

EPRO AND GFM TRAINING

October 2024

Procurement Services

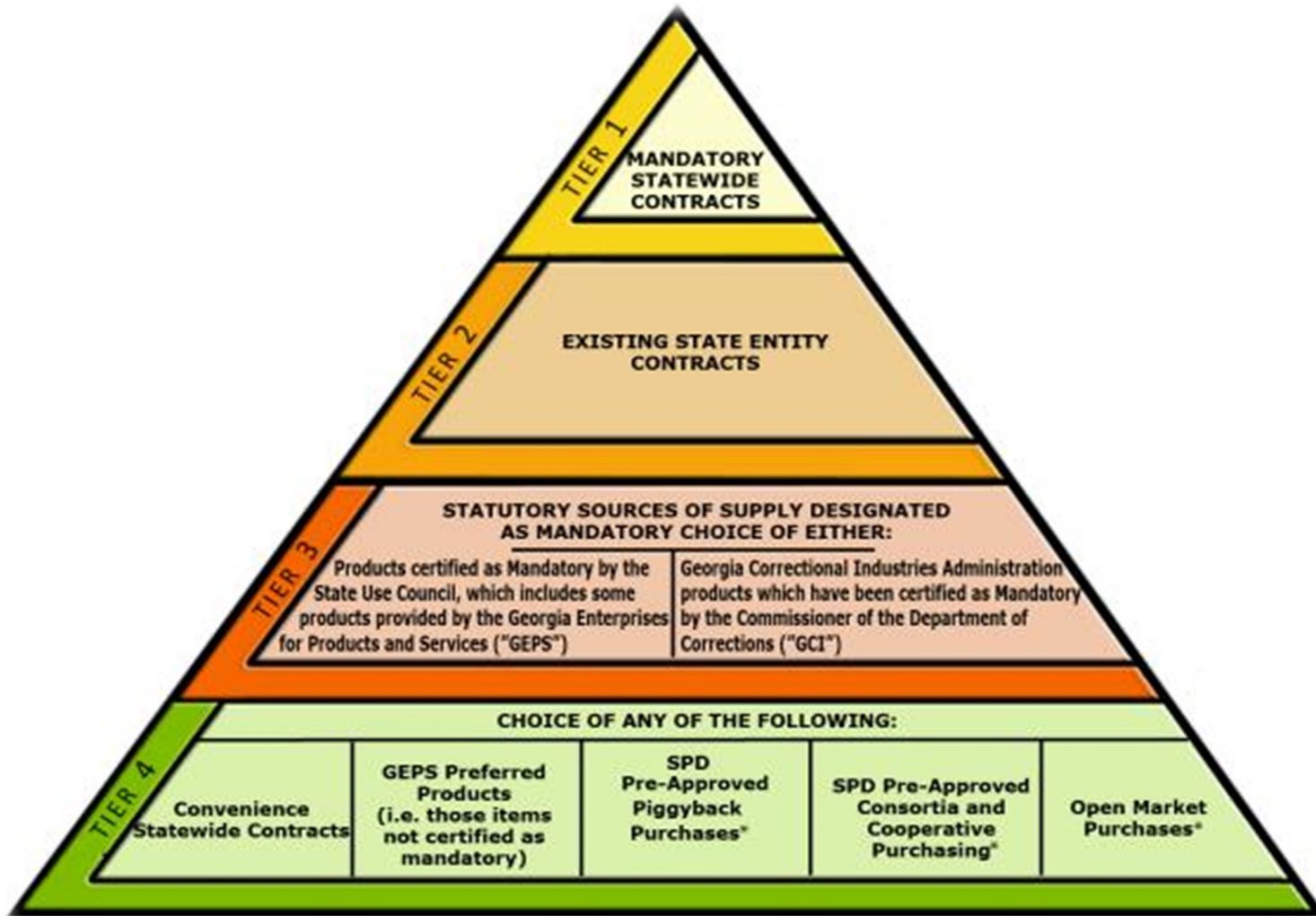
PURCHASE REQUISITION

- A purchase requisition is an internal paper or electronic document used to specify goods and services for purchase.
- A requisition is the first step in initiating a purchase and is a required document per the rules of the DOAS State Purchasing Division.
- The Budget Manager signature on the Requisition authorizes Procurement Services to act on the department's behalf.

