



Restrict campus/department

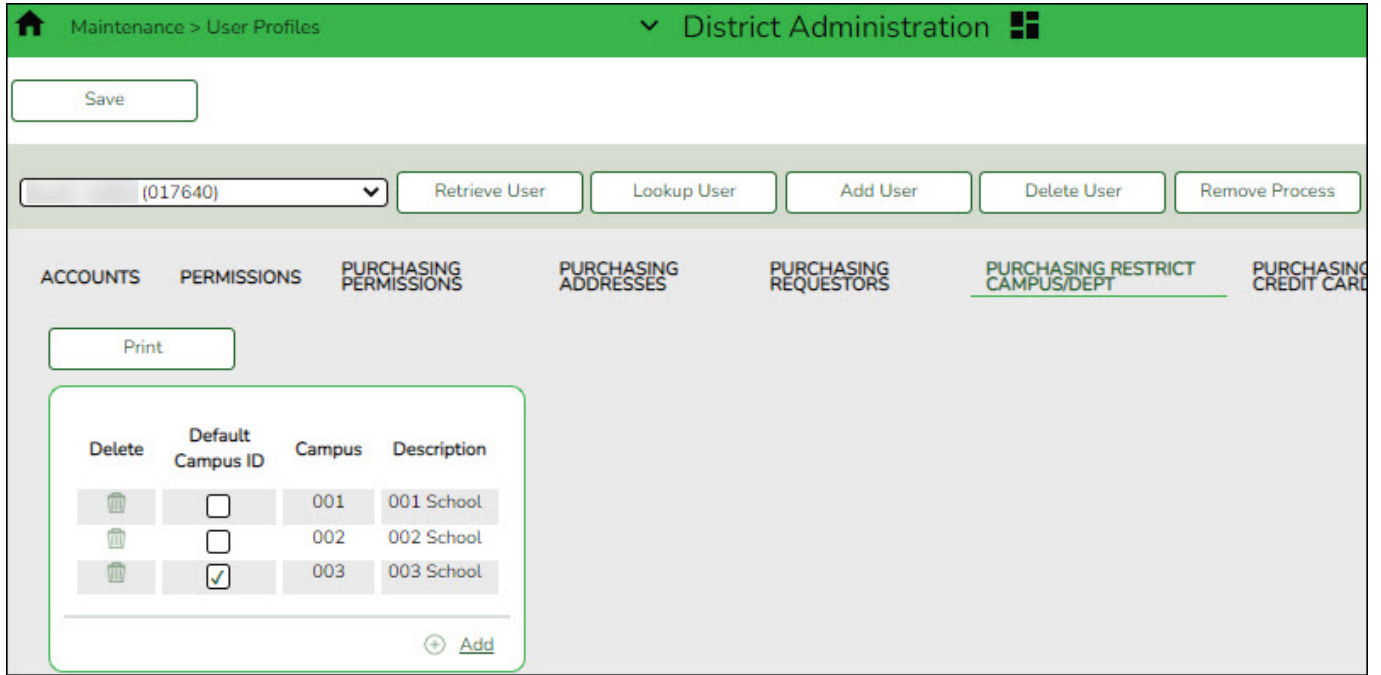
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District Administration > Maintenance > User Profiles > Purchasing Restrict Campus/Dept

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.



- 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**.