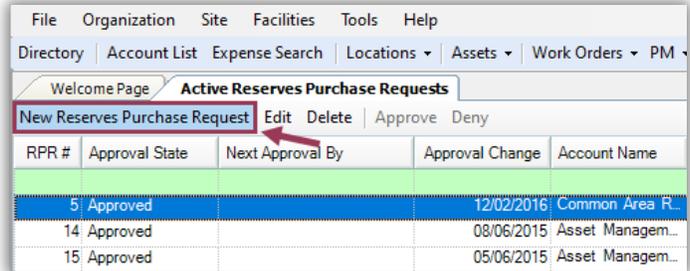
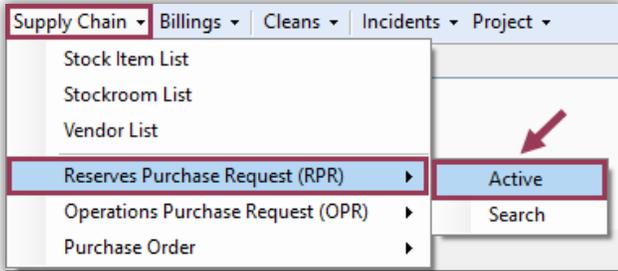
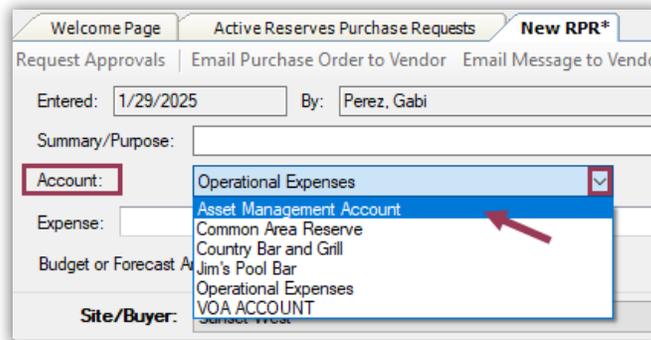


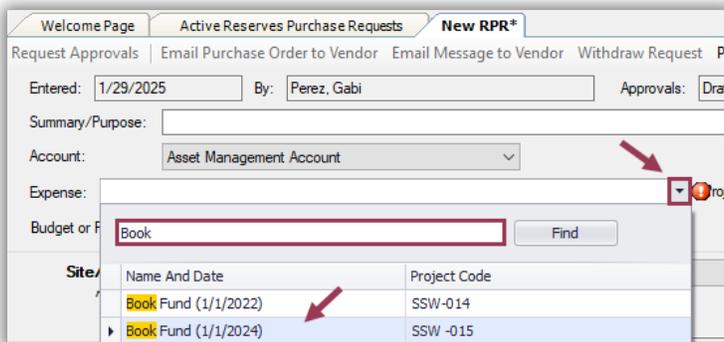
Step 1: Open the Active RPR Screen and click New Reserves Purchase Request.



Step 2: Select an Account.



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



If you are at the end or beginning of a year, you may see multiple projects with the same name.

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.

