

Step 1: Open the Active RPR Screen and click New Reserves Purchase Request.

Supply Chain 🝷 Billings 🝷 🛛 Cleans 👻 🔤 Inciden	ts 🕶 Project 🕶	File	Organization Si	te Facilities Tools H	Help	
Stock Item List		Director	y Account List	Expense Search Location	s 🕶 🛛 Assets 👻 🕅 W	ork Orders 👻 PM ·
Stockroom List		Welcome Page Active Reserves Purchase Requests New Reserves Purchase Request Edit Delete Approve Deny				
Vendor List						
		RPR #	Approval State	Next Approval By	Approval Change	Account Name
Reserves Purchase Request (RPR)	Active					
Operations Purchase Request (OPR)	Search		Approved		12/02/2016	Common Area R
Purchase Order		1	4 Approved		08/06/2015	Asset Managem
Purchase Order		1	4 Approved 5 Approved			08/06/2015



Step 3: Open the Expense dropdown and use the filter to find the desired project.

equest Appr	ovals Email Purchase Order to Ve	endor Email Message to Vendor Withdraw Request Pr	TIP!
Entered: 1	/29/2025 By: Perez, G	abi Approvals: Draft	
Summary/Pu Account:	Asset Management Account		If you are at the end or beginning of a year, you may see multiple projects
Expense:			with the same name.
Expense: Budget or F	Book	Find	Be sure to select the project for the
Expense: Budget or F Site/	Book Name And Date	Find Project Code	Be sure to select the project for the appropriate year.
Expense: Budget or F Site/	Book Name And Date Book Fund (1/1/2022)	Find Project Code SSW-014	Be sure to select the project for the appropriate year.

Step 4: Once you select the project, it will automatically populate the Expense and Project Code fields.

Welcome Page Request Approvals	New RPR* New RPR* Email Purchase Order to Vendor	Email Message to Vendor Wit	thdraw Request Print		
Entered: 1/29/202	5 By: Perez, Gabi	_	Approvals: Draft		
Summary/Purpose:					
Account:	Asset Management Account	\sim	Expected D	elivery Date: 1/29/2025	G/L Accounts
Expense: Book Fun	d (1/1/2024)		▼ Project Code: SSW -015		
Budget or Forecast A	mount: \$10,199 Co	mbined RPR Amount: \$0.00 🕡	Balance Committed: \$10,199.01 🕕	Budget Actuals: \$0.00	Budget Remaining: \$10,199.01 🕕