ARIZONA
PROCUREMENT PORTAL

Creating an After-the-Fact Requisition

This document is a quick-reference guide for procurement users who need to need to create an after-the-fact requisition in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: https://spo.az.gov/.

To create an after-the-fact requisition, a Requisitioner will log in to APP and be able to create a requisition after a purchase has already been completed. When an after-the-fact requisition is converted into a purchase order, an approved receipt will *automatically* be created off the order. After-the-requisitions can only be created for off-contract items.

Creating an After-the-Fact Requisition

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Create.**
2. From the Create Requisitions Page, select **Create Requisition**. For **Requisition Type** select "After-the-Fact".

3. Fill in Header information including **Site, Delivery Address** and **Invoicing Address**.
4. Select **Add a Line** and complete information on the Item page.
5. Click the **Save** button.
6. Select the **Tax** and fill-in the necessary budget information. Please note that **Object, Agency, Fiscal Year, Budget Fiscal,** and **Function** are mandatory fields.
7. Click **Save & Close.**
8. Select **Submit for Approval.**