

# How to enter a Mobile Communication Device (MCD) Allowance Request

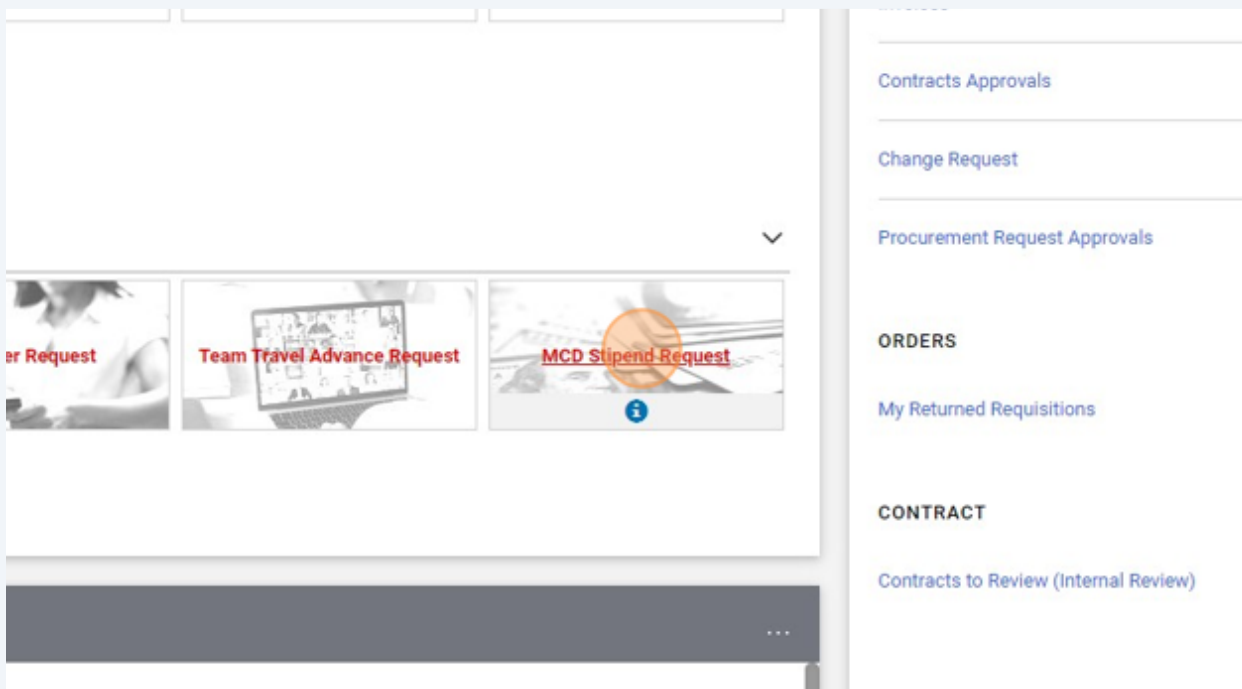
The MCD Allowance Request should be used to request the annual MCD Allowance payments. Allowances are paid quarterly.

See the Mobile Communication Device Policy 4.122 at [www.lcsc.edu/policies](http://www.lcsc.edu/policies)

Use the Check Request form to request a one-time MCD payment to an employee. This form is not to be used to request payments to vendors.

1 Navigate to Jaggaer.

2 Click the "MCD Allowance Request" in the Forms section.



3 Enter the employee name in the Enter Supplier field.

**\*\*Remember to use Object Code 55030**

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### Supplier Information

Existing Supplier      Enter Manually

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Enter Supplier \*

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

4 Select the employee name.

Contracts  
Accounts Payable  
Suppliers  
Reporting  
Administer  
Help

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### Supplier Information

Existing Supplier      Enter Manually

---

Enter Supplier \*

Diana L. Higgins

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

Can't find your Supplier? Please initiate a new supplier request form

5

Enter a description, such as FY MCD Allowance. Enter a quantity of 12, and the monthly allowance amount from the approved MCD Agreement form.

The system will distribute purchase orders using the method(s) indicated below:  
Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

Can't find your Supplier? Please initiate a new supplier request form.

Description \*

Amount \*

Quantity \*

Attachments Please attached the completed MCD agreement.

6

Click "Add" to select the approved MCD Agreement to attach.

