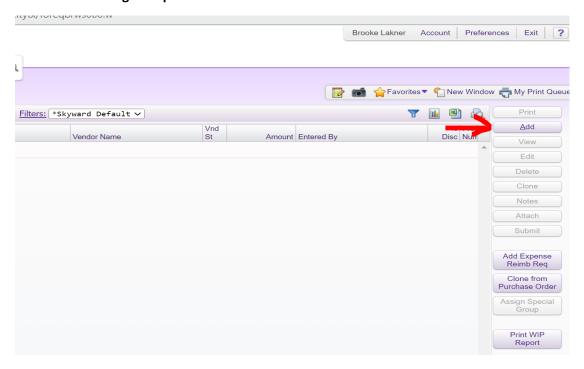
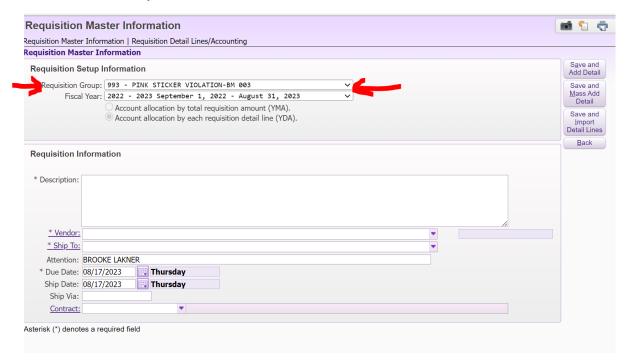
Submitting a Pink Sticker Requisition

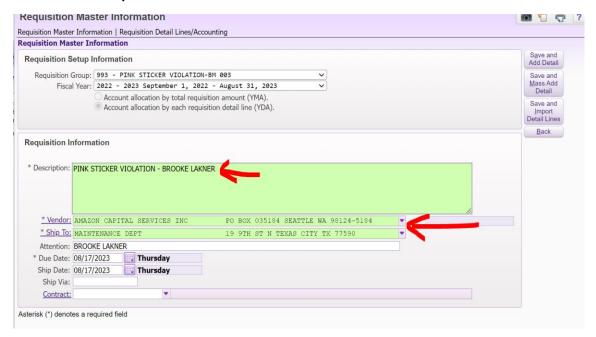
- 1. Log into Skyward Business select Financial Management
- 2. Purchasing > Requisitions > Add



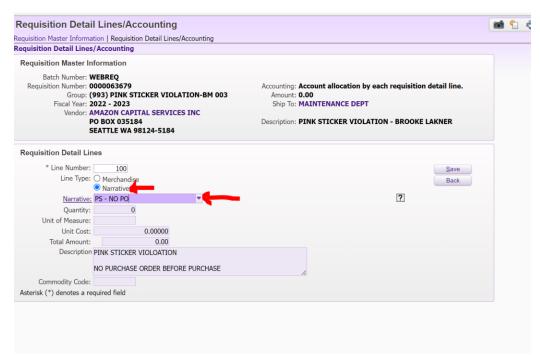
3. Select pink sticker violation requisition group for your campus/department (will be a 900 series number)



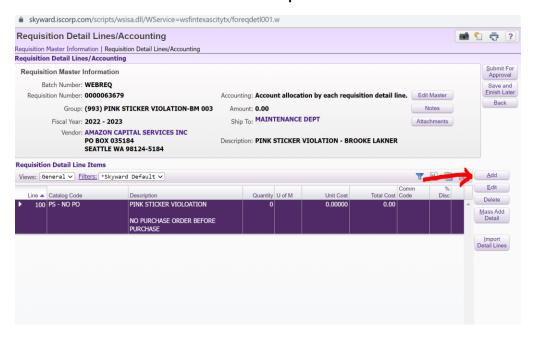
- 4. Description "Pink Sticker Violation Person's Name"
- 5. Select Vendor
- 6. Enter "Ship To"



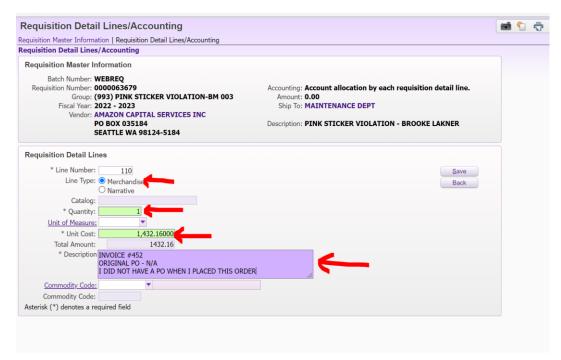
- 7. Click "Save and Add Detail" button
- 8. Line Type Narrative
- 9. Select violation code from the drop down list PS 10% (PO exceeds allowable 10%), PS No PO (no PO was issued prior to purchase), or PS Closed (PO has already been closed)



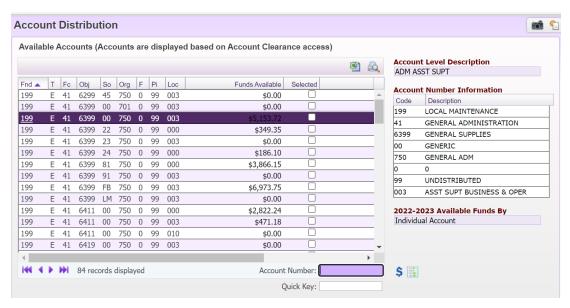
- 10. Click "save" button
- 11. Click "add" button to add another requisition line



- 12. Line Type Merchandise
- 13. Quantity 1
- 14. Unit Cost will be invoice/payment amount
- 15. Description
 - a. First Line invoice number
 - b. Second Line Original PO number (applies to over 10% and already closed)
 - c. Third Line reason for violation



- 16. Click "save" button
- 17. Enter budget code



- 18. Attach Invoice
- 19. Click "submit for approval"

^{*}Once the PO is fully approved, you will stamp the invoice "OK to Pay" and submit to Accounts Payable – just like you do for all other invoices/payments*