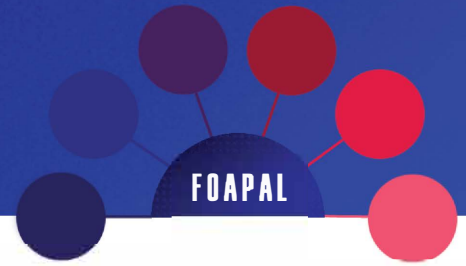# Campus Requisition

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

Payment for campus services or items from one department to another.

FOAPAL RELATED CHANGES

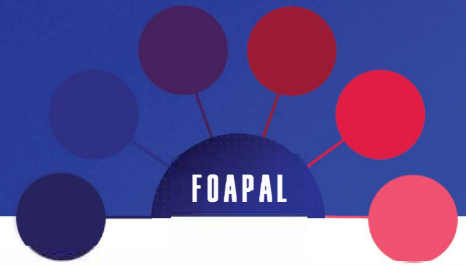| Campus Requisition Functions	FOAPAL Change
1. Buying/Selling Department Information	Location/Zip requirements
2. Account information	Buying/selling department FOAPAL strings input

BUYING/SELLING DEPARTMENT INFORMATION

The previous Requisition for On Campus Services form contains two fields that will be removed: **"Account No."** and **"Order No."**

UNIVERSITY OF DAYTON
Requisition for On Campus Services

TO: _____
Name of Department for Services

ORDER NO.: _____
Department Use

ACCOUNT NO.: _____
DEPARTMENT: _____ +4 ZIP: _____
REQUESTED BY: _____
LOCATION FOR DELIVERY: _____
Building and Room No.

Figure 1: Campus Requisition form (old), header and department information section

The current Campus Requisition Form has fields for the buying and selling department information. **"Location for Delivery (Building & Room No.)"** and **"+4 Zip"** fields are only necessary for delivery of goods (i.e. paper from Central Receiving).

University of Dayton

Campus Requisition Form

Buying Department Name	Contact Name	Location for Delivery (Building & Room No.)	+4 Zip	Selling Department Name
Business Purpose of Transaction:				

Figure 2: Campus Requisition form (new), header and department information section

For questions please contact Procurement & Payable Services at 937-229-3868.

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ACCOUNT INFORMATION
Buying Department

Figure 3 (below) shows the new form's input for the buying department's FOAPAL string and a table for the buying department to list Quantity, item/service description, Unit Price and Amount.

"Activity" and **"Location"** fields can be used for internal reporting. Otherwise input 999999 (unspecified) for each.

Buying Department FOAPAL string:

Fund	Organization	Account	Program	Activity	Location

Quantity	Description of Items or Services Requested	Unit Price	Amount

Authorized Signature: _____ Date: _____ Ext.:_____

Figure 3: Campus Requisition form (new), buying department accounting info and item/service info

For the "Account" field, reference Table 1 below for the Internal Charges account numbers.

Internal Charges Account Reference:

840000	IC - General Services
840001	IC - Dining Services
840002	IC - Printing & Copying Services
840003	IC - Parking Services
840004	IC - Facilities Services
840005	IC - IT Services
840006	IC - Cost Center Usage
840007	IC - Overhead
840008	IC - Bookstore
840009	IC - Athletics
840010	IC - Green Revolving Payback
840011	IC - Insurance

Table 1: Internal Charges (IC) account number reference

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FOAPAL
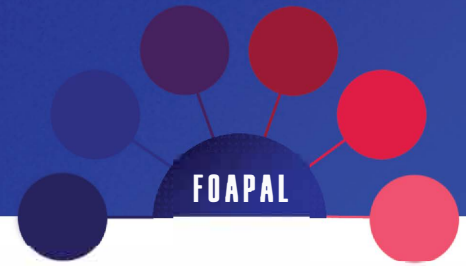
In the item/service information table, a **receipt can be attached** to the campus requisition form in lieu of filling out **Quantity, Description of Items or Services Requested, Unit Price and Amount.**

Form is to be signed by an Authorized Signature for the department buying the goods/services.

Selling Department

The department providing the items or services should fill out the fields shown in Figure 4 (below). Upon completion, the completed Campus Requisition form will be submitted to the Departmental Budget Manager.

Selling Department FOAPAL string (to be completed by selling department):

Fund	Organization	Account	Program	Activity	Location

Figure 4: Campus Requisition form (new), selling department FOAPAL input

For questions please contact Procurement & Payable Services at 937-229-3868.

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