TIP SHEET
C-REQUEST 8.2 @ U.S. Department of Commerce (11/26/07)
HOW TO REVIEW AND APPROVE A REQUISITION USING C-REQUEST

From the IN-BOX Click on the requisition that you wish to review and approve.

Once you have click on the requisition, look at the column to your left, Click on the ADMIN button

Number of Line Items: 4
Total Cost: $621,940.80
Base Amount: $0.00
Option Amount: $0
The following TABS will appear. Admin, Funding, Address.

**Review all tabs for accuracy, Change information as needed.**

**ADMINISTRATIVE DATA**

Date: defaults to today’s date
Requisitioning Office: insert-requisitioning office
POC: Insert COR’s name
POC Phone: COR’s telephone number
Requisition Form: select standard
Project ID: Leave Blank or enter the appropriate Project ID number
Department: Leave Blank
Delivery Date: Start date which should be the Sunday at the start of a pay period.
FSC: R497 (which is the code for personal services contracts)
Purpose: Insert the purpose of the contract; e.g., contractor period of performance for one year at the GS (or FS) X step X

**FUNDING**

Cursor Position: fill in fiscal data (commonly used funding strings are recorded in the program and can be
Selected in the drop down box
Budget Object Code: Leave Blank
Subject to Availability of Funds: select if appropriate
Fund Code: Leave Blank
Authorized by: Requisitioning office’s Division Director
Funds Certified by: Leave blank. RMO/F will complete when they receive the PR
Estimated Amount: Enter the total amount for all line items.

**ADDRESSES**

Purchase for: Enter code for requisitioning office
Deliver to: Enter code for office where PSC will work
Ultimate Destination: Enter code for office where PSC will work
Contracting officer: Select the Address code of 17
Requisition Line Item Management

Let's go to the Line Item management window, to do this you will need to click on Line Item, which is located on the menu to the left.

Now you are at the Line Item Management window, Click the SEARCH button to review the line item for accuracy, change information as needed.
Item Number: sequential number starting with 0001
Quantity: e.g., 2080 for full time employees
Unit of Issue: e.g., HR=hour, DA=day, OT=overtime hour, EA=each, LO=lot
Unit Cost: e.g. hourly salary rates, overtime rate
FSC: (If you filled this in on the admin screen, it will default to all line items. R497 is the code for PSCs)
Stock Item No.: Leave Blank for PSCs

Description: Choose description and complete. See line item description used in SAMPLE below

Description: Choose description for line item 0001 only and complete at least the following:

The Contractor shall serve as a (position title) in the (office) for the period (start date which would be the Sunday starting a pay period) through (ending date which will probably be the Saturday ending a pay period) as a GS (or FS) X, step x. The Contractor’s service computation date is (date). Enter NEW HIRE information as follows:

NAME: Daryl Corley
ADDRESS: 3327 Chauncey Place 102
Mt. Rainier, MD 20712
PHONE: (703)222-2223 WK, (301) 888-8888 HM

DESCRIPTION: Choose description and complete.
SAMPLE LINE ITEMS FOR PSC CONTRACTS (Domestic and Overseas)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Salary</td>
<td>2080</td>
<td>HR</td>
<td>25.00</td>
<td>52,000.00</td>
</tr>
<tr>
<td>0002</td>
<td>Overtime, Not to Exceed xx</td>
<td></td>
<td>HR</td>
<td>xx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td>0003</td>
<td>Sunday Premium Payment</td>
<td></td>
<td>HR</td>
<td>xx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td>0004</td>
<td>Danger Pay, Not to Exceed xx</td>
<td></td>
<td>HR</td>
<td>xx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td>0005</td>
<td>Post Differential xx</td>
<td></td>
<td>HR</td>
<td>xx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td>0006</td>
<td>Post Allowance xx</td>
<td></td>
<td>HR</td>
<td>xx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td>0007</td>
<td>Awards (if applicable)</td>
<td>1</td>
<td>LO</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>0008</td>
<td>Social Security (OASDI)</td>
<td>1</td>
<td>LO</td>
<td>xxx.xx</td>
<td>xxxxxx.xx</td>
</tr>
<tr>
<td></td>
<td>(Government contribution—not Payable to contractor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0009</td>
<td>Medicare</td>
<td>1</td>
<td>LO</td>
<td>xxx.xx</td>
<td>xxx.xx</td>
</tr>
<tr>
<td></td>
<td>(Government contribution—not Payable to contractor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED BUDGET xxxxx.xx

NOTES:

CLIN 0008: Social Security is calculated at 6.2% of the first $68,400 for calendar year 1998. No further withholdings are taken after salary payments reach the ceiling amount.

CLIN 0009: Medicare is calculated at 1.45% of all salary payments for calendar year 1998.
**Supporting Documents**

If you would like to add Supporting Documents to the requisition, please go back to the Summary screen, to view the Summary of your requisition. Once you are at this screen please select Supporting Documents.

CREATE SUPPORTING DOCUMENTATION

From the Support Document Management Window, Click on Create and complete the fields. (Make sure you complete the required fields) Once you have complete the fields, click on “SAVE” to save the supporting document, or “NEXT” to add another document to the requisition. Go back to the “Summary” screen.
Approval Process

Click on “Inbox” and check the requisition that you just reviewed. And click “Review” on the left side of your screen.

This will bring you to the review document screen. On this screen you will be able to select Approve or Disapprove. You also have the option to Forward your Responsibility and select another Reviewer. Once you have made your selections, you must enter your Signature, and any comments and select “SAVE”
Once this has been completed the status for the requisition under "Review and Approval" will change to "APPROVED" on the "Summary" screen.