**Original Process for creating a Purchase Order from a Requisition**

1. Date and Time stamp in all requisitions
2. Approver signature
3. Group all requisitions in numerical order by requisition number
4. In Datatel, turn all requisitions, one by one, to YES
5. In Datatel, Batch requisitions by entering requisition number from lowest to highest
6. In Datatel, enter each requisition, one by one, by number to get a PO number

**New Process for creating a Purchase Order from a Requisition**

1. Date and Time stamp in all requisitions
2. Approver signature
3. In Datatel, turn all requisitions, one by one, to YES
4. In Datatel, Batch requisitions; No numbers required
5. In Excel Live, use todays date, all PO’s created will be listed on one page, transfer PO numbers listed to individual requisitions