

SBS – Non-Personnel Add Screen

MARCH	31, 2001	ADD	03:45 PM
NON-PERSONNEL SUPPLEMENTAL EQUIPMENT REQUEST			
Do you want to save this transaction?			<input type="checkbox"/> ← Update Field
Line #	Account #	Request Description	
025	240105-2320		
ADMIN. PROGRAMMING		GUEST LECTURERS	
Amount	0	Achievement Indicator:	Approval Flag:
<div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div>			

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.