



CIT Tech Talk

DocuSign & Online Requisitions

April 6, 2023

Presenters:

Mr. Vincent Bullock & Mrs. Verona Ham



Hampton University Center for Information Technology



DocuSign

**TECH TALK
TOPIC: DOCUSIGN**

1. What is DocuSign?
DocuSign eSignature is a document signing software that you can use to legally—and securely—collect approvals online in minutes.

2. How will Hampton University use DocuSign?

- Faculty Contracts
- Leave Requests
- Clearances

3. Is DocuSign Legal?
Electronic documents and signatures are legally enforceable for business and personal transactions.

4. What are the benefits of DocuSign?

- Saves time
- Saves money
- Eliminates paper waste
- User friendly

5. Is it difficult to learn how to use?
DocuSign is incredibly user friendly and makes it easy for anyone to quickly and securely sign a document.

Agenda:

- What is DocuSign?
- How will Hampton University use DocuSign?
- Is DocuSign Legal?
- What are the benefits of DocuSign?
- Is it difficult to learn?



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DocuSign is incredibly user friendly and makes it easy for anyone to quickly and securely sign a document.

Next Steps Prior to Training:

- Identify a PDF to test the steps
- Log into DocuSign to confirm access
- Give it a try!

Contact **webmaster@hamptonu.edu** if you need assistance or have any questions.



Online Requisitions

TRANSITIONING TO ONLINE REQUISITIONS

WHAT IS AN ONLINE REQUISITION?



An online requisition is the formal electronic process of requesting a purchase for the department.

WHAT IS THE BENEFIT TO HAVING ONLINE REQUISITIONS?

Online requisitions provide immediate processing of requests and saves paper.



Online Requisitions is a quicker process for purchaser to receive goods and services.



ONLINE REQUISITION PURCHASE EXAMPLES:

- Office Supplies
- Equipment
- Promotional Items
- Subscriptions & Memberships



Agenda:

- What is an Online Requisition?
- What is the benefit to having online requisitions?
- Online Requisition Purchase Examples



Step 1: Online Requisition Process

Complete Banner Navigation & Budget Training

Contact:

Mrs. Verona Ham, Business Analyst

Email: cittraining@hamptonu.edu

Phone: 757-727-6574



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Step 2: Online Requisition Process

- Request Online Requisition Training (Purchasing Department)
- Include the following department information in your request:
 - Index
 - Fund
 - Accounts
 - Approvers

Point of Contact:

Ms. Debra Harden, Assistant Director of Purchasing

Email: debra.harden@hamptonu.edu

Phone: 757-727-5477



Step 3: Online Requisition Process

Create an electronic requisition (Originator)



Step 4: Online Requisition Process

Approval: Notify Approvers that the requisition is awaiting their approval.



Step 5: Online Requisition Process

Requisition is automatically sent to Purchasing department electronically once approval is granted.



Step 6: Online Requisition Process

- The Purchase Order is created.
- The vendor is emailed the Purchase Order.
- The Originator/Department, Vendor, and Business Office will receive a copy of the Purchase Order.



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**ONLINE REQUISITION
PURCHASE EXAMPLES:**

- Office Supplies
- Equipment
- Promotional Items
- Subscriptions & Memberships



Next Steps:

- Complete Banner Navigation & Budget Training
- Gather all Budget information (i.e. accounts, funds, indexes, approvers)
- Schedule Online Requisition Training

Contact cittraining@hamptonu.edu
if you need assistance or have any questions.



Thank you for your Attention!

Questions?



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