Transaction Justification
Purchases from External Suppliers - Requisition

When creating a requisition, if information answering the "5 W's" is contained on any of the requisition pages, it does not need to be re-keyed into the Justification/Comments section of the requisition.

**WHO**
Document who requested or initiated the purchase or who will use it (can be name of department).

**WHAT**
Provide a clear description of the product.

**WHERE**
Defaults from the Requester’s profile – can be changed on requisition.

**WHEN**
For service, time period is provided on requisition.

**WHY**
Required when business purpose or direct benefit to the project is not apparent in existing documentation.