

**Creating Requisitions Training Card**

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| **Login Information** |
| **Assigned Number:** | \_\_\_\_\_\_\_ |
| **User ID:** | ADAREQ\_\_\_ |
| **Password:** | APP2020! |
| **Requisition Information** |
| **Supplier:** | Brennan and Dale LLC |
| **Items:** | Accountant |
| **Short Description:** | Temporary Accountants<*THREE LETTER INITIALS*> <*TODAYS DATE*> |
| **Site:** | Community Corrections |
| **Accounting Information** |
| **Budget Fiscal Year:** | 2020 |
| **Function:** | A3051601FT |
| **Object Code:** | 7599 |

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| **Notes** |
| **Requisition #** | **Purchase Order #** |
| REQ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | PO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| REQ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | PO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |