



Action Memo #1

TO: MUNIS Users

FROM: María Meléndez-Tirado
Federal Grants Director

DATE: June 2, 2015

SUBJECT: Requisitions in Allocated or Created Status

Please note that in accordance with our special conditions, **requisitions should not be in allocated or created status for more than 3 days.** To ensure compliance, please do not enter requisitions unless all required documents such as approved justification letters are received.

If you have any questions or concerns, please do not hesitate to contact the Office of Federal Grants at extensions 8021, 8034, 8044, 8083 or 8149 for assistance.

Thank you in advance for your cooperation