

Requisitions and Purchase Orders (POs)

In GA@WORK, Requesters, Buyers, Budget Managers, and Cost Center Managers will access Requisitions and Purchase Orders (POs) capabilities through the homepage in GA@WORK. Users will navigate to “My Tasks” to approve, send back, add additional approvers, and cancel/close Requisitions and POs.

Requisition Information	
Request Date	* 07/14/2025
Currency	* X USD
Requisition Type	X PO Request
High Priority	<input type="checkbox"/>
Sourcing Buyer	



CURRENT STATE

Currently in TeamWorks, employees use ad-hoc routing to route Requisitions to anyone who needs to approve them. PO approvals are not very extensive and do not match Requisition approvals.

Each agency has its own approval processes for requisitions. The PO approval process is not standardized across agencies.



FUTURE STATE

The PO business process will be more extensive and will match Requisition approvals with automatic approval if the PO matches the requisition.

In GA@WORK the Requisition business process will be standardized and automated, reducing manual ad-hoc routing.



THINGS TO KNOW

- **Change Reasons** – Standardized, required reason codes for change orders and returns, can be selected from a dropdown menu
- **Requisition and PO Numbering Sequences** – Requisition and PO numbering will begin with agency code followed by REQ or POR and then number with no preceding “0’s” (ex. 40300POR5)



TRAINING

Comprehensive training will begin Fall 2025.

Send questions to nextgen_training@sao.ga.gov



WHO WILL BE IMPACTED

All Requesters, Buyers, Budget Managers, and Cost Center Managers will need to access GA@WORK to manage Requisitions and POs.



MORE INFORMATION

- Ask your NextGen Change Network members!
- Access [GA@WORK Resource Library](#)
- Visit <https://www.sao.ga.gov/nextgen>