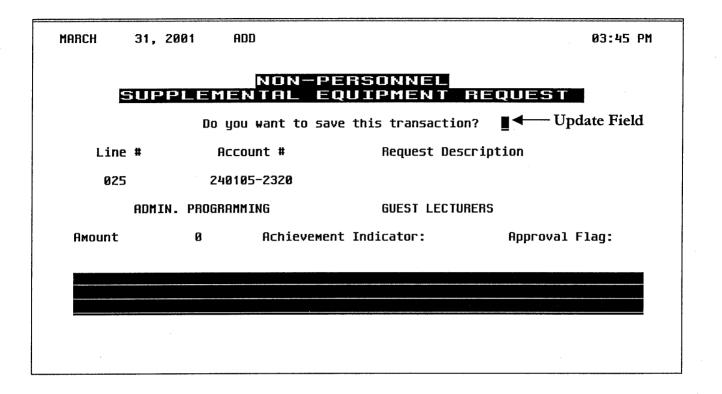
SBS - Non-Personnel Add Screen



- 1. **Request Description -** Enter short request description.
- 2. Amount Enter the amount of new non-personnel item
- 3. Enter the achievement indicator that this item applies to, format O.TH, where the 'O' digit represents the achievement being obtained and the 'TH' digits represent the numerical level reached in obtaining the desired achievement. For example, 3.05, would indicate that this is the 5th item requested in order to obtain the 3rd achievement. Achievements are to be determined by each department.
- 4. Approval Flag Can only be modified by authorized business office personnel.
- 5. Enter 3 lines of justification for the request of this item.

To add the current record, enter a Y in the update field or enter an N to abort add process.