

## **Restrict campus/department**

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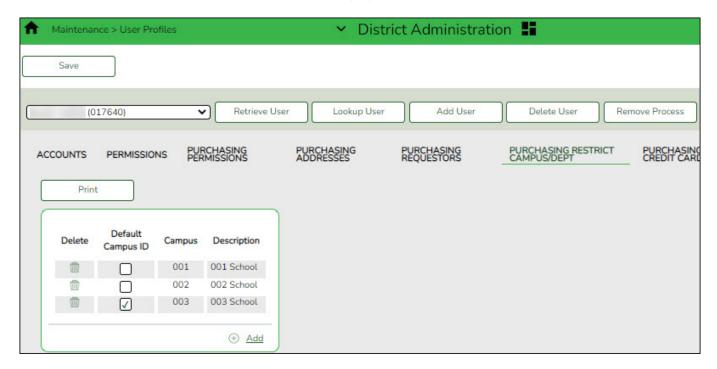
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## **Restrict campus/department**

## 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).

<b>Default Campus ID</b>	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**.