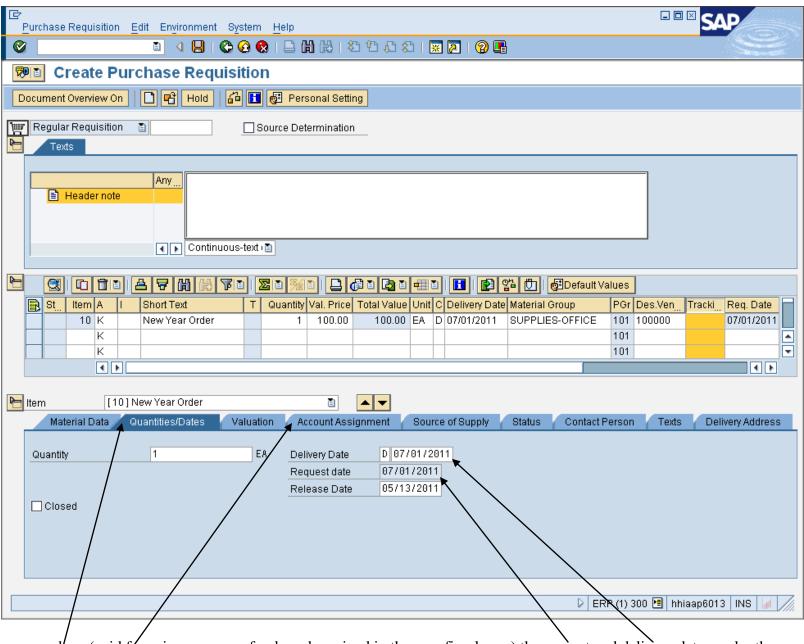
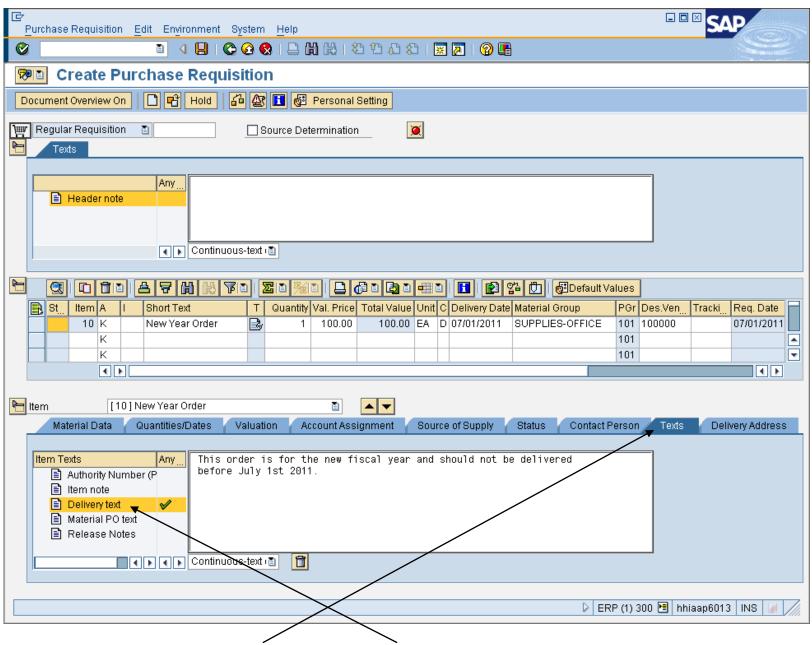
NEW YEAR PURCHASE REQUISITIONS



For new year orders, (paid for using new year funds and received in the new fiscal year) the request and delivery dates under the Quantities/Dates tab need to be July 1st or later. This date should be changed prior to adding the Cost Center or Internal Order number in the Account Assignment tab.



There should also be a note included in the "Texts" section under "Delivery Text" advising the vendor that the item should be deliver on or after July 1st.