

Instructions to complete Campus Based Requisition ARC eForm

- 1) Submit [Campus Based Requisition ARC eForm](#)
- 2) Select **Initiate CBF Requisition**
- 3) **Approvals**
 - a) **Area Manager** - Area Dean/Supervisor of area/department (ONLY required for certain accounts)
 - b) **Faculty/Advisor** – Name of 1st level approver of area/department
- 4) **Transaction Type** - Select Option
 - a) **Purchase Order** – Attach current quote that is within 30 days
 - b) **Check Request** - Payment & Reimbursement (must attach invoice or receipts)
 - c) **Credit Card** – Emergency ONLY. This option can only be used if vendor does not accept check and total transaction is under \$1,000.
- 5) **Mailing Instructions** – Select Method
 - a) **Hold in Business Services** - for Pickup
 - b) **Mail to Vendor** - Provide current mailing address
- 6) **Vendor** – Name of person or company name that check will be made payable to.
- 7) **Line Items** – enter description, quantity, unit, stock number, unit price
- 8) **Budget Strings & Amount** - Funds must be set up first for requisition to be processed

Note: Campus Based funds have different **Business Unit** and **Fund** from General Fund

BUS UNIT: SCOAR or BANAR

FUND: SCOAR - 13, 14, 75,
BANAR - 71, 72, 81, 83

Budget Number Example:

BUS UNIT	ACCOUNT	FUND	ORG	PROGRAM	SUB-CLASS	BY	PROJ/GRANT	AMOUNT
SCOAR	4500	14	AR.VA.BSOF	67200	00000	2021	092N	100.00

BUS UNIT	ACCOUNT	FUND	ORG	PROGRAM	SUB-CLASS	BY	PROJ/GRANT	AMOUNT
SCOAR	4300	14	AR.VA.BSOF	67200	00000	2021	092N	200.00

- 9) **File Attachments** - Attach any associated documents (quotes, receipts, invoices, etc.)

x

- 10) **Request Will Be Routed as Follows:**
 - a) Area Manager
 - b) Faculty/Advisor (*if there is one specified*)
 - c) Business Services Office
 - d) Vice President of Administration