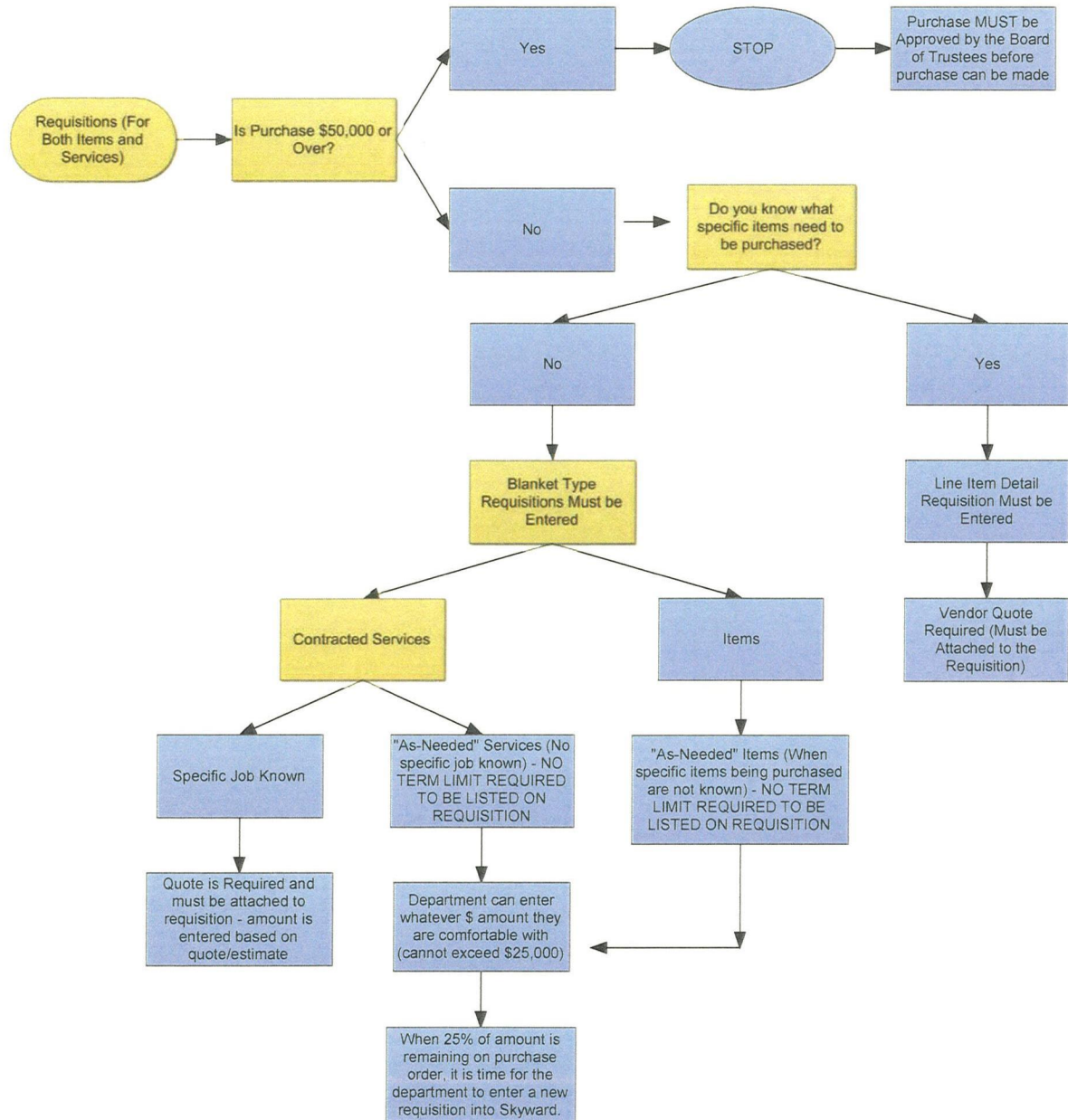
