

## **Multiple Year Requisitions**

PeopleSoft now has the ability for users to enter requisitions that encumber monies over multiple years – up to a maximum of five years. This type of transaction might include a requisition to lease (cost-per-copy) a copier for five years, or for a multiple year financing package.

Those users who have the need to enter a requisition for multiple years must create a separate requisition “line” for each year payment needs to be made, with the dollar amounts for each year entered on separate lines. Each line would then have an appropriate chartfield associated with it, indicating the dollar amount for that line being charged to the appropriate Budget Year (BY). For example, let’s say you are leasing (cost-per-copy) a copier for 5-years beginning with budget year 2000, and the total 5-year lease is \$10,000. You would create a five lines requisition, with each of the lines showing a dollar value of \$2,000. The first line chartfield would indicate budget year 2000, the second line chartfield would indicate budget year 2001, etc., with the last line chartfield indicating budget year 2004.

Once a multiple-year agreement or purchase order has been established based upon the original requisition, it is no longer necessary for departments to submit additional requisitions for subsequent years. However, if additional monies need to be added to cover increase usage for one or more of the years, an Alteration must be submitted reflecting the appropriate increase for each year.

Procurement will convert all existing agreements or purchase orders that should have originally been set up as multiple year contracts. However, if additional monies need to be added to cover an overage for this year or future years, please submit an Alteration reflecting the appropriate increase for each year.

If I can provide additional information or if you have any questions, please let me know.

Dutch Green  
Director, Procurement & Support Services