



UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

Procurement Forum

April 17, 2025



Agenda

➤ Welcome!

➤ Procurement Team Introductions

- ❑ New Team Member
 - Ashley Blackwell

➤ Entering PeopleSoft Requisition

- ❑ <https://www.uttyler.edu/offices/procurement-services/files/procedures-for-creating-requisition-in-peoplesoft.pdf>
- ❑ How to select “Amount Only” on the PO line
- ❑ Entering Comments in the Header section of the Requisition
- ❑ Adding Shipping/Freight to the Requisition before BA approval

➤ Procurement Website

- ❑ <https://www.uttyler.edu/offices/procurement-services/>
 - Job Aids
 - Updating Job Aids
 - How to pull a PO into a Voucher by “Amount Only”

Q & A

If you have any questions or concerns, don't hesitate to email purchasing@uttyler.edu

Let's Not Forget

- **PROCUREMENT DEADLINES FOR FISCAL YEAR 2025**
 - The updated form will be posted on the Procurement Service's website
 - The form will be emailed to everyone on the call today
- **Information Technology to Offer Accessibility Training**

April 17 Town Hall Teams Meeting



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Thank you for attending the
Procurement Forum!

