

CARES Requisition - Instructions

When you complete a requisition using the appropriate tags to charge the GR0239-Cares Institutional Funding, the grants office will be able to approve or reject the request based on allowable items.

Worktags for Cares Grant Funding requisitions:

1. When entering the Requisition that needs to be charged to CARES. **Remove all the default 'home organization tags' (Cost Center\Fund\Function\Program\Business Unit)**. This will give you a clean slate to enter the Driver worktag.
2. Attach any quotes or executed contracts to the Requisition that may help expedite the Procurement process.
3. Start with the Grant tag **GR0239** as the 'driver worktag'. All other tags will populate except for business unit. You will have to enter the correct business unit.

Grant: GR0239

Cost Center: CC0723

Fund: FD200

Function: FX63

Business Unit: Correct Business Unit-BU10/BU20/BU30/BU40/BU50/BU90

Program: PG129

4. Please provide an explanation in the Internal Memo or comments that will assist with the approval of the Cares funds.

What is helpful in the comments is to add anything as to why this purchase is related to either of these:

- a. "disinfecting and cleaning of facilities, purchases of personal protective equipment, purchases of cleaning supplies or reconfiguration of facilities to promote social distancing etc."
- b. "purchasing instructional equipment and supplies (such as laboratory equipment) to reduce the number of students sharing equipment or supplies during a single class period and provide time for disinfection between uses."
- c. "purchasing or renting equipment or software to enable distance learning or upgrading campus wi-fi access or extending open networks."
- d. "other costs associated with significant changes to delivery of instruction due to coronavirus"
- e. There are unique situations that may be questionable allowable costs, please reach out to the Finance-Grants Office for specific questions if you are unsure if it is allowable.