



# ADDY TIPS



## Creating an ePro Requisition for \$500 or Less

The PCard is the primary method for making non-travel purchases of \$500 or less; however, certain exceptions require the creation of a requisition for purchases of \$500 or less. The qualifying exception for the associated purchase has been noted below.

Step	Action
1.	When completing the requisition, select Standard Comment DEP-D017.
2.	Provide the information requested on the comment page:  Requester Name: _____ Requester Phone Number: _____ Requester Email Address: _____ Requester Department Name: _____ Requester Department/Project Number: _____ Total Purchase Amount of Requisition: \$ _____
3.	Check the qualifying exception:  <input type="checkbox"/> A) The vendor does not accept PCards for payment. (If you select this exception, you must provide the following information about the vendor that did not accept the PCard.)  Vendor Contact Name: _____ Vendor Contact Phone Number: _____  <input type="checkbox"/> B) The item being purchased is on the PCard prohibited items list. <input type="checkbox"/> C) This requisition covers a hazardous materials purchase.