

WHY is a detailed and accurate requisition-to-purchase order description vitally important?

1. **COMMUNICATION**
2. **APPROVAL REQUIREMENTS**
3. **TRANSPARENCY**
4. **USABLE REPORT DATA**

...and don't forget the **Contract Number** in the line item field!

EXAMPLES OF REQUISITION LINE ITEM DESCRIPTIONS:

This line item description needs more detail.	"VARIOUS PLUMBING SUPPLIES"
Packing information can be really important detail.	"USB Wall Charger, Charging Block, FiveBox 3Pack, Dual Port 2.1A"
A Catalog number is great information, but additional details are necessary.	"Catalog #79126 - Bag Ties"
Would you approve this requisition as it stands?	"tote bags for open houses"
Important information in this description includes type of glove, length, number of gloves in a box, and size.	"PURPLE NITRILE Exam Gloves, 242 mm Length, Small, Purple, 100/ Box"
For printing orders, specific description becomes even more important.	"Custom white biodegradable polypropylene bags, 2 color, 2 sided, blue & gray using current art on file. 18x17x5 2.50 mil patch = total order 4500 bags @ \$165.00 per thousand."
Note the extra caution the requisition preparer took to ensure that the supplier is aware that this is a confirming order. There is still adequate detail for all approvers, reports, and transparency requirements.	"CONFIRMING ORDER #19153 ALREADY PLACED ONLINE – DO NOT DUPLICATE ORDER - BUBBLE MAILER #3 (8.5 x 14.5) SELF SEAL 100/CASE"