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Lt. Governor (Sigundo Maga'låhi)

October 21, 2026

GENERAL SERVICES AGENCY CIRCULAR NO. 2027-002

To: All Line Department and Agency Heads
From: Chief Procurement Officer
Subject: Guide for Purchase Requisition Entry and Status Tracking

Håfa Adai!

The General Services Agency (GSA) has developed a comprehensive guide to assist all Government of Guam departments and agencies in properly entering purchase requisitions and monitoring their status through the Guam Financial Management Information System (GFMIS).

This guide provides step-by-step instructions intended to promote accuracy, consistency, and efficiency in the submission of purchase requisitions. It also outlines the procedures for tracking requisitions throughout the procurement process, allowing departments and agencies to independently monitor the progress of their requests, identify pending actions, and address any deficiencies that may delay processing.

Departments and agencies are reminded of their responsibility to ensure that all purchase requisitions are accurately entered, contain complete and appropriate descriptions of the goods or services being requested, and are supported by the required documentation. Proper submission and regular monitoring of requisitions are essential to facilitating a timely procurement process and minimizing unnecessary delays.

All departments and agencies shall ensure that personnel responsible for preparing, submitting, and monitoring purchase requisitions familiarize themselves with the procedures outlined in the **Purchase Requisition Entry and Status Tracking Guide** and consistently adhere to the instructions provided.

We look forward to your cooperation as we strive to improve procurement operations through efficiency, transparency, and accountability. **Si Yu'os Ma'åse!**

Andriana Quitugua, CFE
Chief Procurement Officer

Attachment: Purchase Requisition Entry and Status Tracking Guide

HOW TO SUBMIT REQUISITIONS

Finance and Operations

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Work items assigned to me

Requisition Review/Quote Needed - P...

Requisition Review/Quote Needed - P...

Requisition Review/Quote Needed - P...

Requisition Approval Needed - PR000...

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APPS

Business performance analytics

Inventory Visibility

WORKSPACES

CAPA management

Data validation checklist

Instrument calibration processing

Purchase order preparation

Quality order processing and inquiry

Confirmed purchase orders with changes

Fixed asset management

Optimization advisor

Purchase order receipt and follow-up

Released product maintenance

Supply risk assessment

1. Click on Module.

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- Budgeting
- Cash and bank management
- Common
- Cost accounting
- Cost management
- Fixed assets
- General ledger
- Inventory management
- Master planning
- Organization administration
- Procurement and sourcing**
- Product information management
- Production control
- Project management and accounting
- Questionnaire
- Rebate management
- Retail and Commerce
- Sales and marketing
- Tax
- Vendor collaboration
- Warehouse management



APPS



Business performance analytics



Inventory Visibility

WORKSPACES



CAPA management



Data validation checklist



Instrument calibration processing



Purchase order preparation



Confirmed purchase orders with changes



Fixed asset management

2. Locate and click **Procurement and Sourcing**.

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Cash and bank management

Common

Cost accounting

Cost management

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Project management and accounting

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Rebate management

Retail and Commerce

Sales and marketing

Tax

Vendor collaboration

Warehouse management

Expand all Collapse all

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3. Click Purchase Requisitions.

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Supplementary item - item groups

