





# Create a Single Campus Requisition

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**Campus Requisitions** is a process to increase the inventory at the campus level. It can be placed by the campus or the district to order/requisition items supplied by the district. The district tracks all campus requisitions. Throughout this process, the campus requisition and its current status is viewable by the respective campus.

**Campus Requisitions** only allow district tracked ISBNs to be requested of the district. Campus owned items are grayed out and cannot be selected within the **Create Requisition Textbook Grid**.


## Create a Single Campus Requisition

1. Click on  **Inventory**, located on the Navigation Bar.
2. Under the **Orders** subcategory, click on **Campus Requisitions**. This opens the **Campus Requisitions** page.
3. Click on  **Add**. This opens the **Create Requisition** page.
4. Enter a name for the requisition in the **Name this Requisition** field (It must be unique).
5. Add any notes you think are necessary for the coordinator to know.
6. Click on  **Next**.
7. [Search](#) for the desired ISBN.
8. Click on the title. The row highlights orange.
9. Referencing the **Copies Needed** field, enter a quantity into the **Copies to Order** field.
10. Click on  **Add**. This adds the selected ISBN and the copies to order to the lower half of the page.

11. Add multiple titles by repeating steps 7 through 10.

12. Click  **Save** to return to the **Single Campus Requisitions** page.

**NOTE:**

Once a campus creates a requisition and  **submits** it to the district, the campus requisition is no longer available to edit by the campus.