PURCHASE ORDER

- The Purchase Order is the external document sourced from the Purchase Requisition and in most cases is issued to the vendor.
- A Purchase Order is a form of a contract with terms and conditions. The order obligates the vendor to comply with the terms before and after the goods are shipped or services are rendered.
- The Purchase Order is signed by the Procurement Director or designated representative.

ORDER OF PRECEDENCE



MANDATORY STATEWIDE CONTRACTS

- **Mandatory Statewide Contracts** are contracts established by the State Purchasing Division (SPD) for use by all State entities.
- State entities must use this type of contract unless SPD grants written waiver.
- **Waivers** (*if applicable will be processed by Procurement Services*)

CONVENIENCE CONTRACTS

- **Convenience Statewide Contracts** are contracts established by the State Purchasing Division (SPD) for use by all State entities.
- State entities may but are not required to use this type of contract. However, **SPD strongly encourages the use of convenience statewide contracts.**

PROCUREMENT LIMITS - *BUSINESS PURPOSE REQUIRED*

Purchases less than \$2,500

- May be purchased and paid with a Purchase Order
- May be paid through the payment request module

Purchases between \$2,501-\$4,999

- May be purchased and paid with a Purchase Order
- May be paid through the payment request module, if applicable

Purchases between \$5,000-\$24,999

- Paid with a Purchase Order Only, unless exception applies for the payment request module
- **NEW POLICY:** Effective immediately, Procurement Services no longer requires three quotes and the Checklist for Vendor Quotes > \$5,000. However, it is best practice to obtain three quotes when possible to ensure pricing is competitive.

PROCUREMENT LIMITS

Purchases Greater than \$24,999

- Must be competitively bid
- Must be paid with a purchase order
- If you reasonably foresee **purchases \geq \$24,999** with the same vendor for the fiscal year (July 1-June 30), then we must place a competitive bid on the Georgia Procurement Registry for the needed products and/or services.

SOLE SOURCE VS. SOLE BRAND

- **Sole Source Defined:**

- A sole source occurs when the product you need is available ONLY through one vendor due to the manufacturer's agreement with the vendor.

- **Sole Brand Defined:**

- A sole brand occurs when only one particular manufacturer's brand will suffice. Product may be available from several vendors; however a particular brand match is needed.

- **Requirements for Both:**

- Written documentation/justification AND may require posting on the Georgia Procurement Registry (GPR).

PURCHASE ORDER EXCEPTIONS

THESE MAY BE PAID VIA PAYMENT REQUEST

- Membership Dues and/or Subscriptions
- Postage and Shipping
- Registration Fees
- Intergovernmental Agreements/Payments
- Attorney and Legal Related Payments
- Utilities
- Real Estate Rental/Lease Payments

SUPPORTING DOCUMENTATION

- **Quote**
 - Valid, not expired, and not an invoice
- **Contract**
 - Reviewed, fully executed contract (with all signatures)
 - All contracts greater than or equal to \$2,500 must be signed by the VP of Business & Operations
- **Contractor Affidavit**
 - Labor, maintenance, and/or services \geq \$2,500
- **Certification of no employees**

All applicable supporting documents must be attached to Special Request requisitions in ePro.

NOTE:

GeorgiaFIRST Marketplace purchases do not require attachments.

CONTRACTOR AFFIDAVITS

- A public employer shall not enter into a contract for physical performance of services unless the contractor registers for and participated in the Federal Work Authorization Program. OCGA §13-10-91 (b) (1)
- Contract for labor, maintenance, and/or service(s) equal to or greater than \$2,500
- Supplier must complete primary affidavit and/or sub-contractor affidavit
- Must be completed before services are rendered
- A valid Federal Work Authorization number should be 4-8 digits (*Not a TAX ID # Or SSN #*) with the issuance date
- Must be notarized (with notary seal)

EXAMPLE OF CONTRACTOR AFFIDAVIT

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

CERTIFICATION OF NO EMPLOYEES

- If a supplier does not have any employees, the Certification of No Employee form must be signed.
- We are required to obtain a copy of driver's license or other verification of lawful presence.
- Attach the Certification of No Employees and the copy of driver's license to the requisition.