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Product relationship types

4. Click on All Purchase Requisitions.

←

+ New

🗑️ Delete

🔄 Workflow

Purchase requisitionFinancialsOptions

🔍

All purchase requisitions

Standard view

🔍 Filter

Requester

	Purchase requisition	Name	Preparer	Project ID	Status	Created date	Submitted date
✓	PR00014288	DMA - EMERGENCY - TRNG DIESEL DELIVERY	Jayna Borja		Closed	10/17/2026	10/17/2026
✓	PR00014289	DMA - EMERGENCY - RPOM GEN SUPP	Jayna Borja		Closed	10/17/2026	10/17/2026
✓	PR00014290	DMA - EMERGENCY - TRNG GEN SUPP	Jayna Borja		Closed	10/17/2026	10/17/2026
✓	PR00014291	GHS/OCD - EMERGENCY - PTT Radios	Christopher S. Lizama			10/17/2026	10/19/2026
✓	PR00014292	DPW - EMERGENCY - Calamity Safety Gear	Andriana U Quitugua			10/18/2026	10/18/2026
✓	PR00014293	DPW - EMERGENCY - Auto Parts	Andriana U Quitugua			10/18/2026	10/18/2026
✓	PR00014294	DPW - EMERGENCY - Semi/Heavy Equipment Machine Work	Andriana U Quitugua		Closed	10/18/2026	10/18/2026
✓	PR00014295	DPW - EMERGENCY - Dump Truck Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014296	DPW - EMERGENCY - Backhoe Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014297	DPW - EMERGENCY - Backhoe Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014298	DPW - EMERGENCY - Tractor Trailer Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014299	DPW - EMERGENCY - Payloader Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014300	DPW - EMERGENCY - Excavator Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
✓	PR00014301	DPW - EMERGENCY - Water Tanker Rental	Andriana U Quitugua		Closed	10/19/2026	10/19/2026
	PR00014302	GHS/OCD - EMERGENCY - Porta Potties (Tier II Shelters)	Christopher S. Lizama		Draft	10/19/2026	
✓	PR00014304	DMA - EMERGENCY - CONSUMABLES	Jayna Borja		Closed	10/19/2026	10/19/2026
	PR00014305	GHS/OCD - EMERGENCY - Janitorial Supplies/Paper Products	Christopher S. Lizama		In review	10/19/2026	10/19/2026
✓	PR00014307	DPW - EMERGENCY - Jetter Rental	Andriana U Quitugua		Closed	10/20/2026	10/20/2026
✓	PR00014308	AGR - IFB IDIQ - 500 Fathom System Set (GSA-053-26)	Andriana U Quitugua		Closed	10/20/2026	10/20/2026
	PR00014309	GHS/OCD - EMERGENCY - Scissor Lift	Christopher S. Lizama		In review	10/20/2026	10/20/2026

5. Click on New.

Finance and Operations

Search for a page

← + New Delete Workflow Purchase requisition Financials Options

All purchase requisitions

Standard view

Filter Requester

	Purchase requisition	Name	Preparer	Project ID	Status	Created date
✓	PR00014288	DMA - EMERGENCY - TRNG DIESEL DELIVERY	Jayna Borja		Closed	10/17/2026
✓	PR00014289	DMA - EMERGENCY - RPOM GEN SUPP	Jayna Borja		Closed	10/17/2026
✓	PR00014290	DMA - EMERGENCY - TRNG GEN SUPP	Jayna Borja		Closed	10/17/2026
✓	PR00014291	GHS/OCD - EMERGENCY - PTT				10/17/2026
✓	PR00014292	DPW - EMERGENCY - Calamity				10/18/2026
✓	PR00014293	DPW - EMERGENCY - Auto Part				10/18/2026
✓	PR00014294	DPW - EMERGENCY - Semi/Hea				10/18/2026
✓	PR00014295	DPW - EMERGENCY - Dump Tru				10/19/2026
✓	PR00014296	DPW - EMERGENCY - Backhoe				10/19/2026
✓	PR00014297	DPW - EMERGENCY - Backhoe				10/19/2026
✓	PR00014298	DPW - EMERGENCY - Tractor Tr				10/19/2026
✓	PR00014299	DPW - EMERGENCY - Payloade				10/19/2026
✓	PR00014300	DPW - EMERGENCY - Excavator				10/19/2026
✓	PR00014301	DPW - EMERGENCY - Water Tan				10/19/2026
	PR00014302	GHS/OCD - EMERGENCY - Porta Potties (Tier II Shelters)	Christopher S. Lizama		Draft	10/19/2026
✓	PR00014304	DMA - EMERGENCY - CONSUMABLES	Jayna Borja		Closed	10/19/2026
	PR00014305	GHS/OCD - EMERGENCY - Janitorial Supplies/Paper Products	Christopher S. Lizama		In review	10/19/2026
✓	PR00014307	DPW - EMERGENCY - Jetter Rental	Andriana U Quitugua		Closed	10/20/2026
✓	PR00014308	AGR - IFB IDIQ - 500 Fathom System Set (GSA-053-26)	Andriana U Quitugua		Closed	10/20/2026
	PR00014309	GHS/OCD - EMERGENCY - Scissor Lift	Christopher S. Lizama		In review	10/20/2026

