Purchase Requester

Why am I here?

In the past, funds that were available on your PCard account were called discretionary funds. Recently, we have needed to make changes in how these discretionary funds are managed.

Here is what that looks like:

- **Prior procedure**: Purchases made with discretionary funds did not require approval.
- **Current procedure**:
  - All purchases require a purchase request.
  - Upon approval of the purchase request, the approved funds (incremental funds) are added to your PCard account.

The process:

1. From the WORKS site, create a blank purchase request
2. Complete these sections:
   1. General
   2. Approval & Payment
   3. Goods/Services
   4. Allocation

   Many requests are returned for failure to complete the Allocation section.

3. Submit the completed purchase request
Create a Purchase Request

Create a blank purchase request

1. Select Expenses > Purchase Requests

2. Select Create > Create Purchase Request
Create Purchase Request

Complete these 5 sections: General, Approval & Payment, Goods/Services, Allocation, Comments

1. General

1. Enter the Request Name
2. Verify the correct Purchaser displays. In most cases, it is the requester
   (Important: Use the search icon to select a different Purchaser, if needed)

3. Enter the Vendor name
4. Leave CRI blank
5. Leave the PO Number blank and
6. Select Auto generated once approved
2. Approval & Payment

1. Verify the desired Approval Route displays. (should be your department)
   1. Important: Use the search icon to select a different Group option, if needed.

2. Select Payment Type and choose Managed Account.
   1. Important: If you have multiple cards, you’ll need to click on the search icon and select the PCard you wish to use.
3. Goods/Services

1. Select **Description Only** then enter a **Description** and **Amount**

![Description and Amount Input](image-url)
4. Allocation

1. In the **Allocation** section enter the accounting information:
   1. **Description** – fund or department name
   2. **All Values** – $ Amount being charged back to the fund

![Allocation Section]

3. **GL01: SpeedType** – Click in the field and choose the SpeedType
4. **GL02: Account** – Click in the field and choose the Account
5. Comments

1. Enter Comment – please include these details:
   1. Business purpose
   2. Why purchase is “essential”
   3. Who approved the purchase

Submit Purchase Request

1. Click **Save and Submit**

   Note: To save the purchase request to the Draft queue without submitting, click Save