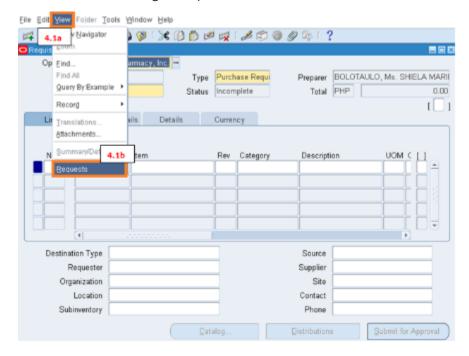
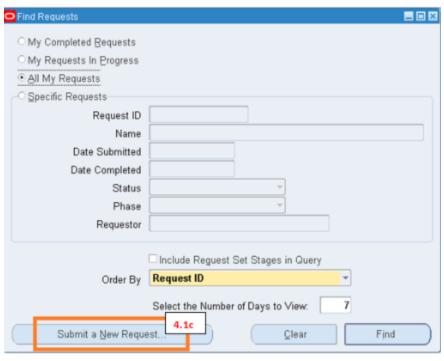
## **GENERATING EXPENDITURE REQUEST FORM**

1. Navigate to RPI PR-Department > Requisitions > Requisitions

## In requisition window

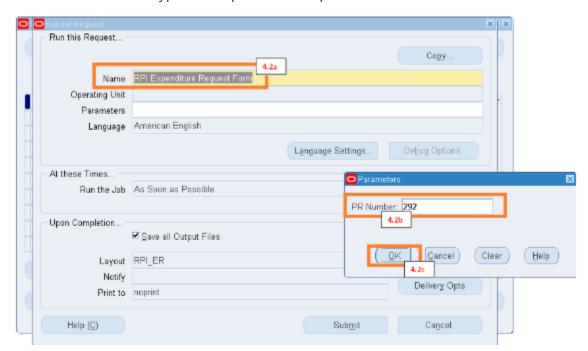
- **4.1a** click View (menu)
- **4.2b** click Request (menu)
- **4.3c** click Submit a New Request (button)
- **4.4d** click Single Request > OK.



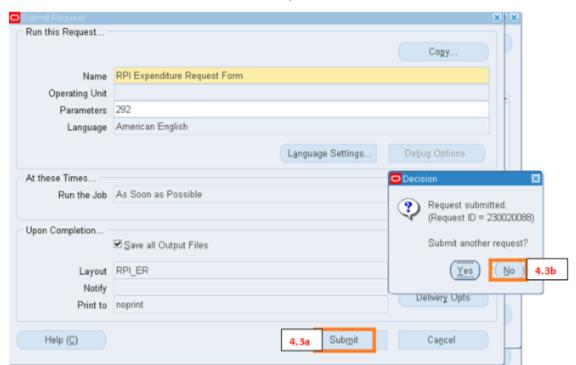




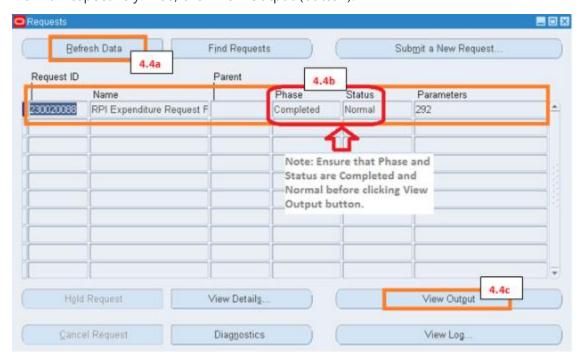
2. In the name field – type "RPI Expenditure Request Form" > Tab > Put the PR# > OK



3. Click Submit button > (Select another request) > click NO



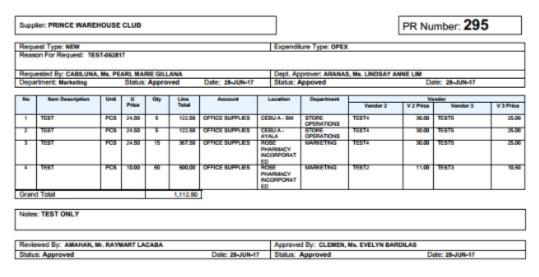
4. Click Find (button) > click Refresh Data (button) > check if Phase and Status is Completed and Normal respectively. If so, click View Output (button).



5. Print the Form and attached it to the Canvass Sheet and Quotation for PO request.

Rose Pharmacy, Inc. 3rd Floor FLC Center Hernan Cortes St. Subangdaku Mandaue City, Cebu

## **Expenditure Request Form**



This is only valid for payment if attached with Approved PO and Supplier Invoice.