Standard view

Create purchase requisition

Purchase requisition PR00014310

Name DOA GSA - SP - OFFICE SUPPLIES

Requested date 10/20/2026

Accounting date 10/20/2026

☐ SELECT DEFAULT PROJECT

Buying legal entity

Project ID

OK Cancel

6. Name the requisition in this format: “Agency Acronym – Procurement Method – Description”

Ex. DOA GSA – SP – Office Supplies (“SP” – Small Purchase)

7. Click OK.

Finance and Operations

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Save

New

Delete

Workflow

Purchase requisition

Financials

Options

New

Maintain

Summary

Copy

History

Request for quotation

Cancel

Totals

Copy

Copy lines

Compare to recent version

Purchase requisition versions

Purchase requisitions

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Lines

Header

Purchase requisition header

ADMINISTRATION

Purchase requisition

PR00014310

Name

DOA GSA - SP - OFFICE SUPPLIES

Preparer

Krystel Elaine T Guiao

Status

Draft

Requisition purpose

Consumption

DATES

Requested date

10/20/2026

Accounting date

10/20/2026

BUSINESS JUSTIFICATION

Reason

Business ju...

Description

RFPRequest for Proposal

SERVICEService

SPSmall Purchase

TRAVELTravel

WRK RQ-FEDWork Request - Federal

WRK RQ-LCLWork Request - Local

Authority code

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Budget reserv

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement ca...	Product name	Configuration	Size
	We didn't find anything to show here.								

Draft

Status since

10/20/2026

Step

Step since

Reviewer

Action

We didn't find anything to show here.

Review process lines overview

Line

Current step

8. Under **Business Justification – Reason**, click the dropdown arrow and select the Procurement Method (Ex., Small Purchase).

Draft

Review process details

Draft

10/20/2026

Step

Reason

Small Purchase

Details

Authority Code

Description

3105

Novation or change of Name

3109

Invitation to bid Contracts

3111(b)

Less than 3 positive quotes

3111(b)(3)

Below \$25,000.00 Existing Contr...

3111(c)

Three positive quotes

3111(d)

Competition Small Purchase Co...

Action

dn't find anything to show here.

ict name

Configuration

Size



't find anything to show here.

Review process lines overview^

Line Current step

Finance and Operations

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Save

+ New

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Cancel

Totals

Copy

Copy lines

Compare to recent version

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PR00014310

10. Enter your agency's Determination of Need.

Draft

Lines

Header

Purchase requisition header

ADMINISTRATION

Purchase requisition

PR00014310

Name

DOA GSA - SP - OFFICE SUPPLIES

Preparer

Krystal Elaine T Guiao

Status

Draft

Requisition purpose

Consumption

DATES

Requested date

10/20/2026

Accounting date

10/20/2026

BUSINESS JUSTIFICATION

Reason

Small Purchase

Details

Authority code

3111(c)

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Budget reservation lines

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement ca...	Product name	Configuration	Size	

We didn't find anything to show here.

Finance and Operations

Search for a page

← ≡ Save + New Delete Workflow

Purchase requisition Financials Options

New

Maintain

Summary

Copy

History

Request for quotation

Cancel

Totals

Copy

Copy lines

Compare to recent version

Purchase requisition versions

Purchase requisitions | PR00014310 : DOA GSA - SP - OFFICE SUPPLIES | Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Draft

Lines Header

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Budget reservation lines

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement ca...	Product name	Quantity	Unit	Unit
We didn't find anything to show here.										

