

2.C4.2 Where to send the requisition

The completed Requisition, with all required documentation attached, must be submitted to DGS/PD/One-Time Acquisitions (OTA) through FI\$Cal. Using FI\$Cal, add an “ad hoc” approver to the Requisition approval workflow using the specified approver from the *Submission of Requisitions to DGS Contact List* document.

Please refer to Section G, [Resources](#), at the end of this chapter for access to the *Submission of Requisitions to DGS Contact List* document and the OTA website.