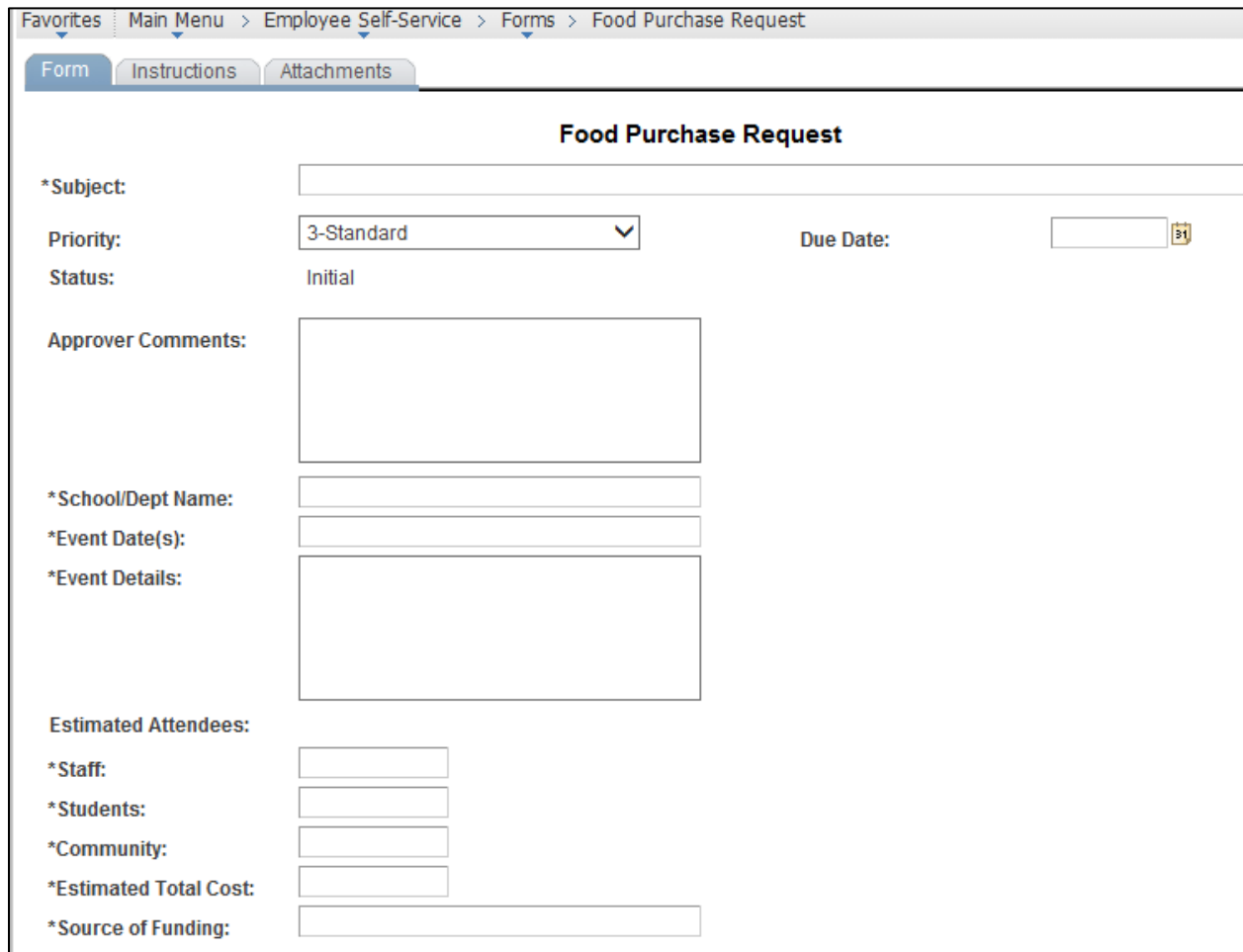


Business Process	Navigation
1. To enter food purchase request	1. Main Menu > Finance Navigation > Employee Self-Service > Forms > Food Purchase Request











Use the following navigation to request food purchase approval.