11. Under Purchase Requisition Lines, click Add line.

Purchase requisitions

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Draft

LinesHeader

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Budget reservation lines

	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name	Quantity	Unit	
☒	0	Krystel Elaine T Guiao	doa						*

12. Click the dropdown arrow to select Procurement Category.

Purchase requisitions

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Standard view

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Draft

LinesHeader

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Budget reservation lines

	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name	Quantity	Unit	
☒	0	Krystel Elaine T Guiao	doa						*

13. Select Procurement Category.

PHARMACY SOFTWARE
POWER UTILITY
SUB-RECIPIENT/GRANTS
SUPPLIES
TELEPHONE
TRAVEL
WATER UTILITY

OKCancel

Line details

Item

General

Details

Address

Project

Questionnaire

Fixed assets

Financials

ITEMInternet addressCodeNet amountDiscount

Page 11 of 27

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Draft

Lines Header

14. Enter item description.

Purchase requisition lines

+ Add line + Add products Cancel Remove Purchase requisition line Financials Inventory Budget reservation lines

			Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Currency
☒	☐	Va...	0	Krystel Elaine T Guiao	doa		SUPPLIES	Copier Paper		*	0.00	0.00	USD

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Draft

Lines Header

15. Fill in the remaining fields.
(Quantity, Unit, Unit Price)

Purchase requisition lines

+ Add line + Add products Cancel Remove Purchase requisition line Financials Inventory Budget reservation lines

			Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Currency
☒	☐	Va...	0	Krystel Elaine T Guiao	doa		SUPPLIES	Copier Paper	10.00	ea	39.00	390.00	USD

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Lines Header

Line details

Item

General

Details

Address

Product dimensions

ITEM

Item number

Item description

Line type

8.5x11, White, 10 reams/case

Unit - Per Case

Line type

Non catalog item

Product name

Copier Paper

Supplier part auxiliary ID

Code

Friendly name

PRICE

Quantity

Unit

ea

Unit price

39.00

Net amount

390.00

Currency

USD

Price unit

1.00

16. Under **Line details – Item description**, enter the extended description of the item requested.

Line details

Item General Details Address Project Questionnaire Fixed assets Financial dimensions Inventory dimensions

Template ID

Options ▾

FINANCIAL DIMENSIONS

FiscalYear

26

FISCAL YEAR 2026

Fund

100

GENERAL FUND

JobNumber

0650006

GENERAL SERVICES AGENCY

MainAccount

6240001

SUPPLIES

17. In the **Line details – Financial dimensions**, enter the account number to be used.

Note: Field items are automatically populated when the fiscal year, fund, job number, and main account are selected.

****If entering more than one (1) line item, repeat steps 11 through 17.**

Lines Header

LINE 000001

Item General Details **Address** Project Questionnaire Fixed assets Financial

DELIVERY ADDRESS

Delivery name

Department of Public Health and Social Services

Delivery address

Department of Public Health ...

Address

155 Hesler Place
Hagatna, GU 96910
USA

ATTENTION

Attention information

18. In the **Line details – Address**, click this icon to change the agency address.

Address selection

Customers

Customers

Vendors

Companies

Warehouses

Purchase requisition line

Requester

C0000745	ACFALLE, ELIZABETH S.
C0000746	AFAISEN, JOHNNY T.
C0000747	AGUON, BARBARA B.
C0000748	AGUON, ELAINE M
C0000749	AGUON, JOAN S.
C0000750	AGUON, JOSEFINA T.
C0000751	AGUSTIN, ENRIQUE J.S.

19. Under **Address selection**, select **Companies**, then click OK.

ADDRESS

Name or description	Address	Purpose
 We didn't find anything to show here.		

OK Cancel

Address selection

Companies

Name

Company accounts data

Government of Guam

COMPANY

Company

dat

Name

Company accounts data

ADDRESS

Name or description	Address	Purpose	
We didn't find anything to show here.			

