

Temp Services Requisition 101

- Obtain a quote/proposal/invoice/etc. from supplier.
 - For example, if you need 1 person to work 40 hours a week x \$10/hr x 52 weeks = \$20,800.

- Create (1) blanket Requisition/PO for the entire fiscal year to encumber the funds.
 - Make sure that you select Procurement Requisition and enter the information on a Service Line in Workday.
 - It is best practice to enter requisitions into Workday BEFORE an event occurs, so that the vendor will have the PO before they deliver services/goods.