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[SPSCC](#) > [Support](#) > [Understand Requisitions - Overview](#)

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# How do I... Understand Requisitions – Overview

Requisitions in ctLink are designed so system users without detailed purchasing knowledge can contribute to the procurement process. Requisitions require less data to be submitted on the front-end, as compared to a Purchase Order, and allows for more flexibility in editing. This permits a wider range of users to submit data that can be finalized and eventually used to create Purchase Orders.

See the [SPSCC Approval Workflow for Requisitions](#) for a visual representation.

## KEY TERMS:

- **Requisitions:** Procure to Pay (P-2-P) begins with requisitions which are 'asks' for things by a REQUESTOR. Their goal is to be reviewed-approved-funds verified and sourced into purchase orders (PO).
- **Purchase Orders** contain the final details as indicated by a BUYER and used to place the order that is dispatched to a Supplier who fulfills the order and ships to the customer.
- **Receipts** are generated to record the goods/services on the PO were delivered to the Ship-To location and inspected (if necessary) by the RECEIVING AGENT.
- **Vouchers** are created to acknowledge money is owed to a Supplier by the VOUCHER ENTRY person and this document details the payment(s).
- **Matching** verifies the accuracy of the details from the Purchase Order, the Receipt and the Voucher before a payment can be initiated. This is referred to as Three-Way Matching.

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- **Payments** are then remitted to the supplier when three-way matching has passed successfully.
- **Budget Monitor:** The person who tracks the department's budget throughout the year and monitors expenses charged to each budget. Typically this is the department's executive or administrative assistant, program manager, etc.
- **Budget Manager:** The person who has final approval over a budget. Typically this is a department manager, dean, vice president or grant manager.

## REQUISITION LIFE CYCLE:

The Requestor completes several ctcLink tasks before a requisition becomes a purchase order. In the Create Requisition stage, the Requestor completes data entry into the four basic elements: Header; Line; Schedule and Distribution.

- Each **Requisition** has one **Header**, which can have multiple lines.
- Each **Line** can have multiple schedules. The Line holds the item information.
- Each **Schedule** can have multiple distributions. The schedule defines when and where you want the line items delivered.
- The **Distribution** defines internal information for the schedule, such as the way in which accounts and departments should be charged for the purchase and the total price each department should pay.

A requisition in Purchasing can have one of five different statuses during its life cycle:

- **Open:** Indicates that the request has been at least partially entered and saved, but the end user needs to complete the requisition.
- **Pending Approval:** Indicates the requisition has been completed by the user. The user is awaiting approval from an authorized person.

- **Approved:** Indicates that the requisition has been entered; saved; reviewed and approved by an authorized individual.
- **Canceled:** Indicates that an entered requisition was saved and then canceled at some later point. No further information can be entered or changed.
- **Complete:** Indicates that the request has completed its entire life cycle. No further information can be entered or changed.

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## Need More Help? Contact:

If you run into any issues following this guide, please contact the **Procurement Office** to resolve them. We're open from **8 am to 5 pm** weekdays.

- Call us at **(360) 596-5249** or **(360) 596-5583**
  - Email us at **Purchasing@spscc.edu**
  - Zoom us at **<https://spscc.zoom.us/j/99293489933>**
  - Visit us in person in **Building 25-246** or **Building 16-219**
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