



Restrict campus/department

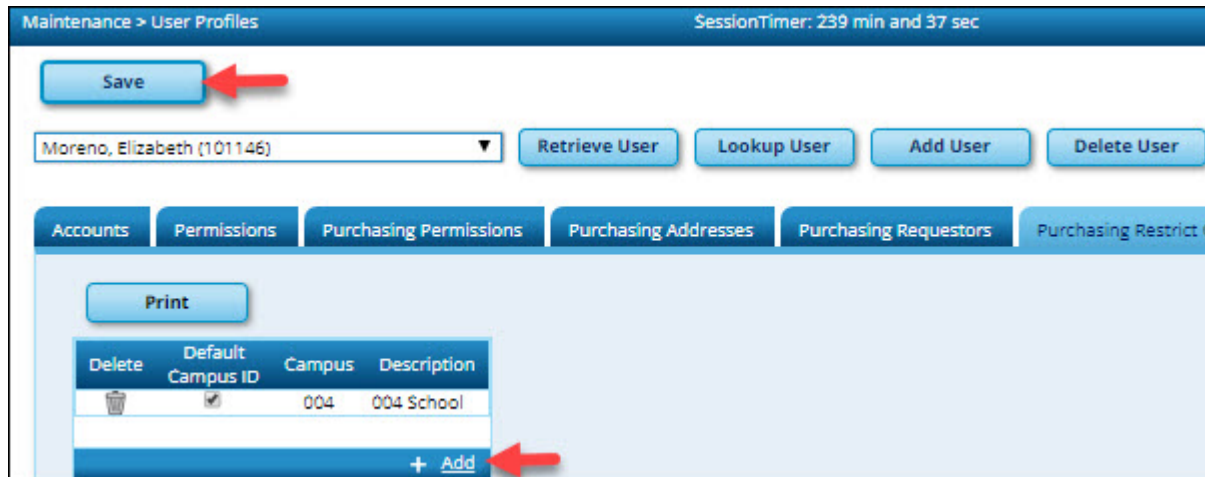
Table of Contents

Restrict campus/department i

[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 Options page.

Image



Click **+Add** to add a campus to the grid.

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

Click **Save**.