



# Restrict campus/department



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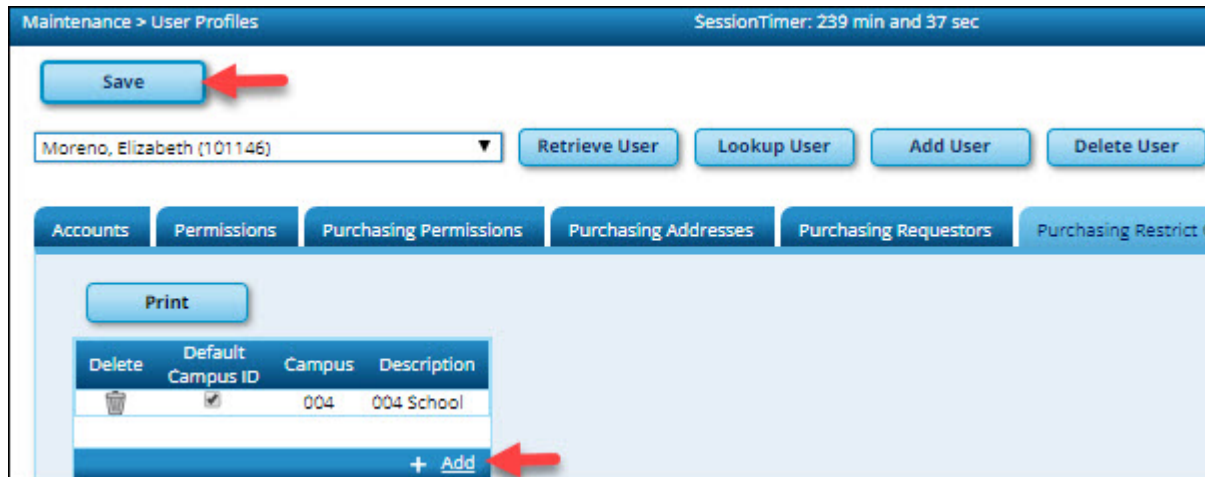
**Restrict campus/department** ..... i



[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. 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.
<b>Campus</b>	The three-digit campus number ID is displayed.
<b>Description</b>	The campus name associated with the campus ID is displayed.

Click **Save**.