



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Purchase Requisition — Copy a Requisition

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Purchase Requisition — Copy a Requisition

Copy A Requisition

Located on the CAPPS Dashboard, under **Purchasing**:

1. Select the **Requisitions** tile.
2. Select the **ePro Manage Requisitions** page.
3. Find the requisition you want to copy.
4. Select **Copy** from the dropdown *Actions* list on the left.



5. Enter a **Requisition Name**.
All other requisition information remains the same as the original requisition.



6. Update fields that need to be different from the source requisition that was copied (*such as Due Date, Universal fields, pricing, chartfields, comments, or attachments*). Lines can be removed and others added.
7. Select **Save** or **Submit** at top of page.
(**Submit** starts the approval process).

The new requisition goes through the regular approval and budget check processes.

Revision History

Date	Description of Change	Changed By
March 27, 2024	Updated, converted to new template, added 508-compliance.	J. Goodman
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A