

CREATING A REQUISITION FOR SERVICES (ME51N)

QUICK-SHEET/SERVICES REQUISITION

BEFORE YOU BEGIN:

- ✓ check your budget balance
- ✓ look up/request vendor id

HEADER

- ✓ Header note: Type brief description and department; quote and/or state contract #, PASSHE contract number; attachment information

ITEM OVERVIEW

NOTE: BEFORE STARTING TO TYPE IN THE ORDER INFORMATION BE SURE YOU SELECT YOUR LAYOUT "/60SVCREQ".

- ✓ ITEM CATEGORY – "D"
- ✓ MATL GROUP – (USUALLY 109000)
- ✓ SHORT TEXT
- ✓ DELIVERY DATE
- ✓ DES. VENDOR
- ✓ PORG – (LOCL)

ITEM DETAIL

- ✓ SERVICES
 - SHORT TEXT
 - QUANTITY
 - UNIT OF MEASURE
 - GROSS PRICE
 - ACCOUNT ASSIGNMENT OF SERVICE IN LINE "XX"
 - G/L ACCOUNT
 - COST CENTER/WBS ELEMENT, ETC.
- ✓ TEXTS
 - ITEM TEXT
 - ENTER TEMPLATE:
 - Z60HON (HONORARIUM)
 - Z60CON (CONSULTANT)
 - Z60SERV (SERVICES)
- ✓ DELIVERY ADDRESS
 - TYPE 223857 IN ADDRESS FIELD FOR NO DELIVERY

SAVE OR HOLD YOUR DOCUMENT