

REQUISITION

The KVS **Requisition** system tracks purchase requests within the three-tiered Purchasing system. It is an essential tool to accurately forecast, track and review upcoming municipal expenditures. The Requisition system includes comprehensive security and over-budget checking with multiple approval levels for electronic purchase requests. Requisitions include bid/quote tracking interface at the time of requisition entry and approval/release workflow.

ONLINE ENTRY INCLUDES VERIFICATION OF VENDORS, BUDGET AVAILABILITY AND AUTOMATIC NOTIFICATION OF WORKFLOW APPROVAL

KVS REQUISITION SYSTEM PROVIDES AN ONLINE LISTING OF REQUISITIONS TO BE RELEASED WITH INDICATORS OF OVERBUDGET, VENDOR MAXIMUM, OR MISSING QUOTES

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Approved By	OB	VM	Q	S
...
1	02/23/2006	FLAGS	3-M COMPAN	500.00	D	IDA TAYLOR				
3	06/02/2006	AIR CONDITIC	*PRO* PLUMB	4,000.00	D	EMW				
4	06/02/2006	BRAKE FLUID	AAA FLUID PC	5,000.00	D	BECKER				

SYSTEM PROVIDES VERIFICATION REPORT OF REQUISITIONS RELEASED

Date Prepared: 05/19/2006 10:43 AM

NYDEMO

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Requisition Release Summary Report

PO No	PO Date	PO Amount	Vendor Code	Vendor Name	Description	Req No	Req Date	Req Amount
5	05/19/2006	300.00	0000019965	2XL		2	05/19/2006	300.00
GRAND TOTAL:		300.00						