Restrict campus/department

Table of Contents

Restrict campus/department

District Administration > Maintenance > User Profiles > Purchasing Restrict Campus/Dept

This tab is used to restrict users to specific first approver campuses for purchasing requisitions. This feature can only be used if **Restrict Campus/Dept** is selected on the District Administration > Options > Purchasing/Warehouse > Current Year page.

❑ Click **+Add** to add a campus. The Campus Directory is displayed.

❑ Select the applicable campus(es).

Default Campus ID	Select to indicate the primary campus of the selected user.
Campus	The three-digit campus ID is displayed.
Description	The campus name associated with the campus ID is displayed.

❑ Click **Save**.