1. From the Menu, select **Finance Navigation > Employee Self-Service > Forms > Food Purchase Request**
2. Select **Add a New Value**
3. **Subject:** Please enter "Food Request".
4. The Approver may enter comments in the Approver Comments field after approving the form.

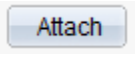
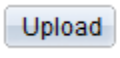
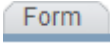
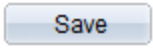
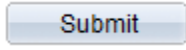


5. **School/Dept Name:** Enter the school or name of the department.
6. **Event Date(s):** Enter the date or dates of the events that you are requesting to purchase food for.
7. **Event Details:** Enter the details of the event.
8. **Staff:** Enter the estimated number of staff. Enter 0 if no staff are expected.
9. **Students:** Enter the estimated number of students. Enter 0 if no students are expected.

10. **Community:** Enter the estimated number of community members. Enter 0 if no community members are expected.
11. **Estimated Total Cost:** Enter the estimated total cost of the food.
12. **Source of Funding:** Enter the descriptive name of the source of the funding for the purchase of the food such as "Intraschool".

*Fund:	<input type="text"/>	
*Department:	<input type="text"/>	
*Program:	<input type="text"/>	
*Product:	<input type="text"/>	
*Account:	<input type="text"/>	
*Class:	<input type="text"/>	
<hr/>		
Grant Chartfields		
Project:	<input type="text"/>	
Activity:	<input type="text"/>	
PC BU:	<input type="text"/>	
Contract:	<input type="text"/>	
<hr/>		
More Information:		
<input type="text"/>		

13. **Fund:** Enter the two digit Fund Code portion of the budget code or click on the magnifying glass to choose a Fund Code from the list.
14. **Department:** Enter the three digit Department Code portion of the budget code or click on the magnifying glass to choose a Department Code from the list.
15. **Program:** Enter the three digit Program Code portion of the budget code or click on the magnifying glass to choose a Program Code from the list.
16. **Product:** Enter the three digit Product Code portion of the budget code or click on the magnifying glass to choose a Product Code from the list.
17. **Account:** Enter the four digit Account code portion of the budget code or click on the magnifying glass to choose an Account Code from the list. To quickly find the list of Account Codes in the 6000 range, enter a "6%" (without the "%") in the "Account" Field and click on "Look Up". % is a wild card in PeopleSoft.
18. **Class:** Enter the four digit Class Code portion of the budget code or click on the magnifying glass to choose a Class Code from the list.
19. Grant Bill Chartfields are additional fields required for certain chartfield codes.
20. **Project:** Enter the Project Code or click on the magnifying glass to choose a Project from the list.
21. **Activity:** Enter the Activity or click on the magnifying glass to choose an Activity from the list.
22. **PC BU:** Enter the PC Business Unit or click on the magnifying glass to choose a PC Business Unit from the list.
23. **Contract:** Enter the Contract or click on the magnifying glass to choose a Contract from the list.
24. Enter any additional information in the More Information field.
25. If you wish to attach any files, click [Attachments](#)

26. To upload a file, click , then Browse. Select the desired file, and click .
27. Return to the main Form page by clicking .
28. Click  to save the transaction.
29. Click .

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Kenneth Schumacher	04/25/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_81_ASSET_RET_1900-01-01_N_0_AssetRetirementForm_test-18	Mark Worked	Reassign
Kenneth Schumacher	05/06/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_191_VENDOR_ADD_1900-01-01_N_0_VendorRequestVendor-35	Mark Worked	Reassign
Kenneth Schumacher	05/06/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_192_VENDOR_ADD_1900-01-01_N_0_VendorRequestVENDOR-36	Mark Worked	Reassign

30. After action has been taken on your form, you will see activity in your worklist : **Main Menu > Finance Navigation > Worklist > Worklist**. If your food purchase was denied please review the comments in the **Approver Comments** field for more information. You may need to add additional information and submit your form again. If it was approved then your food purchase request form was processed. You will need to save a scanned image of the approved form to attach to the voucher when you process it. You can print the approved form by right-clicking on your mouse and either printing the form to pdf or printing and scanning it to pdf depending on what software you have available.