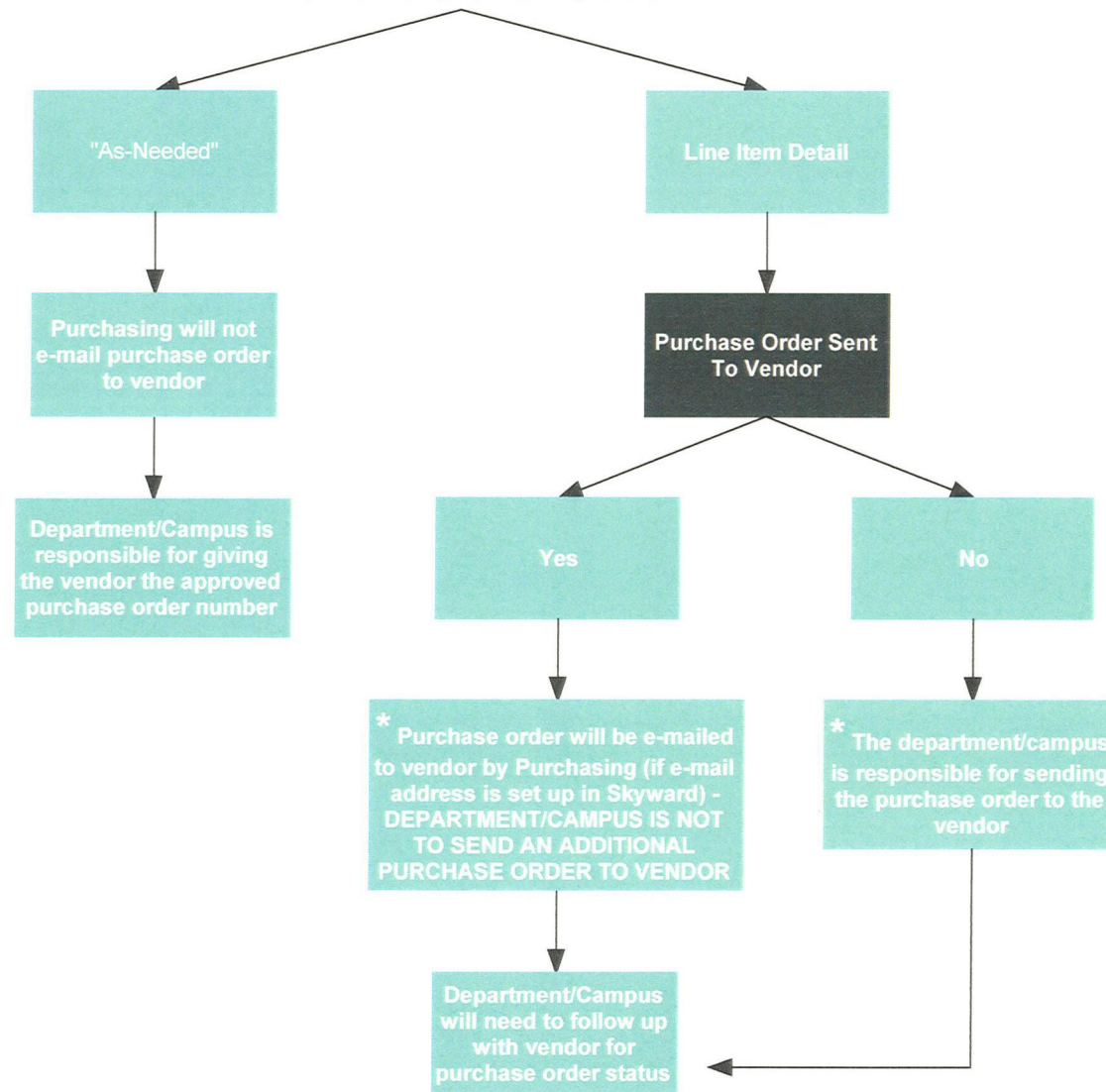


