**REQUISITIONS**

[**Create REQ in SAP**](http://www.cheyney.edu/business-support/documents/2CreatingREQ.docx)**- To create a requisition in SAP you will need to have a quote form the vendor (hard copy or email), and know what cost center/WBS element  and G/L code to use.**

[**Check the status of a REQ**](http://www.cheyney.edu/business-support/documents/CheckingthestatusofaREQ.docx)

[**Releasing REQs**](http://www.cheyney.edu/business-support/documents/ReleasingRequisitionsTraining.docx)