



RQSP Requisition Single Print

To start, type in the requisition number you want to print. Enter or click OK. Click Save All Icon twice.

If your Datatel is not connected to a network printer you can use the following steps to print your requisitions.

- RQSP
- Enter your requisition number, Click OK
- Click Save All Icon
- Change Output Device to "H" (Hold)
- Click Save All Icon, you will see your requisition on the screen.
- Click Print Local Icon (you will see a box flash on the screen and go away)
- Make sure Use Font box is checked and Font is set to Courier New. 10 (Settings are saved after you set them the first time)
- Click OK Your requisition will print to your local printer

Wait about a day, and look up the PO or BPO in ACBL. Write the number on the requisition as your copy of the PO/BPO.

Be sure to have your department copy of the requisition signed by an authorized signer.
Keep the requisition on file for 5 years.