



This is where you attach file

### Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

#### Requisition Summary

Business Unit 05100 Vista Unified Requisition Name RHONDA HICKS - OFFICE  
Requester 399975 Rhonda Hicks Requisition ID 1000000510  
\*Currency USD Priority Medium

Cart Summary: Total Amount 2,075.00 USD

Expand lines to review shipping and accounting details

Add More Items

#### Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	DELL LATITUDE E6420 14" LAPTOP		INSIGHT INVESTMENTS, LLC.	5.0000	Each	415.0000	2075.00		Add	

Select All / Deselect All    Select lines to:    Add to Favorites    Add to Template(s)    Delete Selected    Mass Change

Total Amount 2,075.00 USD  
Pre-Encumbrance Balance 2075.00 USD

This is where you click to open up attachment box on top

#### Line Comment

Business Unit 05100 Requisition Date 10/16/2015  
Requisition ID 1000000510 Status Pending  
Line 1

Comments Find Filter

Entered On:

1

Send to Supplier     Show at Receipt     Show at Voucher

**Add Attachments**

Attachments

Attached File	User/Date Time	View
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#### Shipping Summary

Edit for All Lines

#### Requisition Comments

Enter requisition comments

THIS ORDER IS FOR RECONDITIONED LAPTOP COMPUTERS ON VUSD PROPOSAL #PRP-34084-J3X5 INSIGHT SYSTEMS EXCHANGE (SEE: DEWAYNE COSSEY)