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# Purchasing

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# Purchasing

## About Purchasing

The TxEIS Purchasing allows you to perform the following functions:

- Create requisitions and purchase orders in both current and next year
- Submit requisitions
- Print a listing of requisitions awaiting approval
- Cancel requisitions, if necessary
- Print a listing of requisitions canceled/disapproved
- Approve requisitions
- Print purchase orders and a purchase order log
- Reprint purchase orders
- Post receipt of requisitions
- Delete requisitions
- Print reports at any time


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