REQUISITION STATUS REPORT – ZMM2 (PUR-020)
SAINT LOUIS PUBLIC SCHOOLS

1. SCOPE:

- This procedure discusses the process used to provide a REQUISITION STATUS REPORT.

2. RESPONSIBILITY:

- Purchasing

3. APPROVAL AUTHORITY:

- Executive Purchasing/Budget Director

4. DEFINITIONS:

_____   _____

Signature   Date

- SLPS – Saint Louis Public Schools

- SAP – Information system used by SLPS

5. PROCEDURE:

Requisition Status Report – ZMM2

1. Click in the **Command Field,** type **ZMM2** and then press the **Enter** key.

   The **Requisition Status Report Screen** is displayed.

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 locate a particular requisition.

3. Click on the (execute) button.

   Note: The report is displayed.

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

6. RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SAP Issued	Computer	3 years	Discard as desired	Password protected

7. REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/11/08	A	Initial Release

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