**Job Aid for Early Requisitioning**

**2023-2024 “A” FUNDS REQUISITIONS**

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| Begin your **Requisition Name** with **23/24 VENDOR NAME**. \*\*Change the **Budget Date** in the **Accounting Defaults** section on the Define Requisition Page to **07/01/2023.** The *Budget* *Date* field is to the far right within Accounting Defaults. (see example below). *If you don’t change this date before leaving the page, you’ll have to start the requisition over.* This process must be followed THROUGH June 30, 2023In Justification comments: Enter any pricing, contract details, and requester’s name. Attach **quotes, proposals, and/or any other supporting documentation**. \*Reqs without supporting docs attached, will be denied.  |

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