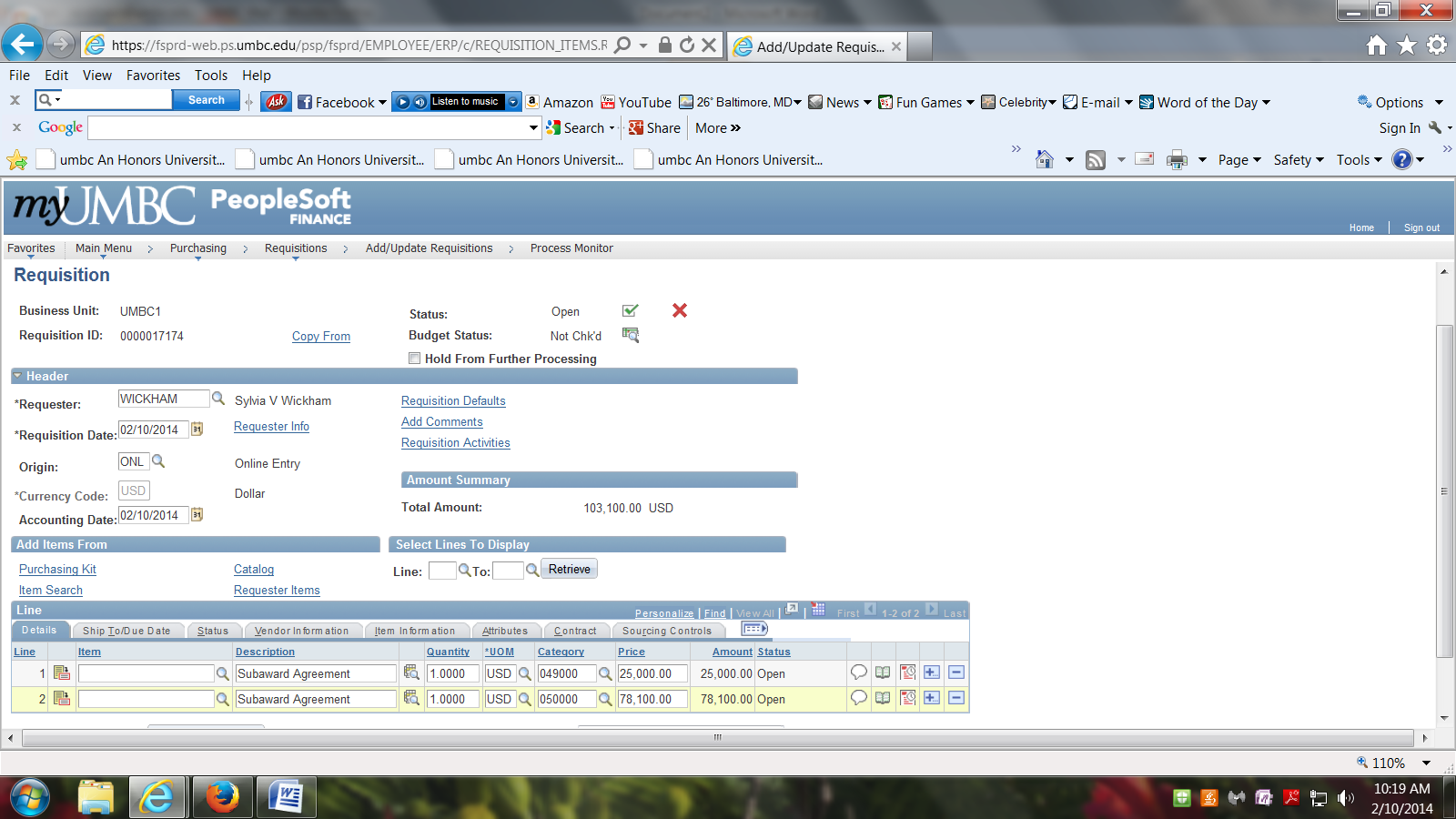
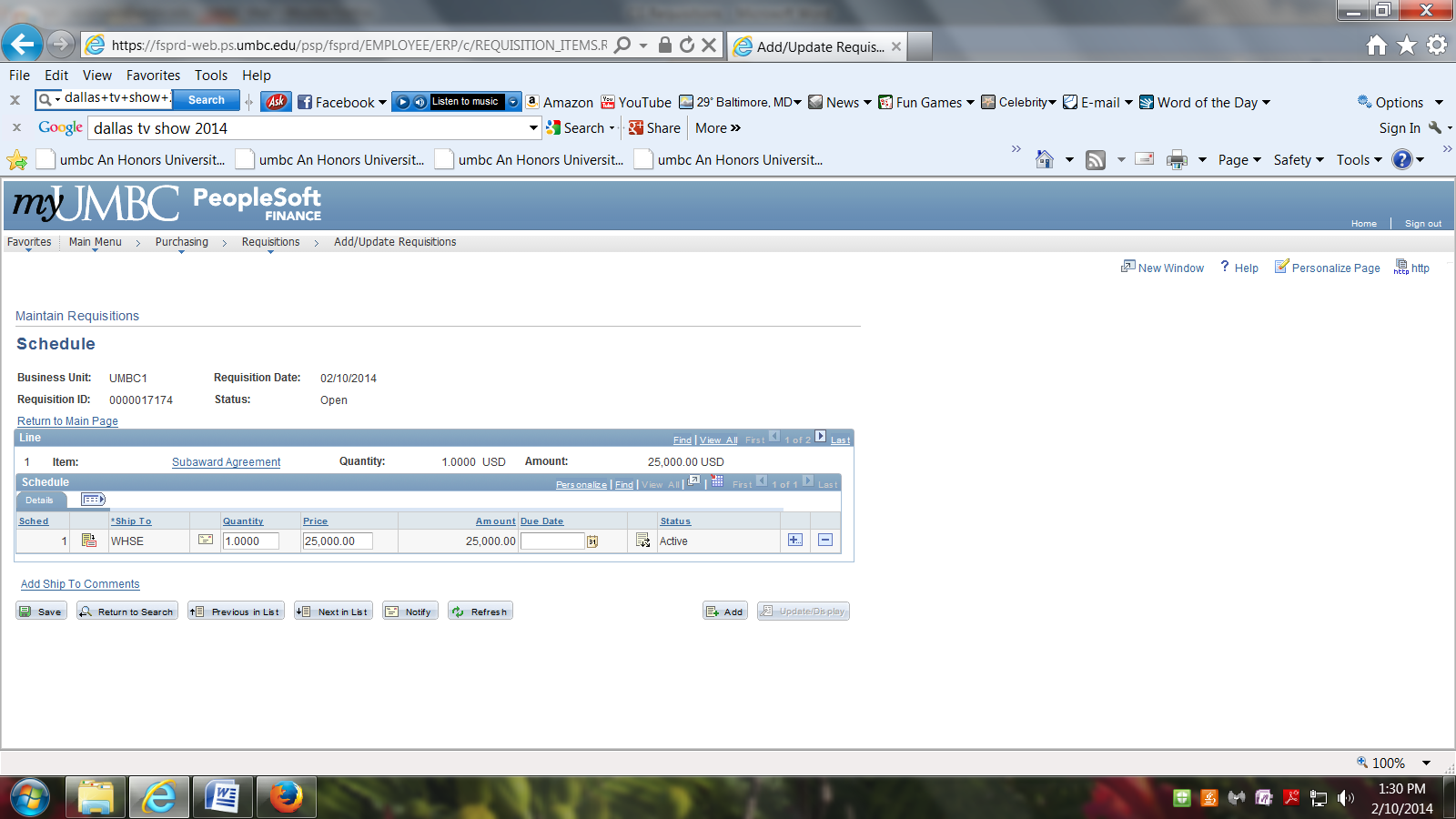
Entering Subaward Requisitons

