Computer Licenses and Software: *(such as account codes: 710011, 711011 and 756207)*

When purchasing Computer Licenses and Software it is important to include the following information on your purchase requisition to insure that the correct merchandise is received.

Quotation Number (entered in the "Document Text" print box)

Item #, Part # and or Model # (entered on each commodity line item)

Detailed Description of item on each commodity line

Correct quantity and unit cost