Computer Licenses and Software: (such as account codes: 710011, 711011 and 756207)

When purchasing Computer Licenses and Software it is important to include the following information on your purchase requisition to insure that the correct merchandise is received.

☐ Quotation Number (entered in the “Document Text” print box)
☐ Item #, Part # and or Model # (entered on each commodity line item)
☐ Detailed Description of item on each commodity line
☐ Correct quantity and unit cost