

To: All Locations

From: Information Technology Services (ITS)

Subject: **NEW CAPITAL FUNDS REQUISITION PROCEDURES**

As part of the ITS solution for Capital projects and as approved by the Procurement Department, effective Monday, October 11, 2004, the funding structure information required for Capital fund requisitions will be changed. Effective on that date, all Capital fund requisitions will require a *valid cost category* as well as a *valid project* in the funding structure. The funding structure information entered will be verified and if a non-valid funding structure has been entered, a message will be displayed and the requisition process will stop until the error is corrected. In addition, all existing Capital fund requisitions waiting for approval in CICS and those waiting in the Procurement Department for conversion to purchase orders will be returned to the originator for completion and reprocessing.

Questions regarding this process should be directed to Support Services at 305-995-3705(0).