

How to Query a Purchase Requisition
Using the Form FPIREQN

1. Select the form **FPIREQN** from the **Finance Fast Track Menu** on the Main Menu, or type **FPIREQN** in the **Direct Access** field and hit **Enter**.
2. Your cursor will be in the **Requisition** field. Enter your **Requisition** number.
3. Click on the **Next Block** icon  or, use **Ctrl-Page Down** if you prefer using your keyboard, all the way through the form.

For **MORE INFORMATION** on this form see the [Form Documentation](#).