Create a Form 500 (Purchase Request)

How do I create a Form 500 (Purchase Request)?

1. Open the PRS application by typing "PRS" in the address bar of Internet Explorer, or click on the link via EnergyNet. To create a new Internal Purchase Request (Form 500) click the "Add New Purchase Request" button.

Purchase Request – Form 500 Data Entry

There are 5 Tabs in the Purchase Request – Greyed out items are default fields and should not be changed

1. **Purchase Request Tab – Enter purchase request details**
    1. Request Type – IT or non-IT
    2. Requester – Must be a staff person (no students or contractors)
    3. Rptg Structure - Will auto filled based on the requester's name but can be changed manually
    4. Program – Based on reporting structure
    5. Date Wanted – Defaults to ASAP
    6. Suggested Vendor & Contact Name – Complete as appropriate
    7. Justification – Provide a business need for item requested
    8. Qty – Enter the quantity desired
    9. Unit Type – Enter units i.e. Each, Box, Case
    10. Description – Provide a description of item with pertinent details
    11. Cost Per Unit – Provide cost *per unit*
2. **Approvals Tab – Designate approvers and view approval status**
    1. Approving Person – Select the designated Division approver from list
    2. Other Approval – Select additional approver (Optional)
    3. Request Approval – Click to send email to approver
3. **Files Tab – Upload documents, view supporting documentation**
    1. File Description – Enter description of file
    2. Add file – Browse to file location, click "Upload", then "Save"
4. **Notes Tab – Add notes related to the purchase request**
    1. Add a new Note – Click to add information in the Note Detail section, then click "Save"
5. **History – View activity related to the purchase request**

How do I search for open/past purchase requests?

1. Open PRS to view the main Purchase Request List. This page will show you all your current open requests or requests entered on your behalf. You can use the fields at the top of the screen to change your search criteria.
    a. **Division or Group** – staff is able to select individual division or "all" to see requests made by everyone in the Commission.
    b. **Office/Branch** – can narrow what is seen, available choices based on Division or Group selected
    c. **Unit** - Branch – can narrow what is seen, available choices based on Division or Group selected

d. **Search for** – enter search text or purchase request # if known
e. **Status –** shows purchase requests by their current status
f. **Fiscal Year** – search by fiscal year
g. **Request Type** – narrows list to either IT purchases or Non-IT purchases
h. **Requested by** – name of requester, not necessarily the person who entered the request
i. **Reset Selections** – clears all selection fields