Follow the steps to [Retrieve a Requisition](#) (if needed)

|	
From the **Edit & Submit** screen, • Check the box next to the *first line item* only, and then click **Update**	Select Lines Update Copy Delete Line item table with "Fellowes? PlushTouch? Mouse Pad? & Wrist Rest Combination with Microban, Black (9252001)" — Quantity 5, Each, 10.02 USD, Amount 50.10, Need By Date 01-Aug-2025 00:01:00, Deliver-To Location Bham Main Campus (checkbox checked) "Logitech MK550 Wireless Desktop Wave Keyboard and Mouse Combo, Black (920-002555)" — Quantity 1, Each, 74.98 USD, Amount 74.98, Need By Date 01-Aug-2025 00:01:00, Deliver-To Location Bham Main Campus
Go to the **Billing** section and populate the Grant account	Billing section — Line 1, UAB_AKF: ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT, GL Date 01-Aug-2024, Project 34___, Task 01.01, Award 202___, Expenditure Type 8201099 SUPP-OTH, Expenditure Organization 10, Expenditure Item Date 01-Aug-2024 **Note:** Populate the **Project**, **Task**, **Award**, **Expenditure Type**, **Expenditure Organization** and **Expenditure Item Date** fields <u>only</u>
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	**Billing** Line 1 Nickname UAB_AKF ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT ☑ TIP Total allocation must equal 100% of the selected line values. ☑ Apply this Cost Allocation information to all applicable requisition lines
Scroll to the right and click **Apply**	Cancel **Apply**
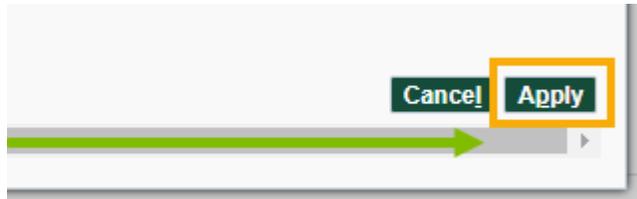
📋 [Continue to complete the Checkout process](#)