

Requisitions and Purchase Orders (POs)

What are Requisitions and Purchase Orders (POs) in GA@WORK?

Requisitions and POs in GA@WORK are designed to provide employees with a standardized process to approve, send back, add additional approvers, and cancel/close Requisitions and POs.

Who can manage Requisitions and POs in GA@WORK?

Requesters, Buyers, Budget Managers, and Cost Center Managers can manage Requisitions and POs in GA@WORK.

Will Buyers have expanded search abilities in GA@WORK?

Yes; buyers will have access to robust search tools in GA@WORK, allowing them to view detailed Requisition information.

As an employee, what changes will I experience with Requisitions and POs in GA@WORK?

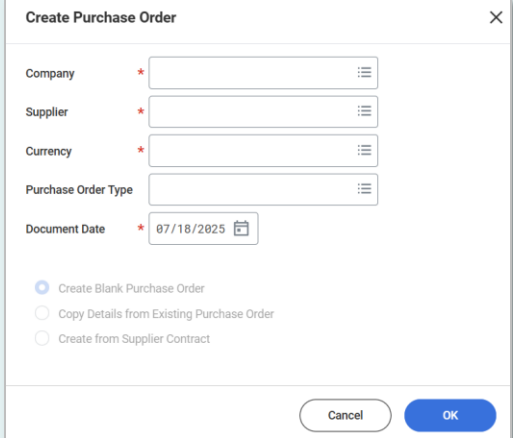
Approval workflows will be automated and standardized. Requisitions exceeding dollar limits or thresholds will be routed to applicable approvers, all within the GA@WORK system.

As an employee, what does not change with Requisitions and POs in GA@WORK?

Agencies or approvers will still have the ability to add additional approvers as necessary.

What's next?

For employees who will complete Requisitions and POs in GA@WORK, training will be available starting in Fall 2025.



A CLOSER LOOK

For a closer look, watch the Requisitions and POs video available in the [GA@WORK Resource Library](#)

MORE INFO

<https://sao.georgia.gov/nextgen>