


To enter the justification for the purchase, please click on *Document Text* on the requisition entry screen.

Transaction Date	28	JUL	2009		
Delivery Date	28	JUL	2009		
Vendor ID	<input type="text"/>	<input type="button" value="Vendor Validate"/>			
Address Type	<input type="text"/>	Address Sequence	<input type="text"/>		
Vendor Contact	<input type="text"/>		Vendor E-mail	<input type="text"/>	
Requestor Name	<input type="text" value="Denise Phillips"/>				
Requestor E-mail	<input type="text" value="phillipsd@uncsa.edu"/>				
Phone Area	<input type="text" value="336"/>	Phone	<input type="text" value="7703263"/>	Ext	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>	FAX Ext	<input type="text"/>
Chart of Accounts	<input type="text" value="A"/>	Organization	<input type="text" value="33100"/>		
Currency Code	<input type="text" value="None"/>	Discount Code	<input type="text" value="None"/>		
Ship Code	<input type="text" value="021"/>	Attention To	<input type="text" value="Krista Johnson"/>		
Comments	<input type="text"/>				

Document Text 

Enter Document Text, Print:

Enter Document Text, No Print:

[[Exit document/item text page](#)]

Text keyed in the first block will print on requisition and later on the purchase order.

- This is the area to type the state contract number, bid number or any other text that needs to be acknowledged by the vendor.

Text keyed in the second block will not print. **This is where you need to enter the justification for the purchase.**

- This is internal/departmental text.

Click on Save. To close this form, click on "Exit documentation text page."