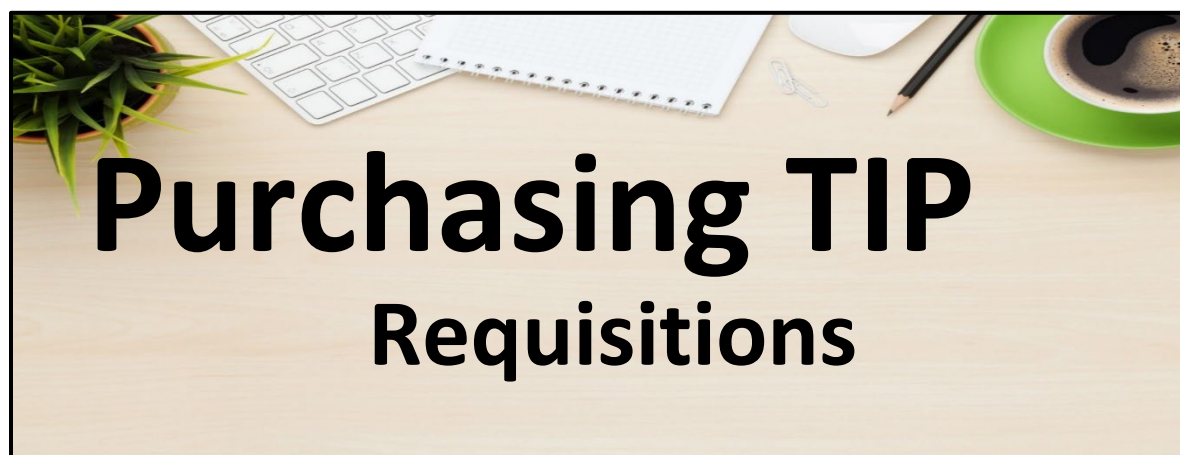




Over time we have noticed many requisitions that do not follow the standard procedures. Below are several tips that will get your requisition processed quicker:

Tips for how to get your requisition processed:

Do's

Don't's

Expired Quotes

- When purchasing items for staff remember **justification** should say:
Staff Appreciation/ Incentives
- **Special Instructions** must include the Quote number or Date of quote (if applicable).
- **Vendor notes:**
B & H Vendor# Dell

The quote must be an exact match with the requisition