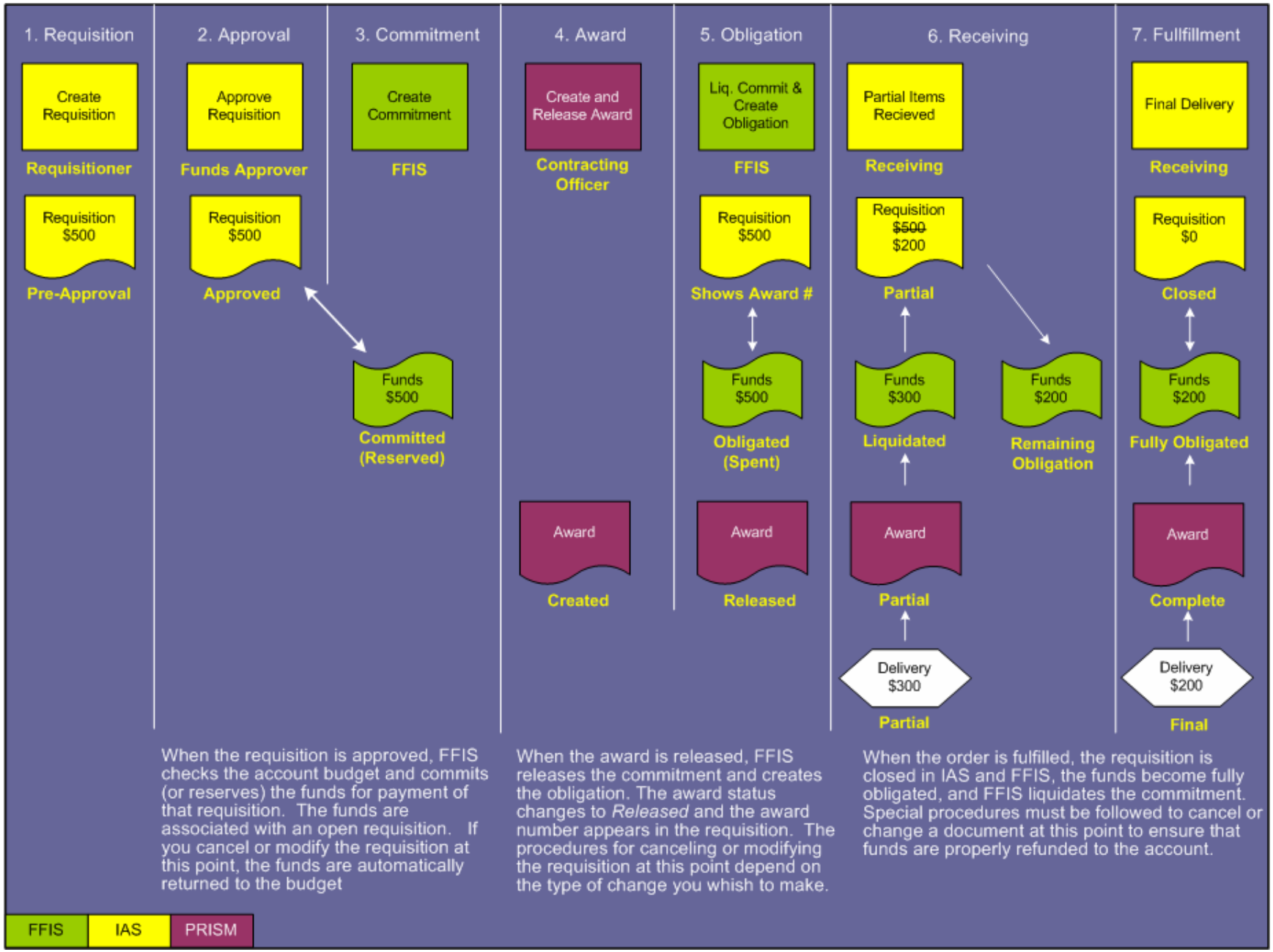IAS Administrative Requisition Process