
REQUISITION AUDIT REPORT – ZREQS (PUR-021)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to PERFORM A REQUISITION AUDIT 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:

- 3.1 Executive Director/Budget & Procurement

Signature

Date

4.0 DEFINITIONS:


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

5.0 PROCEDURE:


Requisition Audit Report – ZREQS

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


The **Requisition Audit 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. **10106772**

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


- 5.3. Enter the **Requisition Creation Date** in the **Requisition Creation Date** field or click requisition creation date  (search help) button to display the monthly calendar.


e.g. **10-13-2008**

- 5.4. Click  (execute) button.

- 5.5. The following steps are to display a purchase requisition.

- 5.6. Click **0010 PEN POINTS 6 ROUND** purchase requisition line item number.

- 5.7. Click  (choose) button to go to the *Display Purchase Req. XXXX* screen.

- 5.8. Click  (exit) 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 Issued	Computer	3 years	Discard as desired	Password protected

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/01/08	A	Initial Release

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