20. Select **Government of Guam**, then click OK.

OK

Cancel

Address selection

Companies

Name
Company accounts data
Government of Guam

COMPANY

Company

doa

Name

Government of Guam

ADDRESS

Name or description

↑ Sort A to Z

↓ Sort Z to A

Name or description

contains

General Services Agency

Apply

Clear

Address

Purpose

Box 7420
uning, GU 96931

Business

Hesler Place
atna, GU 96910

Delivery

21. Search Agency Name by **Name or description**, type your agency name in the search box and click Apply.

ADDRESS

Name or description

Address

Purpose

General Services Agency

148 Route 1 Marine Corps Dr.
Piti, GU 96913-0000
USA

Delivery

22. Select your agency, then click OK.

OK

Cancel

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Edit

+ New

Delete

Workflow

Purchase requisition

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Options

New

Maintain

Summary

Copy

History

Request for quotation

Cancel

Totals

Copy

Copy lines

Compare to recent version

Purchase requisition versions

Purchase requisitions

Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Lines

Header

Purchase requisition header

ADMINISTRATION

Purchase requisition

PR00014310

Name

DOA GSA - SP - OFFICE SUPPLIES

Preparer

Krystal Elaine T Guiao

Status

Draft

Requisition purpose

Consumption

DATES

Requested date

10/20/2026

Accounting date

10/20/2026

Details

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

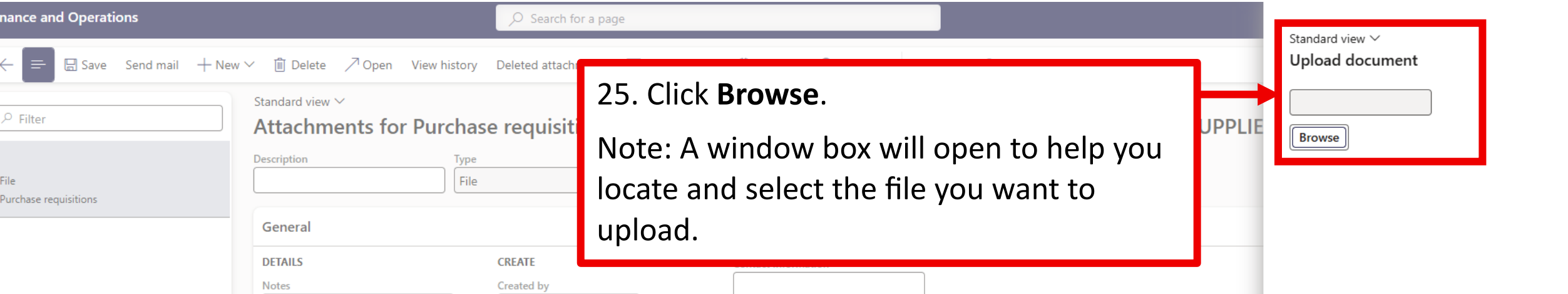
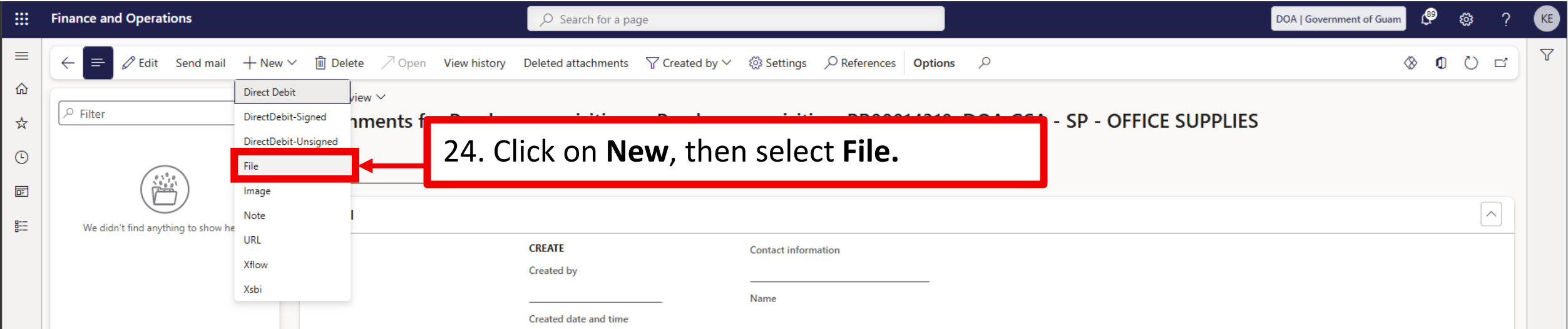
Financials

