Requisition Inquiry - WebAdvisor” is the Office of Support Services (783-2018)

## LOGIN

- ▶ Login to WebAdvisor.

See Section 404 for login instructions. If you do not have a WebAdvisor account, please contact the Office of Institutional Research and Computer Applications (783-2009).

## SECTION TITLE

PURCHASING 701.5.8

## MENU SELECTION

- ▶ From the **Employees** menu, select **Requisition Status**

### Financial Information

[Budget selection](#)

[Requisitions for Goods and Services](#)

[Requisition status](#)

## VIEW REQUISITION

- ▶ Shows requisition number, date, status, PO created (if applicable), requestor name, initiator name, Vendor ID, vendor name and total amount.

## REQUISITION INQUIRY - WEBADVISOR

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### Requisition status

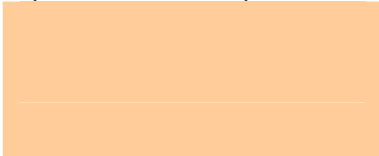
Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount
<a href="#">0001425</a>	12/08/06	PO Created	P0003683		Ms. Ladonna M. Purcell		R&H Distributing	26.50
<a href="#">0001311</a>	11/21/06	PO Created	P0003366		Ms. Ladonna M. Purcell		R&h Distributing	33.50
<a href="#">0000992</a>	10/13/06	PO Created	P0002442		Ms. Ladonna M. Purcell		Fedex	20.76
<a href="#">0000991</a>	10/13/06	PO Created	P0002441		Ms. Ladonna M. Purcell		R&H Distributing	33.50



► Click on Requisition Number to view in detail

Requisition  
Number

[0001425](#)



► View Requisition Detail

### Requisition

Requisition Number 0001425 Requisition Status PO Created  
 Requestor Name Initiator Name Ms. Ladonna M. Purcell  
 Requisition Date 12/08/06  
 Maintenance Date 12/08/06  
 Desired Date  
 Vendor ID and/or Name R&H Distributing  
 AP Type  
 Requisition Total \$26.50  
 Ship to SS Morehead State University

**Purchase Orders Created**

P0003663

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Account Number	Project ID	Tax Code
cooler rental for Dec. and 2 bottles of water		1.000	EA Each	26.5000	26.50	10-64001000-5100100 Support Services : Supplies		

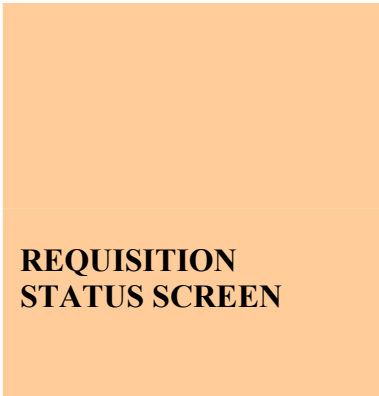
**Printed Comments**

**Comments**

KW/AB/LP

Approval	Date	Next Approval
Michael Walters	12/08/06	
LaDonna Purcell	12/08/06	

OK



▶ Click OK

▶ Click CLOSE WINDOW

▶ Returned to Requisition Status Screen

▶ Click OK

**MAIN MENU**

▶ Returned to Main Menu

**LOGOUT**

▶ See Section 404 for Logout Procedures for WebAdvisor



Last Revision: 1/2/07