

PLEASE DISTRIBUTE THIS INFORMATION TO ANYONE THAT  
CREATES REQUISITIONS IN SAP

TO: Principals and Financial Secretaries

If you are creating a *Requisition* in SAP, that needs to have a listing, coupon or anything attached to the actual *Requisition*, please make sure you indicate in the item text field "per attachment".

Forward the actual attachment to ATT: Cheryl Ruffin in the Purchasing Department at the District Office. Please make sure that your *School Name*, *Contact Person's Name*, *Phone Number* and the *Requisition Number* are on the attachment.

Thank you for your cooperation.

The Help Desk