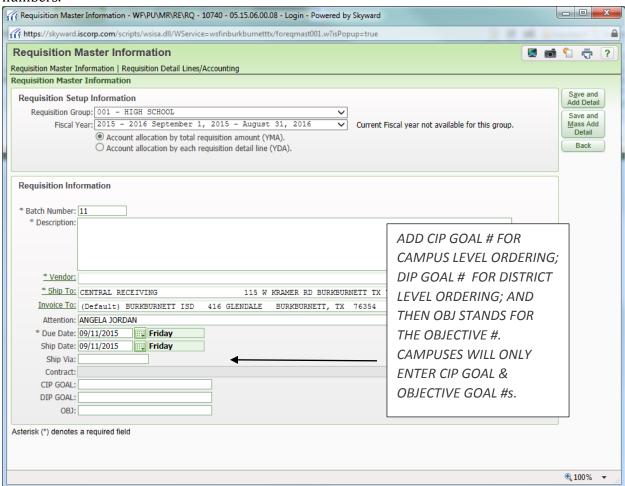
To add CIP/DIP Goal & Objective numbers to Requisitions:

All requisitions, whether ordering from General Funds or Federal Funds must be tied to our CIP and/or DIP Goals and Objectives. The first screen shot below shows where these can be added to a requisition when ordering. Campuses only need to put in a CIP Goal & Objective number. The DIP Goal will be for district ordering when necessary.

Before submitting and/or approving any requisitions, please be sure to include the Goal & Objective numbers.



You can edit a requisition that you need to approve to add the Goal & Objective numbers, this is indicated in the screen shots below. To edit a requisition to add Goals & Objectives-first click on the "Edit" on the right of the requisition record, be sure the requisition you are wishing to edit is highlighted.



## Now, click on "Edit Master":



Now, you can add the appropriate Goal & Objective numbers:

