# Rowdy Exchange

## How to Include the COVID-19 Program Code in a Requisition

1. Create requisition as you have in the past.



2. The speed chart will not automatically add the CV19 program code. Click the Edit button in the Accounting Codes section.



3. Click Select from All Values in the Program field.

4. Select CV19 from the drop down.



5. The program code will be CV19.



6. The cart can now be submitted to create a requisition.



**NOTE - Modifying existing purchase orders**
To add the program code to existing approved purchase orders, submit a Purchase Order Change form and in the description include the line number that the CV19 program code needs to be added or if the code should be included on all line items of the purchase order.