

## Applying a Budget Line to an Entire Requisition

This document is a quick reference guide for users who need to review and approve purchase requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Users are able to apply budget line information within an item to all line items within the requisition. This option is available once a user adds all budget information (including Tax, Supplier Contact, etc) to one line item.

### Applying a Budget Line to an Entire Requisition

1. Create a requisition with multiple line items.
2. Once in your requisition navigate to the **Items** section, click the **Pencil** icon next to the first item.

Items & Services

Add Additional Charges

0 Selected

<input type="checkbox"/>	#	Order Item Reference	Short Description	Supplier	Total Ordered Quantity
<input type="checkbox"/>	616152-1	SAN1761791	Sharpie Chisel Tip Highlighter - Chisel Marke...	( WIST OFFICE PRODUCTS ) WIST OFFICE PRODUCTS	2.00
<input type="checkbox"/>	616152-2	PFX40523	Pendaflex 1/3 Tab Cut Letter Recycled Top T...	( WIST OFFICE PRODUCTS ) WIST OFFICE PRODUCTS	2.00

3. Complete the Items details including Tax and Supplier Information.
4. Expand the **Budget Information** section and enter your Budget Information.

Allocations

Remaining To Allocate:
0.0000 USD

<input type="checkbox"/>	Allocation ID	%	Pretax Amount* (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
<input type="checkbox"/>		100.00 %	63.18		State Procurement Office	Arizona Department of Administration	2023	2023	SPO6300000 - CO OP STATE PURCHASING

5. Click **Save**

*Note: It is important to click Save in order to apply to the entire requisition.*

- Expand the Budget Information, click the **checkbox** next to the budget line item and click the **Apply to Entire Requisition** button.

Allocations

+ Allocation Remaining To Allocate: 0.0000 USD

Copy Line(s) **Apply to entire Requisition**

Allocation ID	%	Pretax Amount (USD)*	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
<input checked="" type="checkbox"/>	100.00 %	63.18		State Procurement Office	Arizona Department of Administration	2023	2023	SPO6300000 - CO OP STATE PURCHASING

- Click **Save & Close**
- Navigate to the **Budget Information Section**, notice the **Budget Fiscal Year, Function, and Object** have been completed on all your line items.

Budget Information

Item No	Item Label	Allocation Id	In %	Pretax Amount	Tax	Fiscal Year	Organization	Agency	Object	Budget Fiscal Year	Function	Department Object
616152-1	Sharpie Chisel Tip Highlighter - Chisel Marker Point Style - Assorted - 24 / Pack		100.00	63.18		2023	State Procurement Office	Arizona Department of Administration	7321 - Office Supplies	2023	SPO6300000 - CO OP STATE PURCHASING	732100 - Office Supplies
616152-2	Pendaflex 1/3 Tab Cut Letter Recycled Top Tab File Folder - 8 1/2" x 11" - 150 Sheet Capacity - Top		100.00	30.24		2023	State Procurement Office	Arizona Department of Administration	7321 - Office Supplies	2023	SPO6300000 - CO OP STATE PURCHASING	732100 - Office Supplies

- Edit all other line items (if any) with **Tax, Supplier Contact**, etc.  
*Note: This information MUST be added to all line items individually.*
- Complete all required fields in your requisition.
- Once complete, click **Submit Requisition**.