- 1. Open new Purchase Requisition
- 2. Auto select Purchase Requisition number
- 3. Select Vendor ServiceWear Apparel V013599
- 4. Select Bid # OMNIA R210102
- 5. Ship Address will be to your location
- 6. Bill address will be Finance/Budget Department (9021)
- 7. Req. Codes EV, BP
- 8. Quantity will be the total dollar amount x 100.
- 9. Units will be EA
- 10. Description should be UNIFORM APPAREL FOR PERSONNEL
- 11. Unit Price will be \$0.01.
- 12. Acct Code Struct GL should be 10XXX18500 XX00792
 - a. First XXX should be your School/Department Identifier (Example: We are 922)
 - b. Second XX is based off of provided coding. All Schools are 79. Transportation is 78.
 Maintenance has multiple. Contact Procurement Services for assistance.