

How to check the status of your Purchase Requisition (PR) and/or print your PR

First navigate to the Requisitions review page by following this path: **ctcLink Financial Self Service Module / NavBar / Menu / Purchasing / Requisitions / Review Requisition Information / Requisitions**. We recommend saving this tile to your FSCM homepage or favorites (renaming to Requisitions Review instead of Requisitions if you need more cues on what it is for).

Requisitions (review) brings up this search page where you can enter your criteria. If you entered the PR I recommend entering your name in Requestor Name so you only see your PRs. If you didn't enter the PR but have the PR number you can enter the PR number under Requisition ID, it must be 10 digits so if you only have the last 4 (normal) enter % or 6 zeros before that number.

After you have entered your search criteria it brings up this page (if you enter no criteria it will bring up the last 100 PRs entered by anyone at SVC):

| Unit | Requisition | Requisition Name | Requisition Status | Requester | Req Date | Total Amt | |
|-------|-------------|--------------------------------|--------------------|---------------|------------|-----------|-----|
| WA040 | 000008576 | Dominos cc6126 Fraud | Approved | Teresa Miller | 04/02/2025 | 174.27 | USD |
| WA040 | 000008559 | GoDaddy cc8199 Welding domains | Approved | Teresa Miller | 03/31/2025 | 33.20 | USD |
| WA040 | 000008458 | Apple cc8199 MacBook A Logan | Approved | Teresa Miller | 03/24/2025 | 3,620.86 | USD |
| WA040 | 000008451 | Gemeco cc8199 STF Mar Tech | Pending Approval | Teresa Miller | 03/24/2025 | 5,700.54 | USD |
| WA040 | 000008318 | CDWG cc8199 MS power adapters | Approved | Teresa Miller | 03/13/2025 | 240.87 | USD |
| WA040 | 000008194 | GoDaddy cc8199 domain Manufact | Approved | Teresa Miller | 03/05/2025 | 18.14 | USD |

The default Details tab tells you the requisition status (approved, pending, or open – which really means not submitted). The Status tab will tell you if it has been turned into a PO (Y in On PO column), if it has been paid with a check (Y in On Voucher column), and if it has been changed from the original version (Y in Change Order column).

Requisitions

Req Inquiry

Details Status

| Unit | Requisition | Requisition Name | Change Order | On RFQ | On PO | Direct Ship from Supplier | Received | On MSR | On Voucher | Use Procurement Card | | |
|-------|-------------|----------------------------|--------------|--------|-------|---------------------------|----------|--------|------------|----------------------|--|--|
| WA040 | VISA 6689 | VISA 6689 Advancement | | | | | | | | | | |
| WA040 | NACEP | NACEP | | | Y | | | | Y | | | |
| WA040 | FISHERIES | FISHERIES Open (MT) | | | | | | | | | | |
| WA040 | 0000008600 | Laerdal Spring 25 vSim | | | | | | | | | | |
| WA040 | 0000008599 | SBCTC_VISA6689_Marketing | | | | | | | | | | |
| WA040 | 0000008598 | OfficeDepot_ProfTechnstGen | | | | | | | | | | |
| WA040 | 0000008597 | Office Depot | Y | | Y | | | | | | | |

You can get to a printable version of the PR and the attachments by clicking on the Approval Status Icon  which brings up this screen:

Approval Status

Business Unit: WA040
 Requisition ID: 0000008599
 Requisition Name: SBCTC_VISA6689_Marketing
 Requester: Marisa Pierce
 Entered on: 04/02/2025
 Status: Approved
 Priority: Medium
 Budget Status: Valid

Total Amount: 125.00 USD

Requester's Justification: No justification entered by requester.

Header Comments
 View printable version

Line Information
 Review/Edit Approvers
 No approvals required

Return to Requisition Inquiry

The Header comments blue clickable brings up the attachments links and the View printable version blue clickable brings up a printable version of the PR which includes all necessary data (budget, name, PR number, status, etc).

| | | |
|--|-----------------------------|---------------------------|
| Business Unit: WA040 | Requester: 101032899 | Status: Approved |
| Requisition: 0000008599 | Requested By: Marisa Pierce | Currency: USD |
| Requisition Name: SBCTC_VISA6689_Marketing | Entered Date: 4/2/25 | Requisition Total: 125.00 |

Header Comments:
Meeting registration fee for the spring 2025 Public Information Commission meeting May 8-9 at Lake Washington Institute of Technology.

| | | | | | |
|---------|---|------------------|---------|-----------------|-----------------------|
| Line: 1 | Item Description: Fees, Conference/Convention | Quantity: 1.0000 | UOM: EA | Price: 125.0000 | Line Total: 125.00 |
| | Supplier: | | | | Line Status: Approved |
| | Supplier Item ID: | | | | Manufacturer ID: |
| | Supplier Location: | | | | Mfg Item ID: |
| | Buyer: 101032899 Marisa Pierce | | | | UPN Type: |
| | | | | | UPN ID: |

| | | | |
|--------------------------|--------------------|----------------------------|---------------------------|
| Ship Line: 1 | Ship To: SK021M003 | Address: 2405 E COLLEGE WY | Shipping Quantity: 1.0000 |
| Attention: Marisa Pierce | Due Date: | MOUNT VERNON WA 98273 | Shipping Total: 125.00 |
| Ship Via: COMMON | Freight Terms: DES | United States | |

| Dist | Status | Location | Qty | Percent | Amount | GL Unit | Account |
|------|--------|-----------|--------|---------|--------|---------|---------|
| 1 | Open | SK030C120 | 1.0000 | 100.00 | 125.00 | WA040 | 5030020 |

| Dept | Oper Unit | Fund | Class |
|-------|-----------|------|-------|
| 50003 | 7040 | 148 | 085 |

| | |
|----------|----------|
| Open QTY | Open Amt |
| 1.0000 | 0.0000 |

| | | | |
|----------------|----------|----------|------------|
| GL Base Amount | Currency | Sequence | Capitalize |
| 125.00 | USD | 0 | N |

Chartfield 2
N