EXAMPLE OF CERTIFICATION OF NO EMPLOYEES

Certification of “No Employees” under O.C.G.A. § 13-10-91(b)(5)

By signing this form, the undersigned contractor verifies it has no employees and has no plans to hire employees for the purpose of executing the contract (named below) for the Georgia Department of Audits and Accounts. The contractor agrees to provide the Georgia Department of Audits and Accounts with a copy of a state issued driver’s license or a state issued identification card as proof that he/she is authorized to perform the work related to this contract. Failure to submit this signed statement and/or provide the required license or identification card would prohibit the Georgia Department of Audits and Accounts from acquiring any additional or future services with you or your company.

Name of Contractor

Name of Project/Contract

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

WHAT IS EPRO?

- eProcurement is a PeopleSoft Financials module designed for the creation and management of requisitions.
- Used to create online requisitions for goods and services.
- Requisitions are electronically routed for approval.

WHAT IS GFM?

- Georgia *FIRST* Marketplace (GFM) is an online-catalog system accessed within PeopleSoft Financials.
- One of two types of requisitions created in ePro.
- Users can shop online from state-approved, USG-approved and institutional-approved suppliers/contracts.

REQUESTER ROLE

- You are primarily responsible for **creating ePro requisitions** from shopping carts created in the Georgia*FIRST* Marketplace either created by you or by Shoppers to whom you are assigned.
- In addition, you are responsible for **creating Special Requisitions**, which are requisitions containing non-contract/non-catalog items and therefore, not initiated from a Georgia*FIRST* Marketplace shopping cart.
- You will be responsible for receiving items in the ePro system for Georgia*FIRST* Marketplace **ONLY** so that supplier invoices resulting from ePro requisitions can be paid.
- Finally, you will be responsible for requesting invoices from suppliers, and making sure the PO is paid and closed.

EPROCUREMENT PROCESS

1. A need is realized and approved by Department Budget Manager
2. Log into PeopleSoft to enter the eProcurement Module
3. Check Order of Precedence and search the Georgia*FIRST* Marketplace for contracted items.
4. Determine if goods or services should be acquired through a “**Special Request**” or “**Georgia*FIRST* Marketplace**” requisition
5. Requester enter data into requisitions that include accounting chart string and details of the purchase request
6. Requisition is routed to the Budget Manager electronically based on the department ID or Grant Project number
7. Budget Manager reviews, approves, or deny requisitions

EPROCUREMENT PROCESS CONTINUED

8. If approved, requisitions are forwarded electronically to any “*Special Approvers*” if needed:
- ✓ Technology Approver (*Computer(s), Computer Devices, and/or Software*)
 - ✓ Audio Visual Approver (*Audio Visual and Sound Equipment*)
 - ✓ Assets Approver (*Items \$3,000 or more are coded appropriately*)
9. **Special Requests Orders** are budget checked and routed to a buyer for review, sourcing, and dispatching. (*Special Requests require additional processing time based on complexity and dollar amount*)
10. **GeorgiaFIRST Marketplace orders** are budget checked automatically and transmitted electronically to the vendor. This process occurs daily at 10:00am, 12:00pm, 2:00pm, 4:00pm, and 6:00pm.

NOTE:

If a purchase requisition goes into budget error, it will cause a delay in the process. Only the budget office can clear up errors resulting from lack of funds.

EPROCUREMENT PROCESS CONTINUED

11. Goods are delivered to Central Receiving or directly to Requester.
12. Goods **\$3,000** and greater are **tagged and tracked** in Asset Module
13. Requester creates a Receipt in eProcurement
14. Payments are disbursed by Accounts Payable, if all documents match
15. Purchase Order invoices should be reviewed, approved, signed, and emailed
to: po_invoices@clayton.edu for final processing

DESKTOP RECEIVING

- Log into the **ePro** system
- Select **Receive Items** in the menu
- Location the **Requisition Line Item** you need to receive.
- Select the requisition by placing a **checkmark** in its **Select** box (or to receive all line items, choose the **Check All** button).

DESKTOP RECEIVING CONTINUED

- Select the **Receive Selected** button.
- In the **Received Qty** field, enter the **quantity** received.
- To review details about the actual purchase order, select the **Details...** icon.
- To attach comments to the Receipt, select the **Comments** icon.
 - Here you can indicate the condition and input a comment, if needed.
 - Do not include any slashes (/) in your comments.
- Click the **Save Receipt** button.
- Your Receipt Number will be listed on the “Receipt Saved Successfully” page.

