

## To Copy a Web Requisition

Go to My Requisitions.

Verify the fiscal year you want to copy from

Fiscal Year

Under the Action column you will see two icons

Action



Click the two pieces of paper for Copy.

When the window pops up, click the drop down to choose the fiscal year you want to copy into, and click Continue

Requisition - Copy

Copy to Fiscal Year

Continue >> Cancel

The requisition form opens up with the same information. Make the necessary changes, and click Submit, or Save for Later.