

How to copy a Requisition from the previous year

In the **Requisition Listing** page, click the **Copy** item.

Requisition Listing - La Porte ISD 22.4 Test

Copy Print Requisitions Budget Transfers Budget Adjustments Set Period Punchout Shopping

Date: 03/08/2023 Period: 9/23

The page's title changes to **Copy Requisitions**.

Copy Requisitions - La Porte ISD 22.4 Test

Budget Transfers Budget Adjustments Punchout Shopping

Date: 03/08/2023 Period: 9/23 COPY REQUISITIONS

Search Criteria

Year: 2023 Recommended Vendor: []
Requisition: [] Ship To: []
Buyer: [] APPROVAL GROUP: []
Date Requested: [] Attention: []
Date Required: [] Status: []

Search Advanced Search

In the **Search Criteria** section, enter criteria identifying one or more requisitions (vendor name), then click **Search** or the **Blue** check. In the **List** section, highlight the requisition you want to copy

Copy Requisitions - La Porte ISD 22.4 Test

Budget Transfers Budget Adjustments Purchase Order Detail

Date: 03/08/2023 Period: 9/23 COPY REQUISITIONS

Search Criteria

Year: 2022 Recommended Vendor: BOSWORTH PAPERS INC.
Requisition: [] Ship To: BOSWORTH PAPERS INC.
Buyer: [] APPROVAL GROUP: BUSOFC031 - BUSINESS OFFICE
Date Requested: [] Attention: []
Date Required: [] Status: []

Search Advanced Search

Requisition	Date	Fiscal Year	Vendor #	Vendor Name	Buyer	APPROVAL GROUP	Amount	Status	Indi
2201109	08/23/2021	2022	1000082	BOSWORTH PAPERS INC.	LYNLEY MARLAR	BUSOFC031	10,604.00	Printed	
2201110	08/23/2021	2022	1000734	TASBO	LYNLEY MARLAR	BUSOFC031	60.00	Printed	

Click the **BLUE** Check and a new page opens as a new req and has the current budget code for the correct year.

Copy Requisition from: 2201110 - La Porte ISD 22.4 Test

Add Item Purchase Order Detail

date: 03/08/2023 Period: 9/23

Header Line Item (1 of 1)

General Information

Requisition *	2303713	Add Attachment?	<input type="checkbox"/>	<input type="checkbox"/> Continuous
APPROVAL GROUP *	BUSOFC031 - BUSINESS OFFICE	Freight	FFA	
Requested	03/08/2023	Comments		
Required		Buyer	LYNLEY MARLAR	
Vendor	1000734 - TASBO	Attention	RHONDA CUMBIE	
Vendor Address	TASBO 5920 WILLIAM CANNON DRIVE. BLDG 1 AUSTIN TX 78749	Ship To *	999 - LPISD WAREHOUSE 2015 SENS ROAD LA PORTE TX 77571	

Item	Description	Quantity	Price	Total	BUDGET CODE	Account	Title
1	CERTIFICATION FEE FOR L. MARLAR	1.00	60.0000	60.00	1993410075099031	6499	

From here you can make any changes needed, add more items (check the continuous box) and attach quotes. Click the disk to save when you are done.