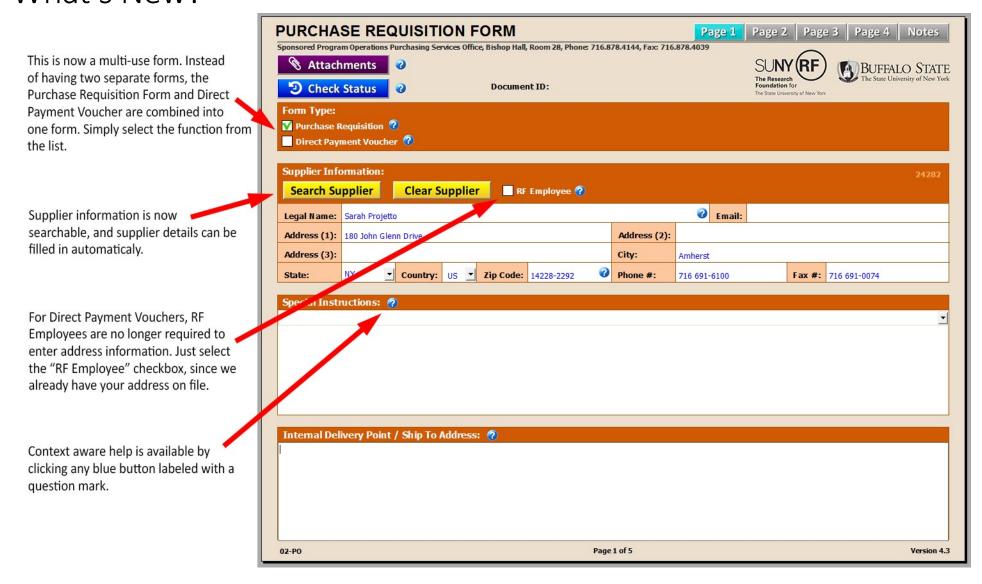
Purchase Requisition Form & Direct Payment Voucher: What's New?

