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Budget Checks

What happens during the budget check?

What is a Commodity Code?

How do I find the commodity codes?

When do I need to supply a Commodity Code?

If this is a brand new vendor that we have never used before which form should we use to place the order?

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How do we provide the vendor's W9 to Purchasing? Do we attach it?

For speakers, how do we provide the birthday and SS numbers?

Which form should I use if I have speakers that come and want to give them a check when they are done?

Roles

Can Shoppers build their cart and give it to the requestor?

Is everyone with a CSU ID a shopper?

Does the shopper get an email that their cart has been processed by the Requester and is now in the workflow for approval?

Can a Shopper edit the original requisition?

Can a Requestor also shop?

What is the difference between the Shopper and Requestor roles?

If I am a Requestor, do I have to assign my cart to another Requester?

What if a person's role needs to change? How can this be done?

As a Requester or Approver, how will I be notified that I have actions to complete?

Are the chart fields (account codes) validated to see if there is an incorrect combination?

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