

**Subject:** [Staffmemos] Requisitions to be done in Banner Starting July 1, 2009

**From:** Cali Bell <bellcali@isu.edu>

**Date:** Thu, 21 May 2009 15:54:11 -0600

**To:** facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

**CC:**

Dear ISU Employees,

One of the changes associated with the new Finance system involves the ability **to create, approve, and track requisitions in Banner**. Currently, employees can purchase goods or services for their department by submitting an online requisition available through Faculty/Staff tools or by filling out a paper requisition and sending it to Purchasing.

***Starting in July, all requisitions will be submitted online through Banner. Online requisitions through Faculty/Staff Tools and paper requisitions will no longer be used.***

Banner requisitions will be created and submitted to Purchasing by designated representatives from areas across campus known as **ReqMasters**. Others needing to submit requisitions will do so by communicating their needs to their designated representative, who will then create the requisition in Banner.

ReqMasters were identified by Purchasing with input from the University Business Officers. Most, but not all, departments will have a specified ReqMaster for their area. A ReqMaster may be responsible for several different departments, areas, or accounts.

ReqMasters are currently attending training to learn how to enter requisitions in Banner. Training for requisition approvers will be offered through online tutorials, videos, and user's guides. Additional training will be provided after the go-live to ensure that individuals using the new system have the opportunity to learn the skills necessary to effectively perform their jobs.

Watch for future articles describing the new Finance system. For more information about the Finance go-live, visit [www.isu.edu/tigeri](http://www.isu.edu/tigeri).

Sincerely,

The Tigeri Project Staff  
[www.isu.edu/tigeri](http://www.isu.edu/tigeri)

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Staffmemos mailing list

<b>Part 1.2</b>	<b>Content-Type:</b> text/plain
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