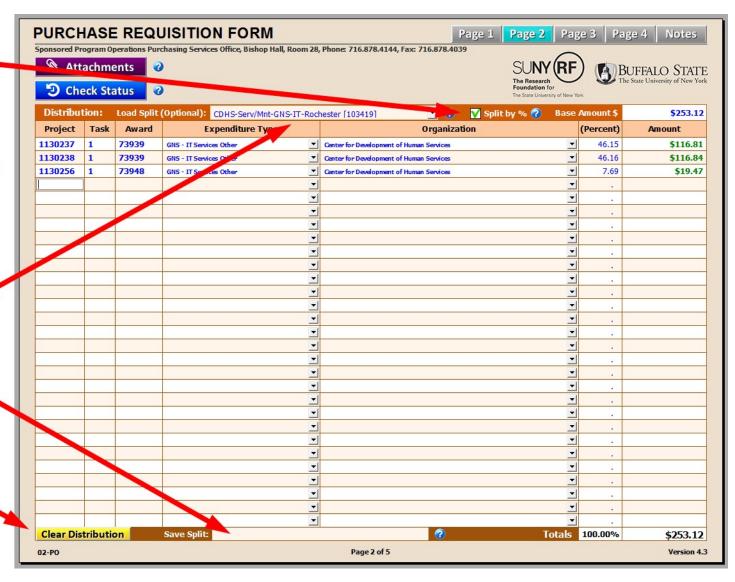


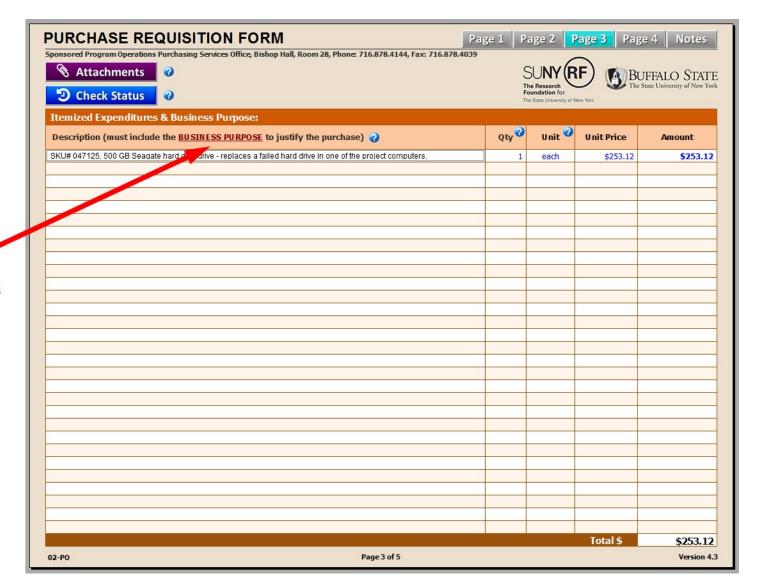
Expenditure distributions can now (optionally) be split by percentages. Check the "Split by %" box, enter the base amount, and then enter the percentages for your distribution. The dollar amounts will be calculated automatically. *Tip: if your total doesn't match your base amount because of rounding, simply uncheck the "Split by %" box and adjust your amounts manually.

Previously saved splits can be loaded into your distribution. Select from the drop-down list.

Save a distribution split for future use.

Clear the distribution table to start entering a new distribution.

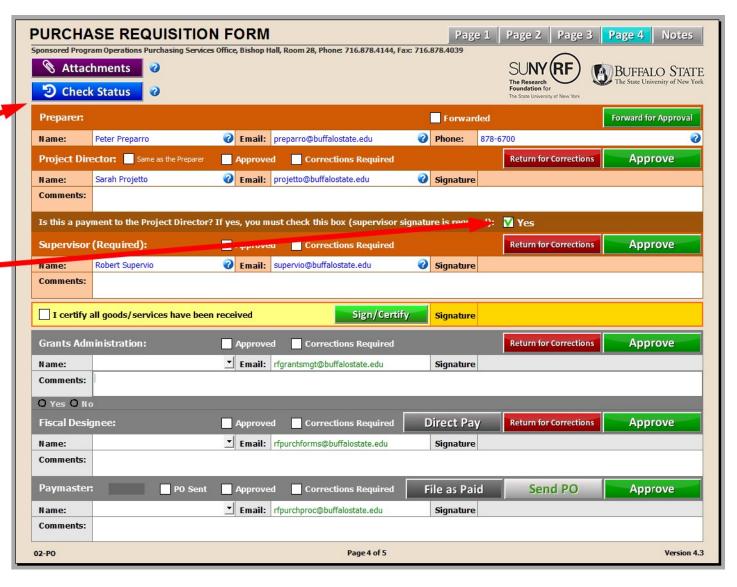




All expenditures must include a description of the Business Purpose in order to justify the purchase. Forms will NOT be processed without this justification.

The Check Status button gives simplified information about your form's progress in the workflow.

Any payments made to a Project Director MUST be approved by their supervisor. Check the Supervisor checkbox, and enter the supervisor's name and email address.





FOR YOUR INFORMATION

PURCHASE REQUISITION FORM for Eaton Office Supply Company Incorporated in the amount of \$253.12 has been forwarded to Sarah Projetto for review.

You can click this link to open the form.

You will receive email updates throughout the workflow process to keep you updated on this form's progress. For questions about this form, please contact the Sponsored Program Operations Purchasing Services Office at (716) 878-4144.

Thank you.

Tracking No: 106598

Color coded Email Headers show you if you need to take action on a form, or if the email you received about a form is for information only.



ACTION REQUIRED

Sarah Projetto,

A new PURCHASE REQUISITION FORM for Eaton Office Supply Company Incorporated in the amount of \$253.12 is ready for your review.

Please click this link to open the form

If you have questions or concerns about the contents of this form, please contact the form preparer. For other questions about this form, please contact the Sponsored Program Operations Purchasing Services Office at (716) 878-4144.

Thank you.

Tracking No: 106598