REQUESTER EMAIL NOTIFICATIONS

- Notification #1
 - You have been **assigned** a shopping cart
- Notification #2
 - Your requisition has been **approved**
- Notification #3
 - Your requisition items need to be **received**

Creating
ePro
GeorgiaFIRST
Marketplace
Requisitions

Creating eProcurement Georgia FIRST Marketplace Requisition

SIGN-IN TO EPROCUREMENT

SELECT REQUISITION

SELECT GEORGIA FIRST MARKETPLACE LINK

**NAVIGATE THE CART TO COMPLETE THE PURCHASE
REQUISITION**

PROCEED TO CHECKOUT OR ISSUE REQUISITION

ENTER ACCOUNTING BUDGET CHART DATA

ENTER REQUISITION COMMENTS

ENTER APPROVAL JUSTIFICATION, IF APPLICABLE

CLICK SAVE & SUBMIT

Creating ePro GeorgiaFIRST Marketplace Requisition

ORACLE Home | Worklist | Add to Favorites | Sign out

Erika Barton ★ Action Items **1** Notifications **2** 29.97 USD 🔍

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition



Shopping Cart for Joshua Adams Return Cart Continue Shopping

3 Item(s) for a total of **29.97 USD**

Name this cart: Proceed to Checkout or Assign Cart

Have you made changes? Update Help Empty cart Perform an action on (0 items selected)... Select All

Fisher Scientific more info...
Fulfillment Address 1 Edit
3970 Johns Creek Court, Suite 500, Suwanee, GA 30024 US

Product Description		Unit Price	Quantity	Total
<p>Item added on Dec 13, 2013</p> <p>Add to Favorites Remove More Actions</p> <p></p>	<p><u>Pouch, Webbed; Small Flashlight; Accessory to MSA ForceField Tango Tactical Body Armor; Webbed Molle-style pocket-type module: 1/EA</u> ⚠</p> <p>Part Number 191500337 Manufacturer Info 10066774 - (Mine Safety Appliances Company) Contract SWC30747-5 more info... Biological Supplies and Laboratory Equipment change...</p>	9.99 USD 1/EA, EA change price...	<input type="text" value="1"/> Update	9.99 USD <input type="checkbox"/>
<p>Item added on Dec 13, 2013</p> <p>Add to Favorites Remove More Actions</p> <p></p>	<p><u>Pouch, Webbed; Small Flashlight; Accessory to MSA ForceField Tango Tactical Body Armor; Webbed Molle-style pocket-type module: 1/EA</u> ⚠</p> <p>Part Number 191500337 Manufacturer Info 10066774 - (Mine Safety Appliances Company) Contract SWC30747-5 more info... Biological Supplies and Laboratory Equipment change...</p>	9.99 USD 1/EA, EA change price...	<input type="text" value="1"/> Update	9.99 USD <input type="checkbox"/>

Creating ePro GeorgiaFIRST Marketplace Requisition

ORACLE

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences

Requisition Settings

Requisition Summary

Business Unit

Georgia Perimeter College

Requisition Name

*Requester

Priority

*Currency

Cart Summary: Total Amount 1,700.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Local Newspaper Ad		THE ATLANTA JOURNAL-CONSTITUTION	4.0000	Each	425.0000	1700.00		
Shipping Line 1		*Ship To	<input type="text" value="RECEIVING"/>	Quantity		<input type="text" value="4.0000"/>			
		Address	<input type="text" value="Smith, Jackson"/>	Price		425.0000		Price Adjustment	
		Attention To						Pegging Inquiry	
		Due Date	<input type="text" value="02/26/2015"/>					Pegging Workbench	

Accounting Lines

*Distribute By

SpeedChart

Accounting Lines

Personalize | Find | View All | | | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Details 2	Asset Information	Asset Information 2	Budget Information
*Account	Fund	Dept	Program	Class	Budget Reference		
<input type="text" value="751110"/>	<input type="text" value="10600"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2015"/>		

Creating ePro *Special Request* Requisitions

Creating ePro Special Request Requisition With Checklist

arch:

My Favorites
Employee Self-Service
Manager Self-Service
Purchasing
Procurement
Requisition
Manage Requisitions
Manage Requisition Approvals
Receive Items
Procurement Card Center
My Profile
Travel and Expenses
Accounts Payable
Commitment Control
General Ledger
Real Time Bottom Line
Enterprise Components
Worklist
Reporting Tools
PeopleTools
GeorgiaFirst Marketplace
Change My Password
My Preferences
My System Profile

