

Printing Service Requests (General Fund only)

1. Complete the hard copy form “Printing Requisition” and obtain a written estimate/quote from the Print Shop.

2. Enter an RQ on Walker to obtain the approvals and secure the funding.

Follow the normal process to create an RQ with the following instructions:

On TXN 010, enter

PCK must be PSHOP

Buyer must be PT

Intended Use XXXX (where “X” is the form number from the hard copy of “Printing Requisition”)

Use vendor number 9903025PRT

On TXN 011, enter

Line Code: 001

Quantity: 1 (job)

UOM: EA

U/P (unit price): \$XXX.XX (where “X” is the quoted cost of the job)

Description: briefly describe the job

The FULL ACK code for the funding source should be entered. The object code must be 5591.

The completed RQ will route for approval. You can verify where the RQ is in the approval process by going to the 0D1 transaction. Once it has received final approval, it will be transferred to a PO.

3. Go to Walker TXN 009, type in your RQ number and enter to find out what PO number has been assigned. Mark the PO number on the hard copy form “Printing Requisition” or notify the Print Shop.

4. The Print Shop will complete the job.

5. Go to Walker TXN 840 to “receive” the job.