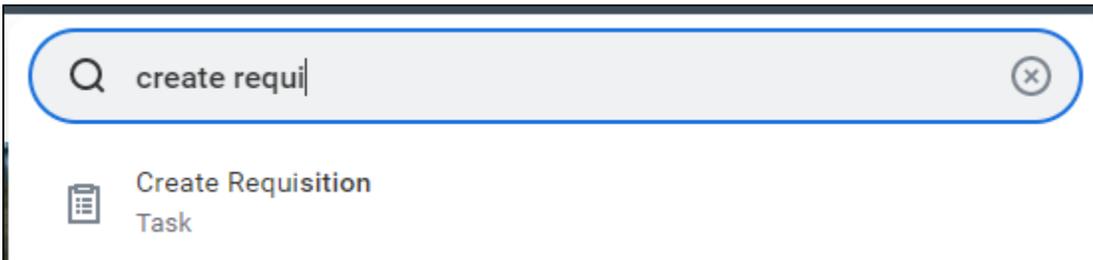


Create Requisition for NEW FY in Current FY

 This job aid is intended for staff with authority to create requisitions and procure goods and services for Lynn University and intended for requisitions created in a current fiscal year to be applied to a new fiscal year.

Search and select **Create Requisition**



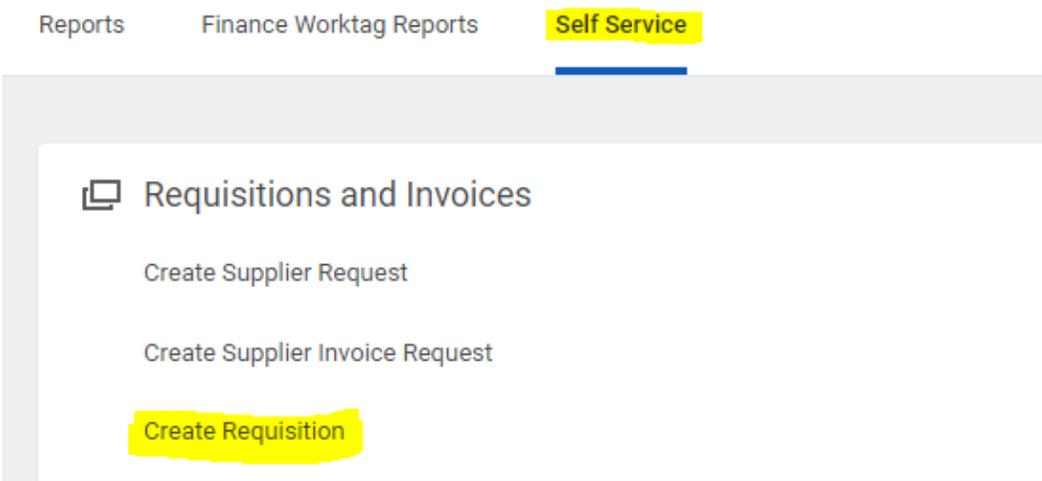
OR

Click on **Cost Center App**



Select the **Self Service** tab

Under **Requisitions and Invoices**, select **Create Requisition**



Some information will be filled automatically depending on your cost center. Make sure you select the appropriate information.

Fill out the form and click **OK**

Create Requisition ?

Requester * ⋮

Company * ⋮

Currency * ⋮

Requisition Type ⋮

Deliver-To ⋮

Ship-To * ⋮

Cost Center ⋮

Program ⋮

Project ⋮

Gift ⋮

Grant ⋮

Location ⋮

Additional Worktags ⋮

Select **requisition type** or add requisition from template.

Create Requisition

Company
Lynn University

Requester
Mariana Islas

Currency
USD

Instructions

Before submitting your requisition please be sure to review Purchasing policies available online at myLynn.

If you have any questions contact Procurement/AP at ☎561-237-7148.

Select an Option

Request Non-Catalog Items

Request Goods or Services

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Fill out requisition header for service or goods and **Add to Cart**

Company	Requester	Requisition Type
Lynn University	Therese Bolduc	Blanket PO

Requisition Currency *

Non-Catalog Request Type

Request Goods
 Request Service

Service Request Details

Description *

Spend Category *

Supplier

Supplier Contract

Start Date

End Date

Extended Amount

Memo

[Add to Cart](#) [Continue Shopping](#) [Cancel](#)

Check out cart-u[date Request Date to **07/01/2021** (or date of *next* fiscal year)

Checkout

Company Lynn University	Requester Therese Bolduc	Requisition - new -	Status Draft	Total Amount 3,000.00 USD
----------------------------	-----------------------------	------------------------	-----------------	------------------------------

Shipping Address

Deliver-To: de Hoernle Residence Hall

Ship-To Address: de Hoernle Residence Hall
3601 N. Military Trail
Boca Raton, FL 33431
United States of America

Requisition Information

Request Date: 07/01/2021

Currency: X USD

Credit Card:

Requisition Type: X Blanket PO

High Priority:

Sourcing Buyer: X Maria Elmorta-Vergarian

Submitted by: Therese Bolduc

Memo to Suppliers: To ensure payment please use this BPO on all invoices covering the period from 07/01/21 - 06/30/22. E-mail invoices to apinvoices@lynn.edu

Internal Memo: test of BPO creation for FY22

Goods

Item	Item Description	Special Category	Quantity	Unit Cost	Extended Amount	Deliver To	Ship To Address
No Data							