New Window | Help | Personalize Pa

Create Requisition

Welcome Requester1

Home My Preferences Requisition Settings 0 Lines 10 Checkout

Request Options Search All Search Advanced Search

All Request Options

Web
GAFirstMarketplace

Express Item Entry

Special Requests

Forms

Favorites

Templates

ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

1 *Item Description **Example:** 10 cases of paper towels

2 *Price 25.00

3 *Quantity 10

4 *Unit of Measure ea

5 *Category 00000

*Currency USD

Due Date

Supplier

Supplier ID CAT0000061

6 Supplier Name Dade Paper

Supplier Item ID

Suggest New Supplier

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

7 **Additional Information**

CSU Contact Name and phone number

Quote #

Statewide Contract #

any additional information to where it is delivered (for mail room)

8 Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

9 Add to Cart

CREATING EPRO SPECIAL REQUEST REQUISITION WITH CHECKLIST

1. **Item Description**-this is your line item, should be the same as your quote. Make sure it is very descriptive. By putting a description of product or service helps to identify when you are inquiring on your requisition, no acronyms if possible. (Ex: Conference room chairs #Product 12345 for Budget & Finance) Make sure you are adding as many lines as your quote.
2. **Price**-please proofread to make sure the price and quantity has not been transposed
3. **Quantity**
4. **Unit of Measure**-use EA
5. **Category Field** Enter 5 ZEROS (00000) (putting any number other than 00000 will put your requisition in budget error)
6. **Supplier Name** Click magnifying glass to locate Supplier's name under Short Supplier Name (click find). For New Supplier or Update Existing Supplier, please follow the link for instructions.
https://service.clayton.edu/budgetandfinance?id=sc_cat_item&sys_id=107bef6fdb51d90ecfe2b02ca96195a
 - Please verify you have entered the correct supplier.

Creating ePro Special Request Requisition With Checklist

The screenshot shows the 'Create Requisition' interface for a 'Special Request'. The form is titled 'Special Requests' and includes the following sections and fields:

- Item Details:** 1. *Item Description (Example: 10 cases of paper towels), 2. *Price (25.00), 3. *Quantity (10), 4. *Unit of Measure (ea), 5. *Category (00000).
- Supplier:** 6. Supplier Name (Dade Paper), Supplier ID (CAT0000061).
- Manufacturer:** Mfg ID, Manufacturer, Mfg Item ID.
- Additional Information:** 7. A text area for CSU Contact Name and phone number, Quote #, Statewide Contract #, and any additional information to where it is delivered (for mail room).
- Checkboxes:** 8. Send to Supplier, Show at Receipt, Show at Voucher.
- Request New Item:** Request New Item (A notification will be sent to a buyer regarding this new item request).
- Action Buttons:** 9. Add to Cart, 10. Checkout (at top of page).

7. Additional Information ****REQUIRED****

- ✓ CSU Contact Name
- ✓ Phone Number
- ✓ Department
- ✓ Delivery Location
- ✓ Quote #/Proposal #/Statewide Contract #
- ✓ Estimated Completion Date of Service (NEW)

8. ✓ "Send to Supplier" Box

9. ✓ Add to Cart

10. ✓ Checkout (at top of page)

Creating ePro Special Request Requisition With Checklist

REQUISITION SUMMARY

11. Requisition Name - description of purchase/service (*name your requisition*)

CART SUMMARY

12. Add Attachments - attach file under comments on-line item (*click bubble edit area*)

SUPPORTING DOCUMENTS TO ATTACH

- Contract Routing Form with **Supplier's contract** (*if applicable*)
- Contractor's Affidavit (\geq \$2,500)
- Quote - **Do not attach an invoice**
- Three (3) quotes - **Checklist listing all three supplier quotes** (\geq \$5,000)
- **Construction Contract and Checklist** (*if applicable*)

Creating ePro Special Request Requisition With Checklist

Checkout - Review and Submit
Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: Clayton State University **11** Requisition Name:
 *Requester: Requester1 Priority:
 *Currency:

