

Did you know the Description box on a requisition is the most viewed area of a requisition?

This is all the **Buyer** can view as they are sourcing your requisition to a Purchase Order

This is all the **Approver** can view on their work list from the first page.

This is how the **Vendor** knows what to ship.

This is what shows up on your **Monthly Reports!**

This box can handle up to 250 characters so please type as much as possible and give a descriptive message. A good example would be; **Football Guarantee 9/29/07 payable to W. Kentucky University.** This enables all to see what the purchase is, what the date of the event is and who the Payee or Vendor is.

If an actual order for Goods is being placed make sure the exact item is described; **Catalog #2583000 Nembutal 50mg/ml, 20 ml.**

Always remember the five Ws –Who, What, When, Where & Why