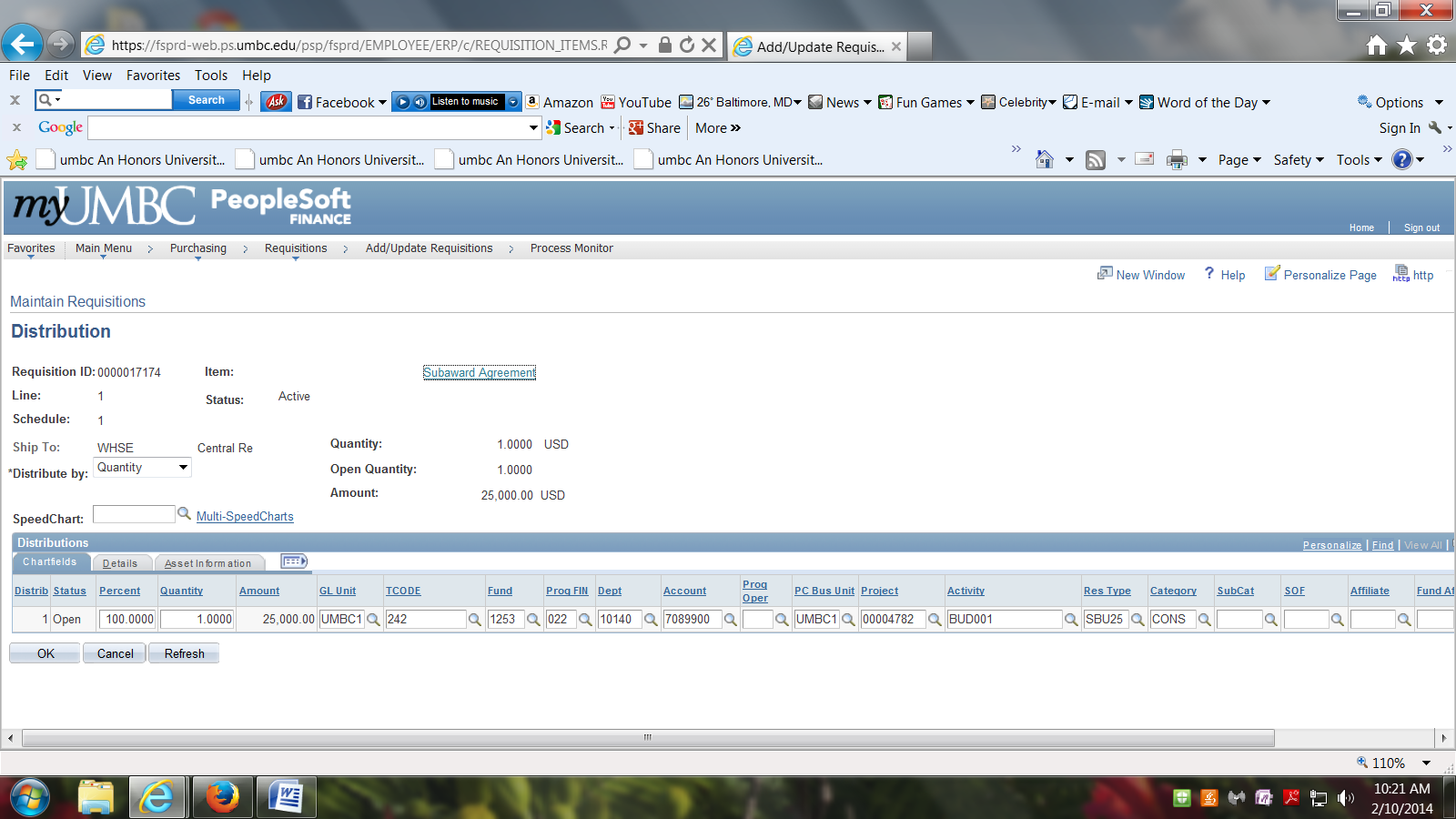
When entering a requisition for a subaward, the instructions are the same as in a regular requisition except in two areas: (1) Maintain Requisition page and (2) Distribution page.