Cart Summary: Total Amount 250.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines [?](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	10 cases of paper towels		Dade Paper	10.0000	Each	25.0000	250.00	12	Edit	Delete
<input type="checkbox"/> Select All / Deselect All <input type="checkbox"/> Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change			Total Amount		250.00 USD					

Shipping Summary

[Edit for All Lines](#)

Ship To Location RECEIVING
Address CLAYTON STATE UNIVERSITY
 Facilities Management
 2000 Clayton State Boulevard
 Morrow, GA 30260

Attention To Requester1
Comments

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier
 Show at Receipt
 Shown at Voucher
 [Add more Comments and Attachments](#)

Creating ePro Special Request Requisition With Checklist

13. Accounting Lines

- **Chartfields 2** - Enter Fund Code, Department, Program, Class and Project.
Please verify accounting string is correct to eliminate delays and budget errors.
- **Chartfields 3** (Enter data, if project ID is required)
- **Asset Information** (Enter data, if product is asset-single item over \$3,000)

Enter AM Business Unit Field 28000 and Profile ID

*Distribute By Qty SpeedChart

13 Accounting Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields1 Chartfields2 Chartfields3 Details Details 2 Asset Information Asset Information 2 Budget Information

*Account	Fund	Dept	Program	Class	Budget Reference
714100	10500	0210170	11100	11000	2017

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Creating ePro Special Request Requisition With Checklist

APPROVAL JUSTIFICATION - ****REQUIRED FIELD****

14. Justification/Comments Field - Enter detailed business purpose for product/service

The screenshot displays a web form for creating a requisition. It is divided into several sections: 'Shipping Summary', 'Requisition Comments and Attachments', and 'Approval Justification'. The 'Approval Justification' section is highlighted with a yellow background. The '14' in the section header is also highlighted in yellow. The form includes a 'Ship To Location' field with the address 'RECEIVING, CLAYTON STATE UNIVERSITY, Facilities Management, 2000 Clayton State Boulevard, Morrow, GA 30260'. There are also checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Shown at Voucher'. At the bottom, there are buttons for 'Save & submit', 'Save for Later', 'Add More Items', and 'Preview Approvals'.

Shipping Summary

Edit for All Lines

Ship To Location
Address

RECEIVING
CLAYTON STATE UNIVERSITY
Facilities Management
2000 Clayton State Boulevard
Morrow, GA 30260

Attention To
Comments

Requester1

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher [Add more Comments and Attachments](#)

Approval Justification

14 Enter approval justification for this requisition

Check Budget

Save & Submit - Click to Complete

Save for Later - Click to Save for Later

Managing Requisitions

MANAGING REQUISITIONS

To Cancel, Copy, Edit, View Cycle or View Print:

- Login to eProcurement
- Click Manage Requisitions
- Enter Requisition ID in Search Criteria
- Select Action
- Click on “Go”

NOTE:

Make sure all OPEN and PENDING requisitions are submitted and approved by third week of the month or they will be cancelled by the last day of the month.

MANAGE REQUISITIONS

ORACLE All Search Advanced Search

Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 71000 Requisition Name:
 Requisition ID: Request State: Pending Budget Status: Not Budget Checked
 Date From: 08/01/2015 Date To: 11/07/2015 Origin: Special Request
 Requester: sriley Entered By: PO ID:

Search Clear Show Advanced Search

Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000502651	CBT Nuggets IT Training...	71000	11/06/2015	Pending	Not Chk'd	2,998.00 USD	[Select Action] Go
0000502646	HDI Renewal FY15	71000	11/06/2015	Pending	Not Chk'd	1,340.00 USD	[Select Action] Go

Requester: Sharon Elaine Riley Entered By: Sharon Elaine Riley Priority: Medium
Pre-Encumbrance Balance: 0.00 USD

Request Lifespan: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line	Description	Status	Price	Quantity	UOM	Supplier
1	Local Chapter HDI Membership...	Pending Approval	75.00000 USD	10.0000 EA	HDI	
2	Professional Level HDI Membe...	Pending Approval	295.00000 USD	2.0000 EA	HDI	

0000502595	BOR VMware Renewal	71000	11/03/2015	Pending	Not Chk'd	7,088.35 USD	[Select Action] Go
0000502584	Microsoft Surface Pro	71000	11/02/2015	Pending	Not Chk'd	23,150.80 USD	[Select Action] Go

QUESTIONS?

