To determine the Buyer that a College Requisition was Assigned To in Purchasing:

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

1. On the Requisition Inquiry page, enter the Requisition ID:

![Requisition Inquiry screenshot]

2. Click **OK**

3. Click on the Requisition Number hyperlink:

![Requisitions screenshot]

4. Click on the “Show All Columns” icon to show all columns:
5. The Buyer’s name will be displayed (you may need to use the bar at the bottom of the screen to move to the Buyer column):

If you need additional information regarding the status of your College Requisition, please contact the buyer that the Requisition was assigned to:

tracey – tracey@uri.edu or ext. 4/2326

dlee - dlee1@uri.edu or ext. 4/2043

ryanpincince – ryanpincince@uri.edu or ext. 4/5463

xjones – xjones@uri.edu or ext. 4/9133

shanyka – shanyka@uri.edu or ext. 4/9334