Inventory

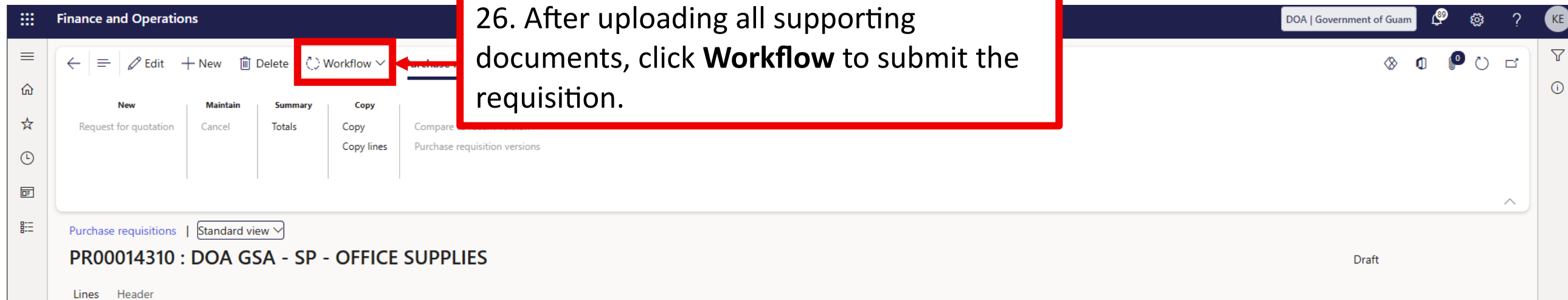
Budget reservation lines

	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Currency	
☐	1	Krystal Elaine T Guiao	doa		SUPPLIES	Copier Paper	10.00	ea	39.00	390.00	USD	

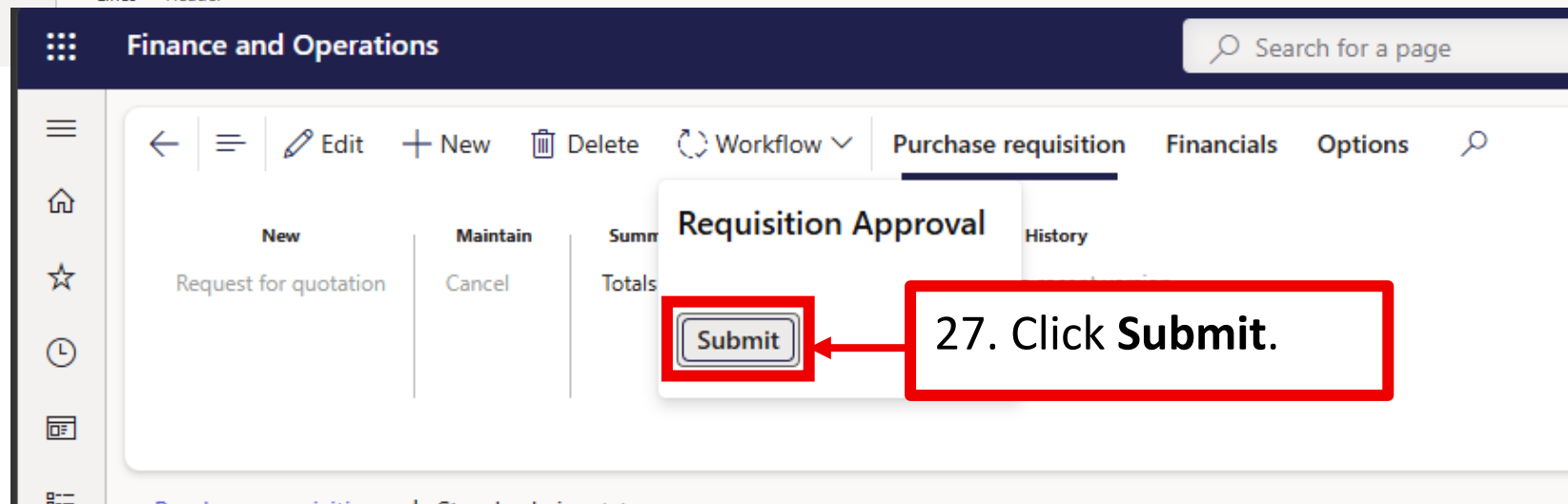
23. After all required items are entered and the address has been updated, click on the attachment icon to upload supporting documents.



