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## (ZREQ) REQUISITION REPORT (PUR-010)

SAINT LOUIS PUBLIC SCHOOLS

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### 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to PERFORM A REQUISITION REPORT.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 **Purchasing**

### 3.0 APPROVAL AUTHORITY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 3.1 Executive Director/Budget & Procurement

### 4.0 DEFINITIONS:


- 4.1 SLPS – Saint Louis Public Schools  
4.2 SAP – Information system used by SLPS

### 5.0 PROCEDURE:


## Requisition Report – ZREQ

- 5.1. Click in the **Command Field**, type **ZREQ** and then press the **Enter** key.


**Note:** The **Requisition Report Screen** is displayed.

- 5.2. Enter the **Requisition Number** in the **Requisition Number** field, or click requisition number  (search help) button to search for the desired purchase requisition. e.g. **10051919**

**Note:** There are additional fields in this screen that if not known, can help you locate a particular requisition.

- 5.3. Click  (execute) button.

The report is displayed showing the requisition.

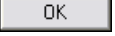
- 5.4. Click  (print) button.

**Note:** The **Print Screen List** dialog box is displayed.


- 5.5. Click output device  (search help) button.

- 5.6. Select **LOCL** (local printer) from the output device drop down list.

- 5.7. Click  (continue) button.

- 5.8. Click  (ok) button.

**Note:** The requisition is printed.

- 5.9. Click  (back) button to go the *SAP Easy Access Menu* screen.

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**6.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAP View of Purchase REQ	Computer	3 years	Discard as desired	Password protected

**7.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/10/08	A	Initial Release

\*\*\*End of procedure\*\*\*