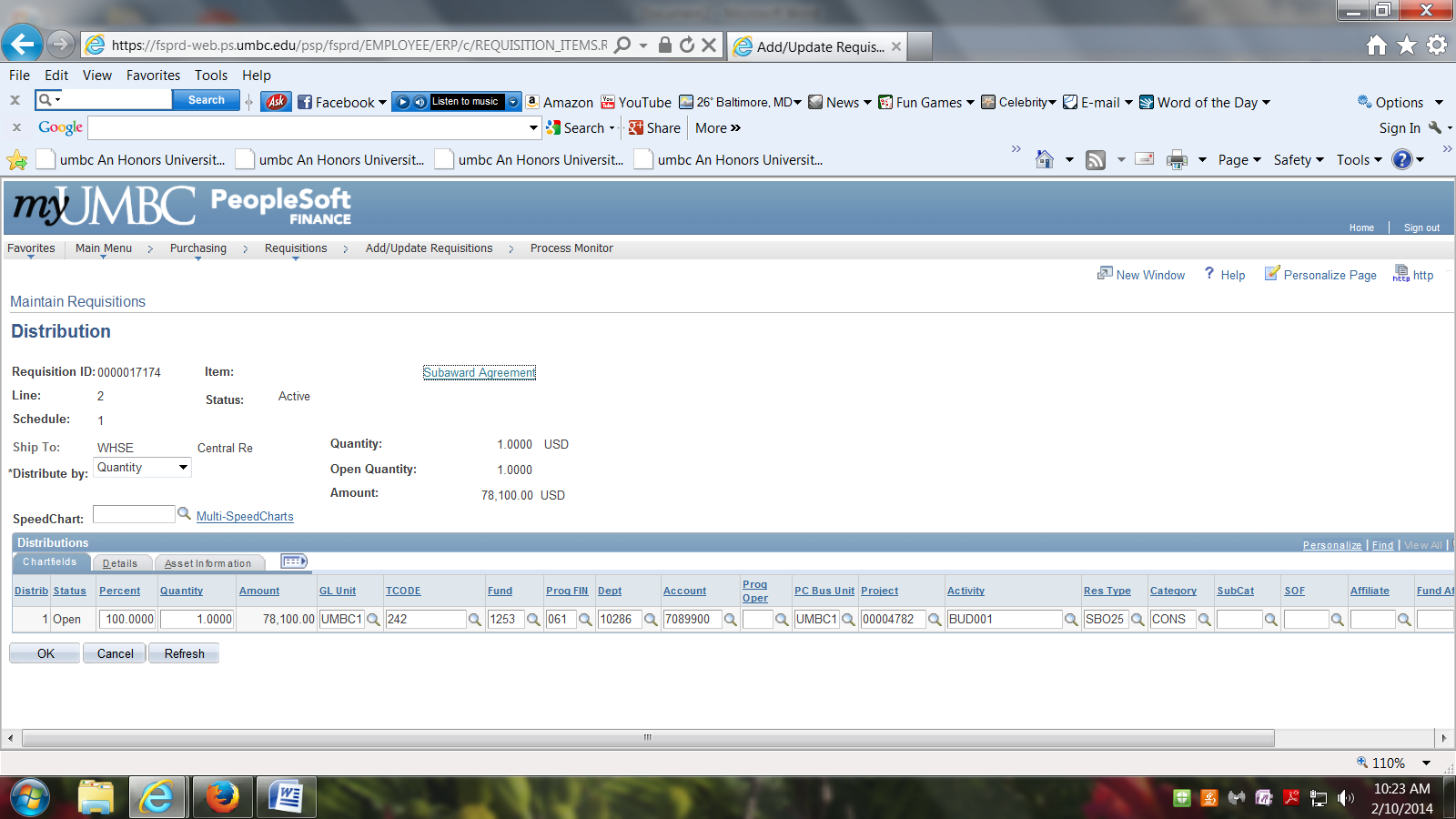
a. On the Maintain Requisitions – Requisitions page, enter two lines in the Line Details section. Line 1 will be for $25,000 and Line 2 will be for anything over $25,000. Please note that in the Category box on line 1 (under $25,000), you will need to enter 049000 and on line 2 enter 050000 (over $25,000).

b. To enter the distribution you will need to enter the chartstring for **each** line. Click on the red symbol at the far right of line 1.

c. Click on the symbol with the 3 arrows to the left of the word active.



d. Enter your distribution for line 1 on this page (Distribution Page).



e. Follow the same steps for Line 2 as you did for line 1.