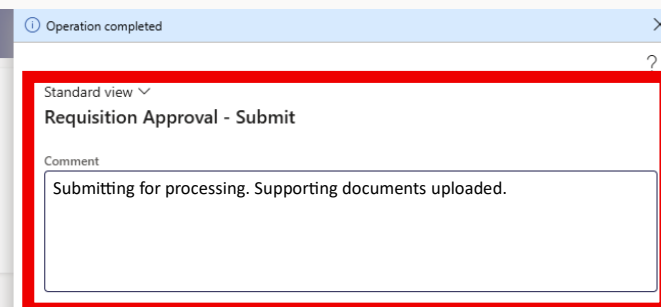
26. After uploading all supporting documents, click **Workflow** to submit the requisition.



27. Click **Submit**.



28. Add a comment and click **Submit**.



HOW TO VIEW RETURNED REQUISITIONS

Finance and Operations

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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WORKSPACES

📄

Confirmed purchase orders with changes

🏠

Fixed asset management

📄

Purchase order preparation

📄

Purchase order receipt and follow-up

Work items assigned to me

PO Approval Needed - %Purchase ord...

Requisition Approval Needed - PR000...

Requisition Approval Needed - PR000...

Requisition Approval Needed - PR000...

Requisition Approval Needed - PR000...

Requisition Approval Needed - PR000...

Requisition Approval Needed - PR000...

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See more

1. Under **Work items assigned to me**, locate and click **See more** for extended preview.

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Finance and Operations

Search for a page

DOA | Government of Guam

KE

←

+ New

Delete

Open

Workflow

Options

Personalize

Page options

Share

Always open for editing

Advanced filter or sort

Get a link

Create a custom alert

Personalize this page

Record info

Manage my alerts

Add to workspace

Work items assigned to me | PR00014310 : 1

Standard view

Filter

ID	Subject	Document type	Due date time	From
Purchase requisition reference: PR00014310, 1	Change requested	Purchase requisition lines		krystel.guiao

2. When a requisition is returned, the subject will show "Change Requested".

←

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Workflow

Purchase requisition

Financials

Options

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Summary

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History

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Cancel

Totals

Copy

Copy lines

Compare to recent version

Purchase requisition versions

Purchase requisitions | PR00014310 : 1 | Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

In review

Lines

Header

Authority code

3111(c)

Purchase requisition lines

+ Add line

+ Add products

Cancel

Remove

Purchase requisition line

Financials

Inventory

Workflow

Budget reservation lines

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name
		1	Krystel Elaine T Guiao	doa		SUPPLIES	Copier Paper

Related information

Review process details

Status

In review

Status since

10/21/2026

Step

Step since

Reviewer

Action

3. Click the requisition number to return to the requisition page.

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

In review

Lines Header

Authority code

3111(c)

Purchase requisition lines

+ Add line + Add products Cancel Remove Purchase requisition line Financials Inventory Workflow Budget reservation lines

Requisition Line Approval

The current record has been returned to you, or you have been asked to make a change. Perform any required actions and choose resubmit to resume processing.

