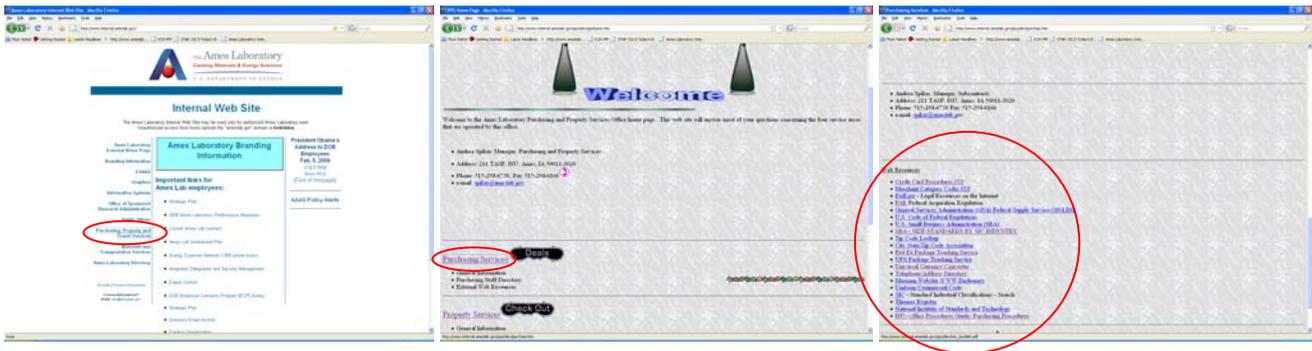


How to use the Requisition Form

Before you begin, you must have the latest version of Adobe Acrobat reader installed on your computer. If you do not, go to: <http://www.adobe.com/products/acrobat/readstep2.html> and follow the instructions to download and install the reader.

Obtaining the form

The Purchase requisition form and instructions for completing the form are located on the Internal Ames Lab Website. From the Internal Home Page, click on the Purchasing, Property and Travel Services Link. Then navigate to the Purchasing Services link. A list of Web Resources is at the bottom of the Purchasing Services page. The requisition form is listed towards the bottom of the list. Click on the link, and the form will open in .pdf format.



Using the form

This form is an interactive .pdf file. You can fill in the fields and print out a completed copy when the file is open in Acrobat reader, but you cannot save the changes you entered into the form unless you contact the IS office (4-8348) to obtain an Adobe Writer license.

When you open this file, you may receive an error message about font substitution. Click “okay,” and proceed with filling out the form. Please use the “CAPS LOCK” on your computer to complete this form so that all entries are consistent. Completing the form is easier if you click the “Highlight Fields” button in the tan field at the top of the document.

Begin by entering the Vendor number if known and press tab to go to the next field. Purchase order number, Procurement type, and the approval fields cannot be filled in on your computer. Leave these blank.

Enter dates as you normally would, (6/26/07 or 6-26-07). Telephone fields will automatically format the number. Just enter all ten digits without any punctuation and press tab. Keep the lines for signatures blank and sign them after printing the completed form.

In the “Complete Description Column” you are limited to the visible space in the field. If you need additional space, go to the line directly below and continue typing while leaving the other columns in that row blank. Use as many description columns as required for each item.

Be sure to enter quantity and unit price. The “Extended Cost”, “Total Cost”, and “Estimated Total Price” fields will be automatically calculated once the correct information is entered. **For Unit Cost, (both pages), and Total from Page One, (top of page two), enter the decimal points, but not the commas. (If you omit the decimal, the number will be figured as a whole number and your total price will be wrong.**

If you need to use the second page for additional items, complete the first page, and enter the Total Cost in the first box at the top right on the second page. This will ensure the total at the bottom of the second page is correct.

NEW In the Computing/Network Device Category, check the box that determines whether or not you are/are not purchasing a computing/network device. If it is a computing network device, please choose which device category you are requesting. This will ensure purchasing correctly orders the device with the specified security configuration.

Document and Markups/Printing Info.

Once you have completed the form, go to File>Print, or click on the Print Form icon in the tan field at the top of the document. If necessary, go to the top section of the print dialog box, go to the drop-down menu under **Comments and Forms** and highlight Document and Markups. This will ensure the page prints just as it appears on your screen.

It was recently discovered that some Purchasing Requisitions being printed are missing a section of the form where the Budget Office enters information (see page 2). The print settings must be modified prior to printing requisitions to enable all sections of the form to print properly.

The Requisition instructions indicate users must have the latest version of Adobe Acrobat reader installed on their computer. At this time that is version 9.1. There is a link in the instructions to download the software.

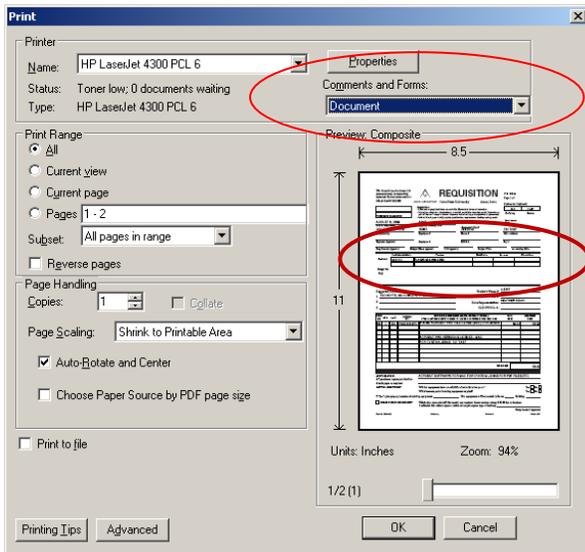
The last step in the instructions indicates the form should be printed. The print settings in the **Comments and Forms section** must be verified and possibly changed before printing. The correct setting is Document and Markups.

The first screen shot shown on page 2 shows the setting is Document. The form displayed in the Preview Composite area shows that there are lines missing in the middle section where various departments enter information as the form is routed for approval.

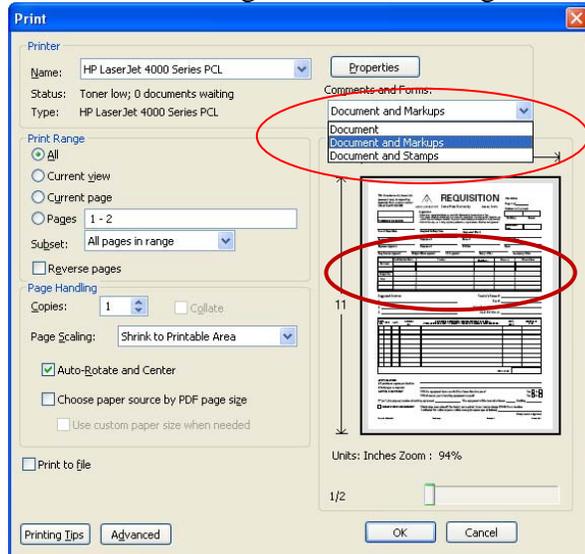
The second screen shot shows where the setting is Document and Markups, and the form displayed shows all lines in the middle section.

Change the settings to Document and Markups before printing to ensure all section of the Purchase Requisition print correctly.

Before Change – Incorrect Settings



After Change – Correct Settings



****Before you close the document on your computer, look at the printed page and ensure that all of the required information is correct. If it is, sign the form where requested and mail to Ames Lab purchasing 211 TASF. If there are mistakes on the printed form, correct them on the computer and reprint the form.**