

Travel Blanket – Quick Reference

Requestor Delivery

Requestor*
Nichole Marbury/Crystal Sims

Transaction Date* 11/10/2017
Delivery Date* 04/11/2018

Choose Accounting Type
 Document Level Accounting
 Commodity Level Accounting

Requisition Comments

Chart*
1 Washtenaw Community College

Organization*
23312 IS/User Support

Ship To Location*
SC314Z

Attention To*
Nichole Marbury

- Name of Traveler\Name of Person Entering Req
- Delivery Date: Last date of conference
- Org
- Ship To Location
- Attention To

Vendor Information

Enter Travelers @ ID (Ex.00012345) and select Home address

Add Item & Accounting Screen

Commodity Description
Travel Blanket 04/16/19 - 04/20/19

Unit Of Measure*
Not Applicable (...)

Quantity* 1.00
Unit Price* 100.0000
(Quantity) X (Unit Price) USD 100.00

Discount Amount
 Don't use

Commodity Comments
Item Text/Public Comments
NBEA 2019 Annual Convention
Chicago, IL

Item Text/Private Comments
Enter comments for the commodity item
 Don't use

- **Commodity Description:** The words Travel Blanket and the dates traveling.
 - Ex. Travel Blanket 4/16/19 – 4/20/19
- **U/M:** NA
- **Quantity:** 1
- **Unit Price:** Estimated cost of trip
- **Item Text/Public Comments** - include the following:
 - Event Name
 - Location of Event – City and two digit state code

Ex: Conference Title: NBEA 2019 Annual Convention – Located in Chicago IL