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Requisition Form Updates Coming October 17 [1]

October 6, 2025 by Staff [2]

It’s hard to believe we’re approaching the one-year anniversary of the updated requisition form in Marketplace! Over the past year, we’ve received valuable feedback from our campus users, and we’re excited to share that several refinements are on the way.

These updates will go live in Marketplace on October 17. They are designed to make the form even more intuitive and to clarify certain questions based on common user feedback. You’ll also notice a few additions that account for specific exemptions to the normal approval process, such as exceptions to the advanced payment policy.

Please note: these changes will not affect any requisitions that have already been submitted, even if a purchase order has not yet been created.

While the form will look and feel familiar, these updates reflect our continued commitment to improving the user experience and streamlining purchasing across campuses.

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