Quick Guide: Shared Department

The purpose of a Shared Department PR is when a department is sharing the cost of purchasing particular goods or services with one or more departments.

*Note the steps to create a PR for a shared department are similar to the steps required to create a PR for an OBO requestor.

There are two areas where users can create a Shared Department PR

Option #1

When processing the shopping chart, select the icon next to “Prepared for”

Search for the user “Shared Department”
- Last Name: Department
- First Name: Shared

Then click Search
Select the “+” symbol to add the Shared Department user to your Shopping Cart

The Shopping Cart has been updated to reflect “Shared Department”

Option #2
If the user forgot to create a Shared Department request while creating the Shopping Cart, the requestor has a second opportunity to input this information.

Before submitting the PR, users can edit the General section by selecting the  symbol

Follow steps above in Option #1 to search, select, and update the “Prepared for” field to “Shared Department”