Amount Only Requisition Lines

To make a line on a requisition an ***Amount Only*** line, click on the Line Details icon, place a **check mark on the Amount Only check box**, click **Ok** and finally click on **Yes**.

**REMEMBER:** Amount Only Lines on a requisition are for services only. E.g. telephone bills, maintenance

services, Etc.

Making an Amount Only requisition line offers flexibility to the requester when creating receipts

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