

ASCENDER - Contract Requisition/Purchase Order Checklist

Table of Contents

ACCENIDED	Contract Requisition/Purchase Order Checklist	•
ASCENDEK •	Contract Reduisition/Purchase Order Checklist	

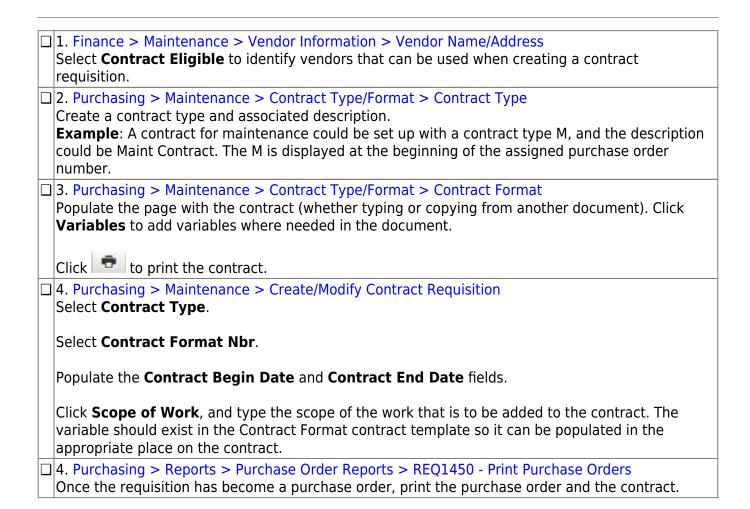
ASCENDER - Contract Requisition/Purchase Order Checklist

The purpose of this document is to guide you through the necessary steps to create contract requisitions and/or purchase orders. Before performing any tasks, print the Contract Requisition/Purchase Order Checklist and perform all tasks in the order listed below:

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.





Back Cover

2