**Revised: 12/02/15 TO**

**PROCESSING A REQUISITION FOR MASTERCARD**



* **Requisition Group** – Select the appropriate requisition group
* **Requisition Information –** under **Description –**
	+ **PLEASE MAKE SURE TO PUT THE VENDOR NAME IN THE BOARD DESCRIPTION**

**Vendor name (vendor you are purchasing items from)**

**&**

**a *brief* description of items (i.e. Barnes & Noble - books).**

**If the requisition is for a hotel or conference please add the conference name just as you do for a hotel or conference.**

* **Vendor name** - MasterCard Corporate Clients (use the PO Box address – Vendor Key – **MASTERCA000**).
* **Ship to** – if needed
* **Attention** – your name
* **Tax/Other**
* Save & Add Detail



* **Select Narrative – under Description**
	+ **Enter the vendor name (vendor you are purchasing your items from) as a narrative line item. This narrative line must be the first line BEFORE you begin entering your LINE items. The reason for listing the vendor name for a second time is that it prints on different reports.**
	+ **If requisition is for a conference or hotel please follow the instructions for entering a requisition for a hotel or conference.**





* Enter Quantity, Unit of Measure, and Unit Cost. If entering a hotel or conference follow the same guidelines.
* **Description (Detail Lines)** - Add merchandise line item(s). Use this section to go into detail of your purchases.
* **Save**







