



# PunchOut Rules

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PunchOut orders can only be ordered by one Object Code i.e. (General Supplies). If you have items that fall under a different object code i.e. (Tech Supplies) then you need to generate a separate PunchOut order. PunchOut orders **cannot** be changed or edited after you have exited the vendor's site. **Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.**