Access the on line requisition form here:

1. **Log in using your Elon User Name & Password**
2. Enter the name of the person to whom the item(s) will be delivered, the date the item(s) are required (click on the calendar and choose a date), the budget (fiscal) year.

3. Enter the name of the Budget Manager/Supervisor who needs to approve this requisition.
4. **Vendor Information** - Enter required Vendor information (complete name, address, city, state, zip code, phone & fax numbers and email address). This information can be found on the vendor’s quote.
5. **Item Information** – Choose the number of line items your requisition will include from the drop-down box (up to 15 line items).
6. **Item Information** – Enter your line item information (You can add more lines during this step if necessary). Extended and total price calculations will be done automatically.
7. **Discounts, Labor/Installation, Shipping**
   a. *Discount* – If there is a discount click the corresponding dot and enter the discount percentage or dollar amount.
   b. *Labor/Installation* – If there is any labor or installation cost enter it here.
   c. *Shipping* – If there is a shipping cost enter it here.
8. Fax or Email - Indicate if the PO is to be faxed or emailed to the vendor by clicking the appropriate box. If no box is checked, the PO will not be sent to the vendor.
9. Is any part of this purchase a technology item (computer, monitor, tv screen, speakers, software, etc.)? Indicate by clicking the appropriate dot.
10. Will any part of this purchase be using Grant Funds? Indicate by clicking the appropriate dot. If yes, enter the name of the grant.
11. Budget Code – Split Budget
   a. If this purchase is to be split among 2 or more budget codes, click the box to add budget code lines. Type the applicable 12 digit budget codes and the dollar amount to be charged to each code. The total must equal the total of the line items above.
   b. If this purchase is being charged to one budget code, skip to step 12.
12. **Budget Code – Single Budget**

If this purchase is being charged to only one budget code, enter the 12 digit code (with or without dashes) on the space provided.
13. Attachments (quote, invoice, other supporting documentation) – The document to attach must be in digital format (pdf, excel, word, ppt, etc.). To attach the file, click here. The file name cannot include spaces or special characters. Hyphens (-) or underscores (_) are acceptable.
14. **Printed Comments** – Any comments that you would like to be printed on the face of the Purchase Order should be entered into this space.
15. **General (non-printed) Comments** – Any comments regarding this purchase request that you wish to convey to the next approver(s) or to Purchasing (non-printed comments) should be entered into this space. These comments will not be printed on the face of the Purchase Order.
16. When you have completed the purchase requisition and are ready to send it on for approval, check this box then click the submit button. You will receive an email confirming that the requisition has been sent to the next person for approval.
17. If for any reason you need to save this requisition and come back to it prior to submitting it for approval, click the Save button. The requisition will be saved and you will be emailed a link to return to this requisition to continue editing from the point you clicked Save.