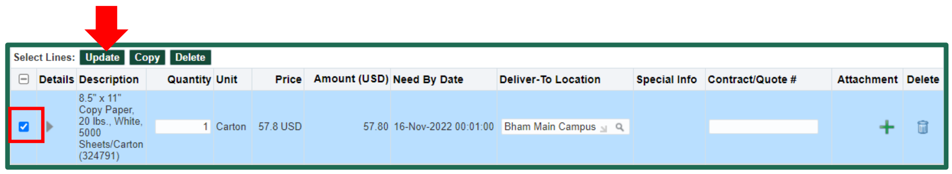
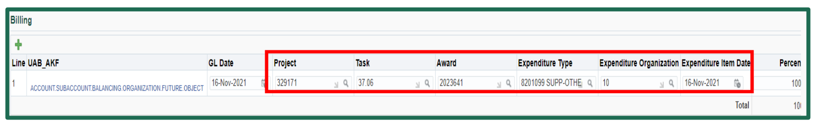
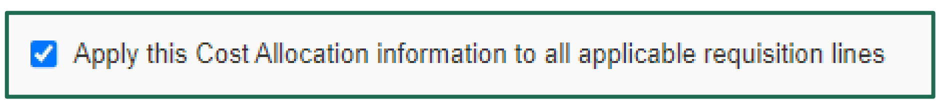
iProcurement: Entering a Grant/Project Account from the Edit and Submit Requisition Screen

1. Check the box next to an item line and then click **Update.**	
2. Go to the **Billing** section and populate the **Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date** fields <u>only</u>.	
3. Check the **Apply this Cost Allocation information to all applicable requisition lines** box to apply the account to the other items listed on your requisition.	
4. Scroll to your right and click **Apply** at the bottom right-hand corner of the screen.