

APPENDIX A: WORKDAY REQUISITION TYPE USAGE

Monthly Goods and Services – This would be used for purchase orders that will have monthly/quarterly payments. Use a goods line regardless of what is being purchased if the monthly payments are exactly the same every month. Use a service line if the monthly payments vary in cost.

One-Time Goods & Services – This would be used for a purchase that is a mixture of goods and services. An example for when to use this would be a requisition that includes the purchase of goods and the installation of those goods. The goods would be entered as a goods line and the installation would be entered as a service line.

One-Time Goods Purchase – This would be used for a purchase that is only a purchase of goods/items and would only include goods lines.

One-time Service Purchase – This would be used for the purchase of labor, installation, trip charges, etc and would only include service lines.

Open Purchase Order – This is used for both goods and services that require multiple purchases of varying amounts. All open purchase orders use a service line regardless of what is being purchased so that AP can make multiple payments.

Sole Source – This would be used for all sole source purchases regardless of what is being purchased. This requisition type allows for goods lines or service lines. Use the explanation on the one-time goods and one-time service purchase lines to determine which type of line to enter. If it is a sole source open purchase order, use this requisition type but enter it as a service line.

One-Time Project Purchase – This would be used for any one-time purchase that has a project worktag. Use the explanation on the one-time goods and one-time service purchase lines to determine which type of line to enter.

Project Open Purchase Order – This would be used for an open purchase order that has a project worktag and follow instructions above for open purchase orders.

Subaward – Used for some grant purposes

Cooperative Contract Purchase – We have decided not to use this.