**Instructions to Save a SBF Requisition Form**

**Steps to "save" a Requisition Form with repetitive data for future requisitions**

* From the SBF website, download the new requisition form
* Select “save as” and name the form and save it to one of your drives
* Close out of the saved form
* Go back to your drive and reopen the saved form in a new window
* **DO NOT** populate the “Name” field in the “*Supplier / Payee Remittance”* section – this populates the *“Requisition Number”* field
* You can pre-populate any of the other requisition fields that have repetitive information
* Save the form and close out of it – you have now created your base form for future requisitions
* Re-open the saved form when you need to complete a requisition – fill in the  “*Name*” field in the *“Supplier / Payee Remittance”* section – this step now creates the proper unique 12 digit identifier for this requisition
* Complete / modify any of the other sections that are needed to complete the requisition
* Do a “save as” and give the form a new name i.e. “Department May expenses”

This process allows you to save the base form for future requisitions while creating a new requisition that can be submitted to SBF for processing