



MUNIS[®] Purchase Orders and Requisitions

Presented by *PSST* University

6 CEU Hours Leadership Hours CPA CEU Hours KDE Cert #FO- pending EILA – pending	Prerequisites: None	Course Times 9 AM – 4 PM	Who should attend: Staff who are responsible for data entry or management of this area
---	--------------------------------------	---	---

Class Description:

This class provides beginning to end instruction on both purchase orders and requisitions. Upon completion, each class participant will understand the purpose of purchase orders & requisitions, the flow of these transactions through MUNIS, entry methods & procedures and reporting capabilities. The class also contains discussion of both centralized and decentralized methods of entry and control

Detailed class discussion and activities will be conducted in the following areas:

- Concept of requisitions, setup in MUNIS
- Requisition entry and routing, budget verification
- Requisition approval
- Conversion of requisitions to purchase orders
- Affect of both requisitions and purchase orders on the budget
- MUNIS purchase order module review
- Receiving items against a purchase order
- Purchase order reporting
- Purchase order processing at the invoice level
- Revising purchase order amounts
- Determining if centralized or decentralized purchase orders are right for you

To request a class at your district contact **Belinda McDermott** at **1-800-488-7395** or email **belindam@psst.com**