Resubmit

Workflow history

4. Click on **Workflow History** to preview comments.

124253 : Purchase requisition reference: PR00014310, 1

	Action	Name	Message	Comment	Created date and time	User	
	Creation		Assigned to user: Krystel Elaine T Guiao. Due date 10/22/2026		10/21/2026 11:52:16 AM	krystel.guiao	
	Accepted		Accepted by: Andriana U Quitugua		10/21/2026 11:52:33 AM	andriana.u.quitugua	
	Return		Reject action taken by: Andriana U Quitugua	Rejected - Insufficient Funds to Cover Procurement Request.	10/21/2026 11:52:59 AM	andriana.u.quitugua	
	Completion	PurchReqLineReviewTask			10/21/2026 11:53:07 AM	Admin	
	Return	GSA Bid / Review			10/21/2026 11:53:08 AM	Admin	
	Creation		Assigned to user: Krystel Elaine T Guiao. Due date		10/21/2026 11:53:08 AM	krystel.guiao	

5. Locate for “return” and view return comment.

Changing company accounts to:

←

≡

✎ Edit

+ New

🗑 Delete

🔄 Workflow

Purchase requisition

Financials

Options

🔍

New

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Request for quotation

Cancel

Totals

Requisition Approval

Requisition Approval [Latest action taken: 10/21/2026 10:56:00 AM User: Krystel Elaine T Guiao]

Recall

Workflow history

Purchase requisitions | PR00014310 : 1 | Standard view

PR00014310 : DOA GSA - SP - OFFI

Lines

Header

3111(c)

Purchase requisition lines

+ Add line

+ Add products

Cancel

🗑 Remove

Purchase requisition line

Financials

Inventory

Workflow

Budget reservation lines

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name
	⚠	1	Krystel Elaine T Guiao	doa		SUPPLIES	Copier Paper

10/21/2026

Step

Step since

Reviewer

Action

6. If the requisition requires changes to the item description or financial dimensions, click **Recall** to return the requisition to draft status.

If no modifications are required to the action mentioned above, do not recall the requisition. (For example, missing documentation.) Just ensure the required documentation is uploaded before resubmitting the requisition.

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PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

In review

Lines Header

Authority code

3111(c)

Purchase requisition lines

+ Add line + Add products Cancel Remove Purchase requisition line ▾ Financials ▾ Inventory ▾ Workflow ▾ Budget reservation lines ▾

Requisition Line Approval

The current record has been returned to you, or you have been asked to make a change. Perform any required actions and choose resubmit to resume processing.

Resubmit

Workflow history

7. Once changes have been made, click **Resubmit**.

8 Finance and Operations

Search for a page

Changing company accounts to:

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✎ Edit

+ New

🗑 Delete

🔄 Workflow

Purchase requisition

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History

Request for quotation

Cancel

Totals

Copy

Copy lines

Compare to recent version

Purchase requisition versions

Purchase requisitions

 | PR00014310 : 1 | Standard view

PR00014310 : DOA GSA - SP - OFFICE SUPPLIES

Lines

Header

Author

3111

Purchase requisition lines

+ Add line + Add products Cancel 🗑 Remove Purchase requisition line Financials Inventory Workflow

	Va...	Line	Requester	Buying legal e...	Receiving...	Procurement category	Product name
	🔄 ⚠	1	Krystel Elaine T Guiao	doa	SUPPLIES	Copier Paper	

Line details

-- | 10/20/2026 | -- | -- | General

Standard view

Requisition Line Approval - Resubmit

Comment

8. Enter a comment and click **Resubmit**.

Resubmit

Cancel