# Requisitions

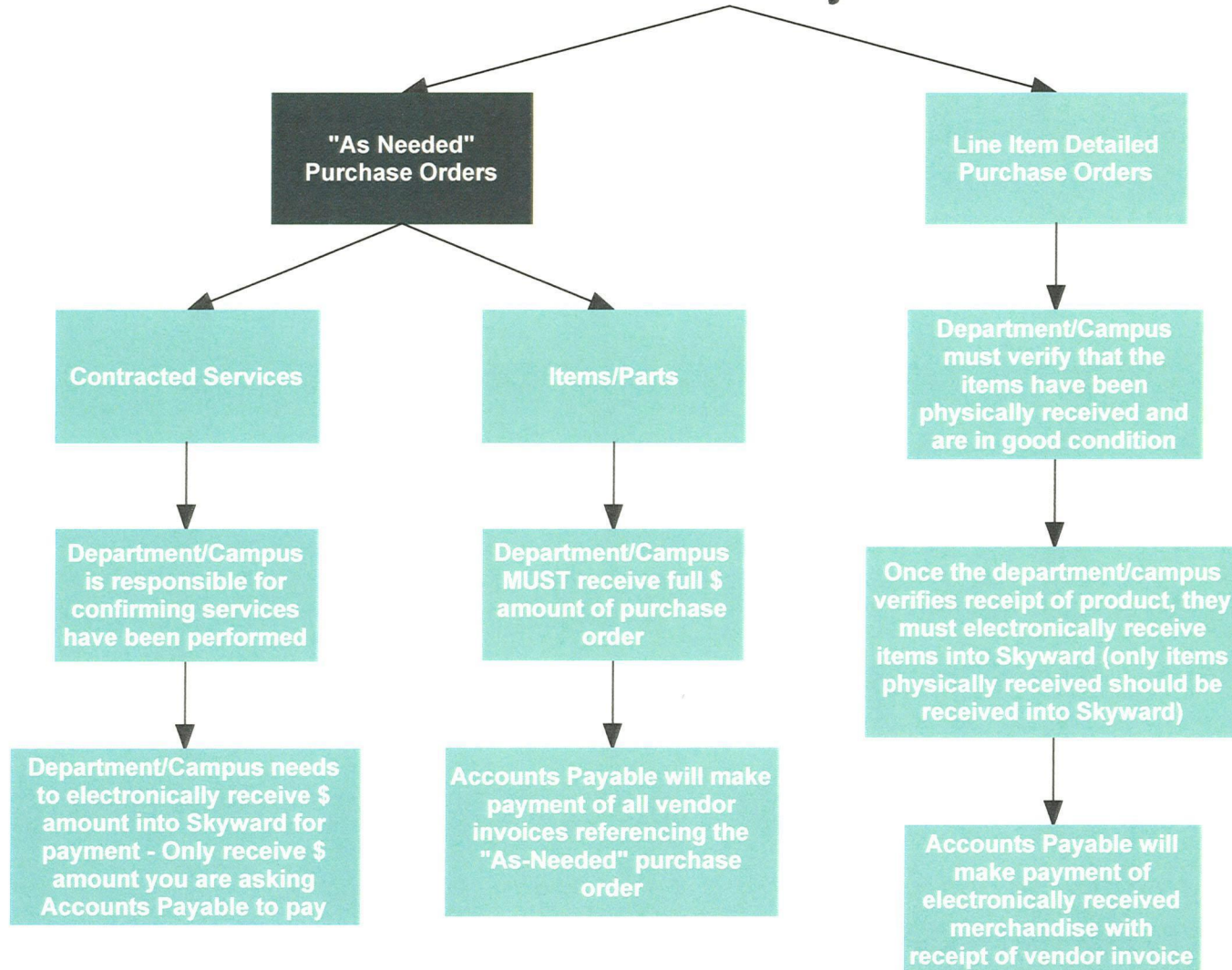


# Purchase Orders



\* The department/campus can check whether or not a purchase order has been e-mailed to the vendor by clicking on "Purchasing Activity" in Skyward and expanding the "Master" field. When a purchase order has been e-mailed to a vendor, the word "YES" will be displayed next to the "E-mailed" field. If "E-mailed" field has the word "NO" next to it, then the department/campus is responsible for sending the purchase order to the vendor

# Accounts Payable



- Department/Campus is responsible for making sure ALL of their purchase orders have been received, paid AND closed. Please send closed purchase order report to Phyllis Brower or Sherry Ellis.