Services

Special Category	Extended Amount	Date	Deliver To	Ship To Address	Ship To Contact	Supplier	Message
purchase pt to cover all from 7-06/30/22 \$4789 X Software Licensing	3,000.00	Start Date: 07/01/2021 End Date: 06/30/2022	X de Hoernle Residence Hall	X de Hoernle Residence Hall 3601 N Military Trail Boca Raton, FL 33431 United States of America	X Therese Bolduc	Supplier: X Accerta, Inc. Supplier Contract:	next requisitor

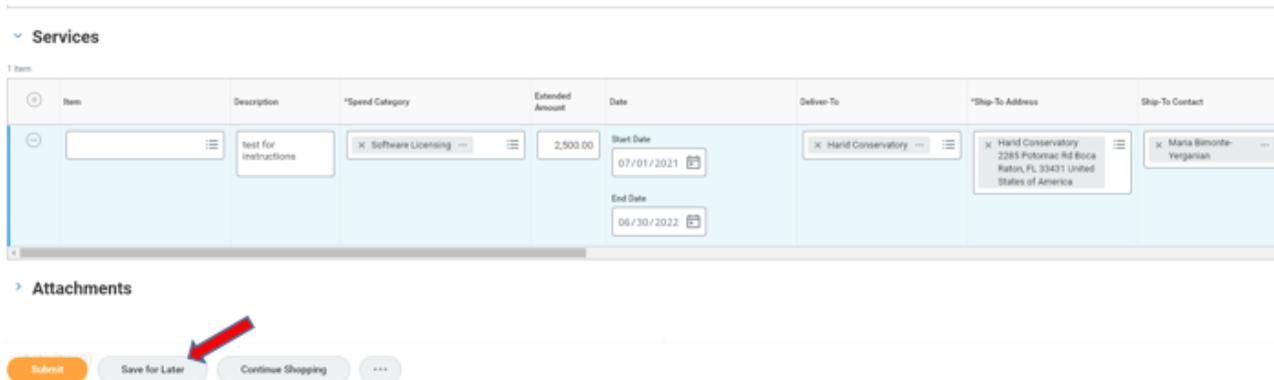
Attachments

Activity (0)

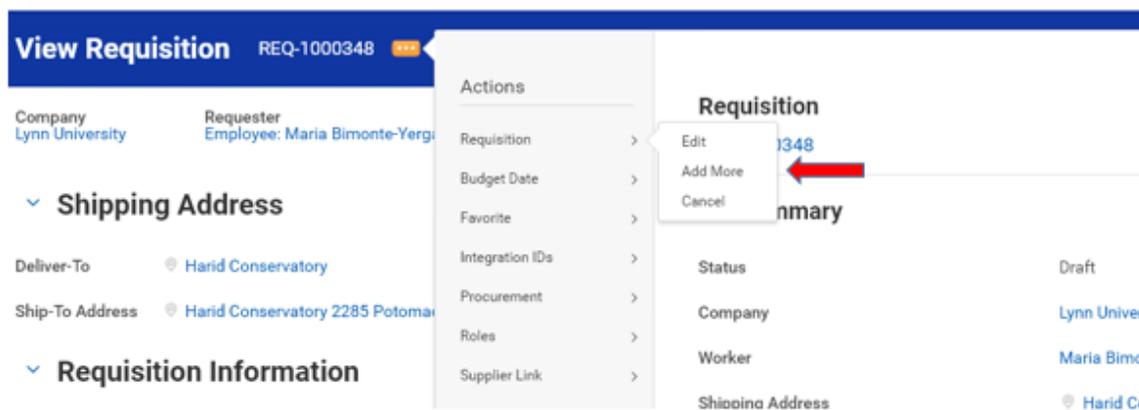
If you click **Submit**, the REQ will then go through the approval process in WD hierarchy. After the REQ is approved, it will move to the PO Process. **Only Submit REQ pre 7/1** if the PO **must be created** prior to 7/1 – otherwise hit **Save for Later**



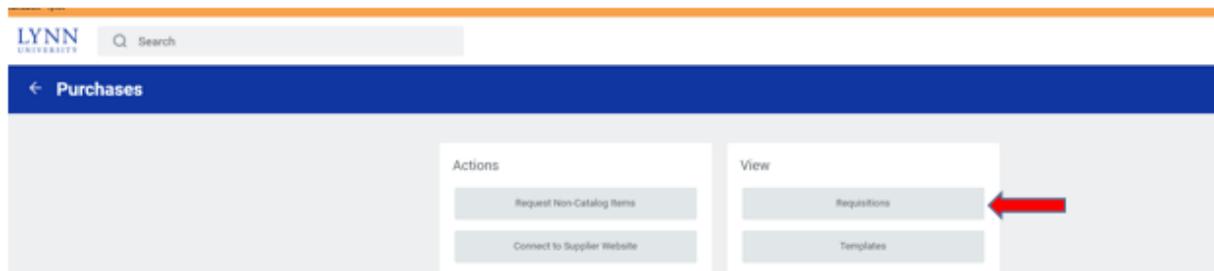
Save for Later



By choosing **Save for Later**, the REQ will be created and you will get the REQ number. The REQ is available to the Edit, Add More or Cancel



On 7/1 or after, go to the Purchases icon – **View Requisitions**



Your requisition will be there waiting for you to edit and **Submit**

