



Expect as much from us as your community expects from you

REMOTE REQUISITIONS ADD-ON MODULE FOR ACCOUNTING

- One simple command converts approved requisitions to encumbered purchase orders (PO) reducing data entry
- Entire process, from requisition entry, to approval, to PO is easily tracked without paper
- Prevents posting of requisitions to line items when total year-to-date expenditures, encumbrances, and the new requisition will exceed the budget for a line item
- Quickly print a PO, and then email or fax directly to the vendor
- Option of eliminating paper POs and requisitions
- Ensures privacy and data safety
- Employees use password to log in
- Access is restricted to specific **REMOTE REQUISITIONS** functions used by the employee
- Supervisors easily log in review, edit, and approve requisitions
- Supervisors see only those requisitions requiring their approval
- Employees already using computers can easily learn the data entry process
- Entries are always legible
- Multiple approval levels based on amount of requisition are available
- **REQUIRES PURCHASE ORDERS MODULE FOR INSTALLATION**

REPORTS

- Requisition Budget Detail
- Requisition Budget Summary
- Requisition/Purchase Order Information

1-800-353-8829

sales@blackmountainsoftware.com

