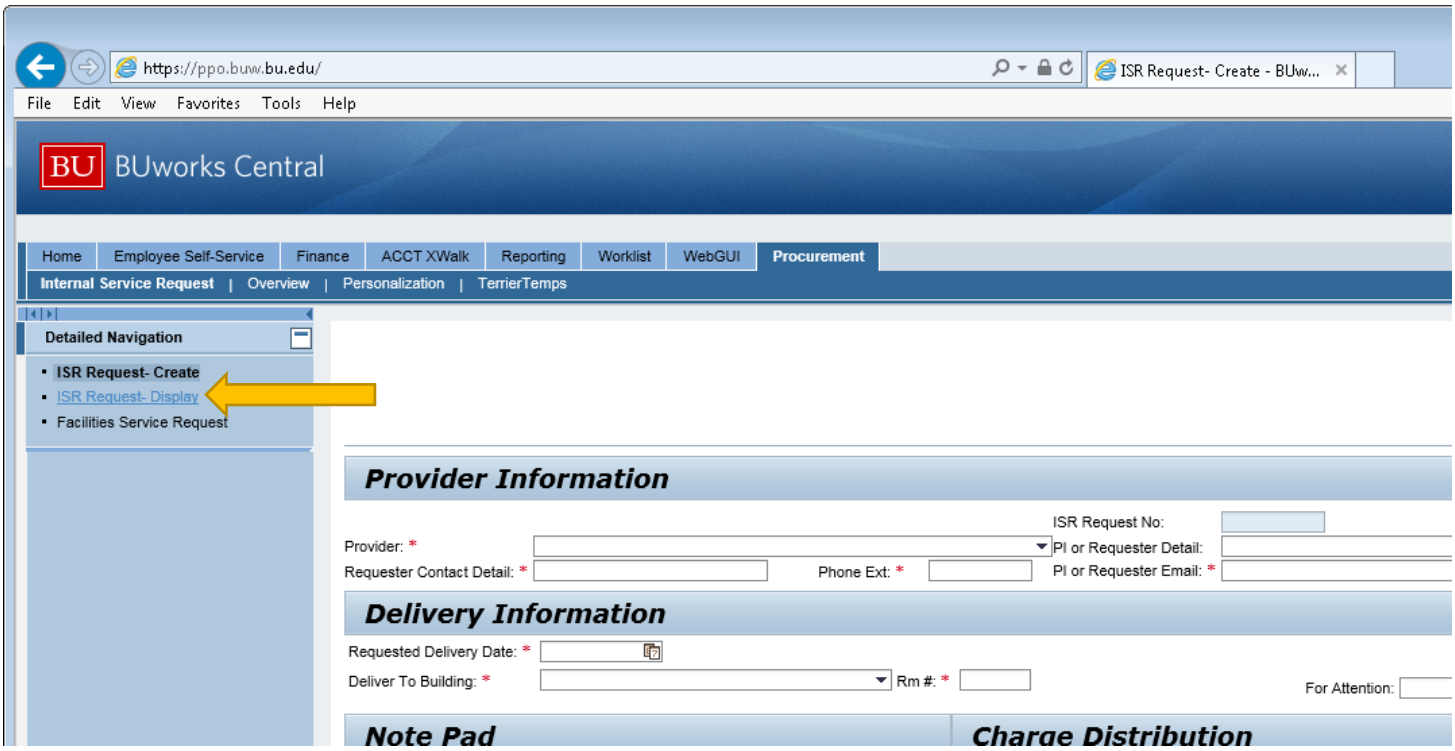
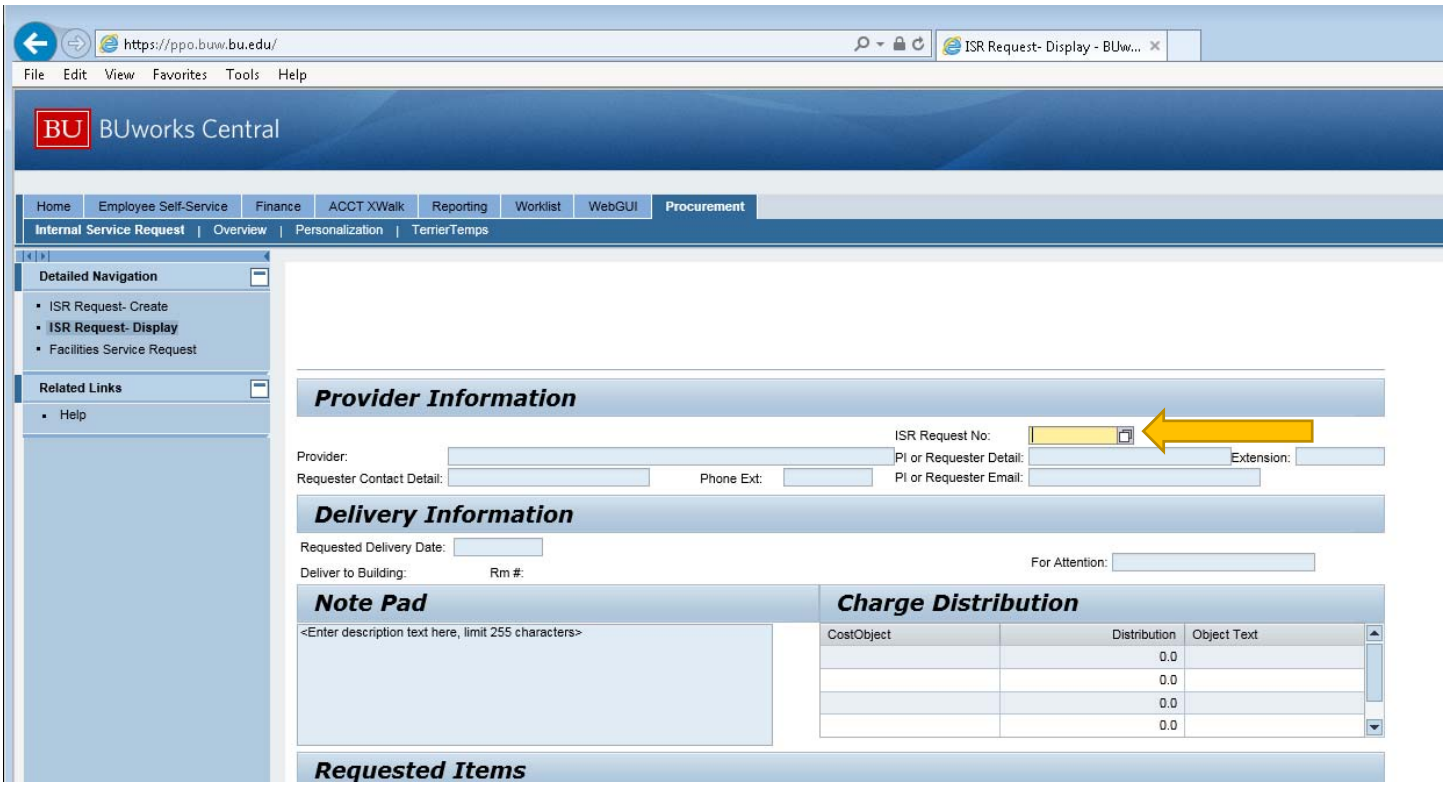
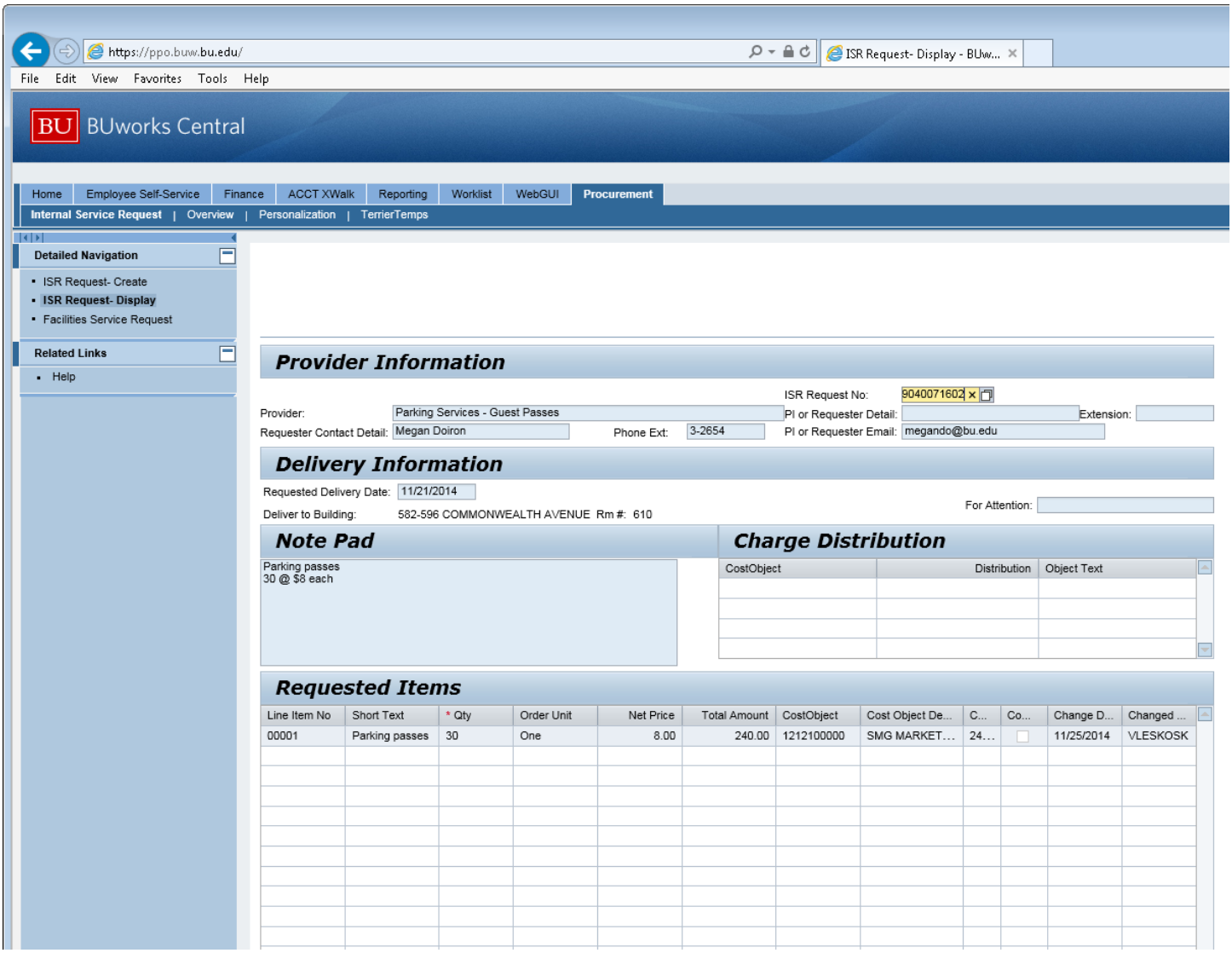
How to look up ISR's

1) Log onto BU Works
2) Go to the "Procurement" tab
3) Click the link for "ISR Request – Display" on the left hand side of the screen



4) Type the ISR number in the "ISR Request No" field and press enter



5) The ISR information will display.