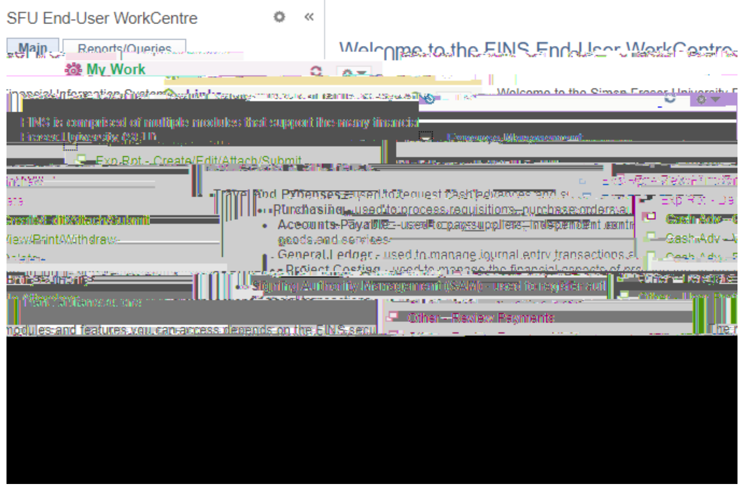
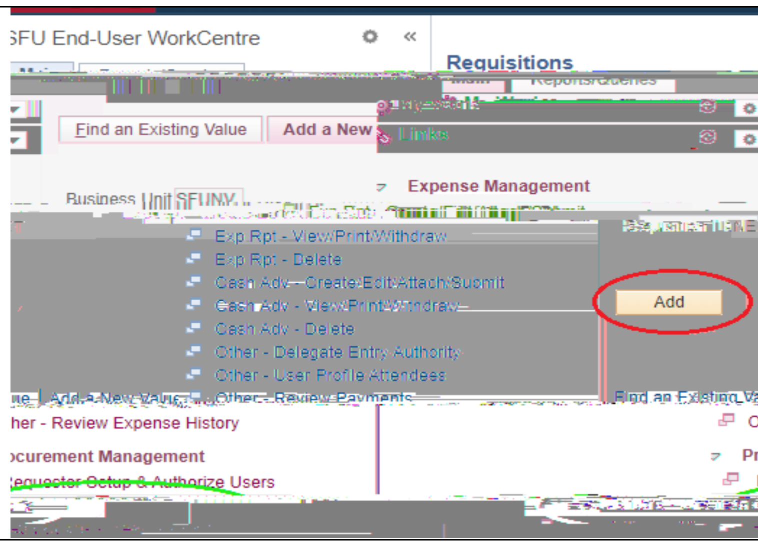
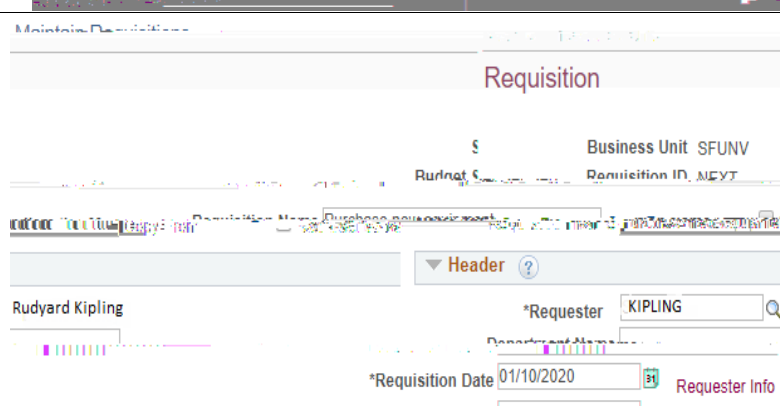
The following instructions will assist in create a Purchase Requisition. Contact Finance – Procurement if you require further information.

Contact information: https://www.sfu.ca/finance/departments/procurement-page.html

Sign in to Fins https://fins.sfu.ca	
Select Requisitions – Create/Modify Click Add	
Provide Requisition Name	

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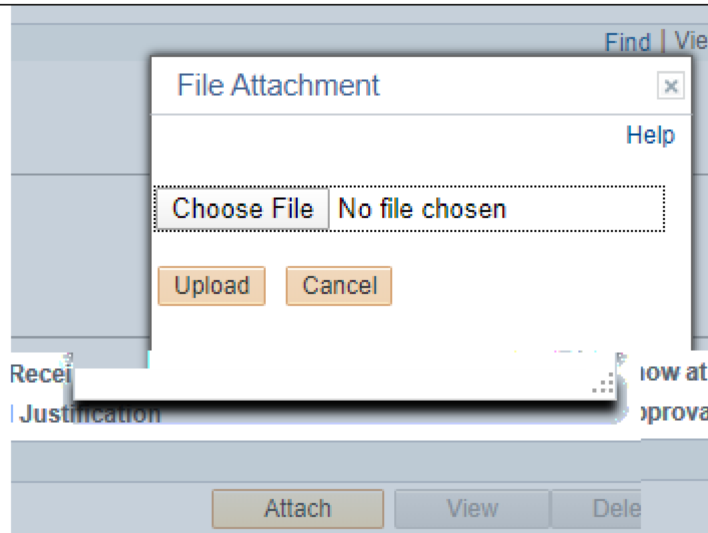
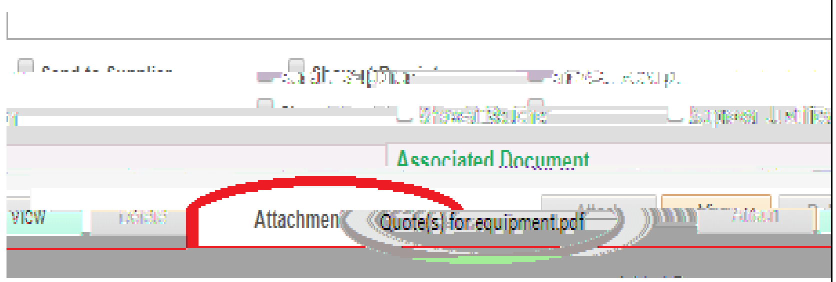
<tr><td>Add attachment</td><td>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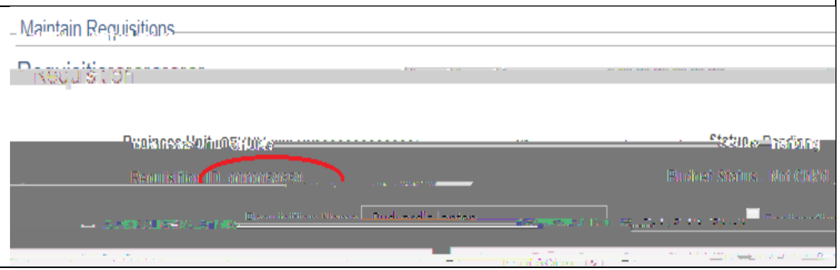
<tr><td>PR number</td><td>
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