[Purchasing Requisition for Assets - Additional Guidelines]

Use this instruction guide to review the additional guidelines for creating a requisition for an asset that will be decaled. For instructions about creating a requisition, please attend Purchasing and Payables in myUFL I: An Introduction.

- Always include a detailed description
  - Enter the descriptions in the following format: asset noun, description
    - For example: COMPUTER, E-4200 500MHZ
- If you are purchasing multiple items, enter the total number of items purchased
  - For example, if you are purchasing 1 lot of 10 computers, enter the number of items as 10, and the cost per computer
- Do NOT change the Account ChartField on the Details tab without checking with Property at 392-2556
- Verify that there is an Asset Profile showing on the More Details 2 tab of the requisition
  - If a Profile ID is not showing you do not have the correct purchasing category
  - Return to the requisition summary, select the requisition and correct the purchasing category
- On the More Details 2 tab:
  - DO NOT change the Profile ID
  - DO NOT enter Tag Number (myUFL will assign one)
  - DO NOT enter Cap # (This field is not used and MUST be left blank)
- Use the comments field to note the following:
  - Who will be using the item
  - Where the item will be physically located
  - If the item is an add value the decal number that the item will be added to
  - Other information which might be useful
- Add a line to the requisition for shipping costs, using the same purchasing category and expense account as the item being purchased

HELP
- When receiving the asset, please review the Receiving Assets instruction guide
- If you have questions, please contact Property at 392-2556