Description \*

Amount \*

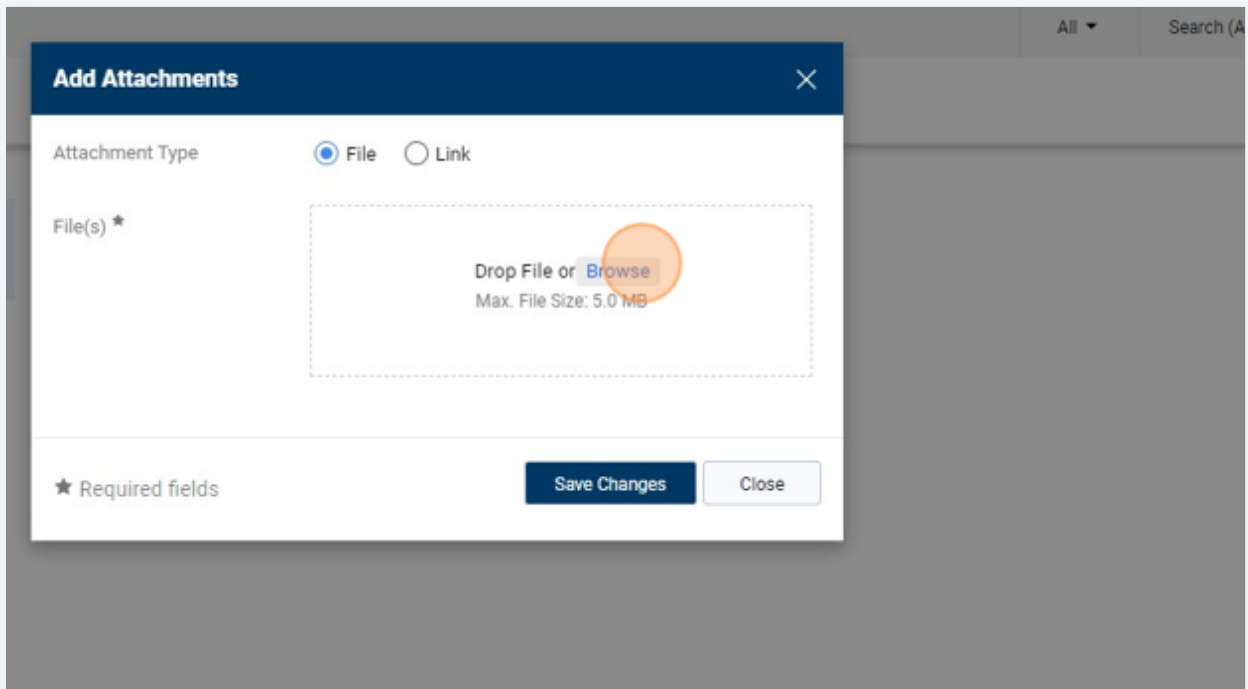
Quantity \*

Attachments Please attached the completed MCD agreement.

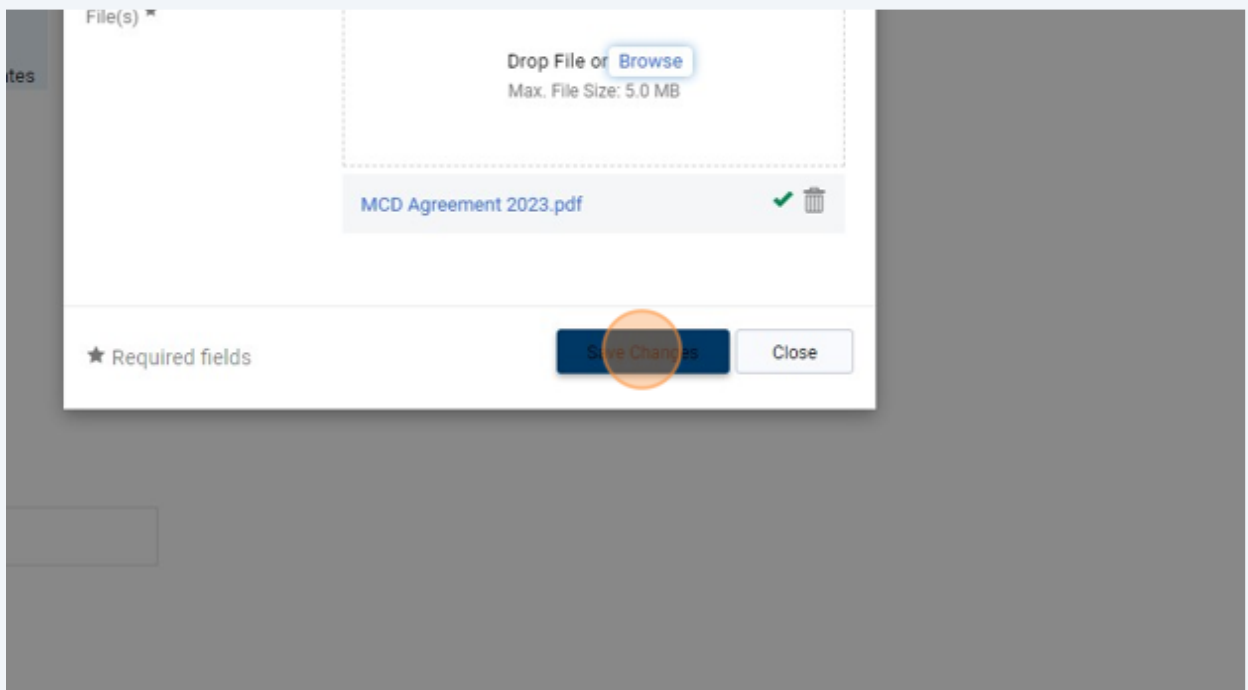
Internal Attachments \*

Add Internal Attachments

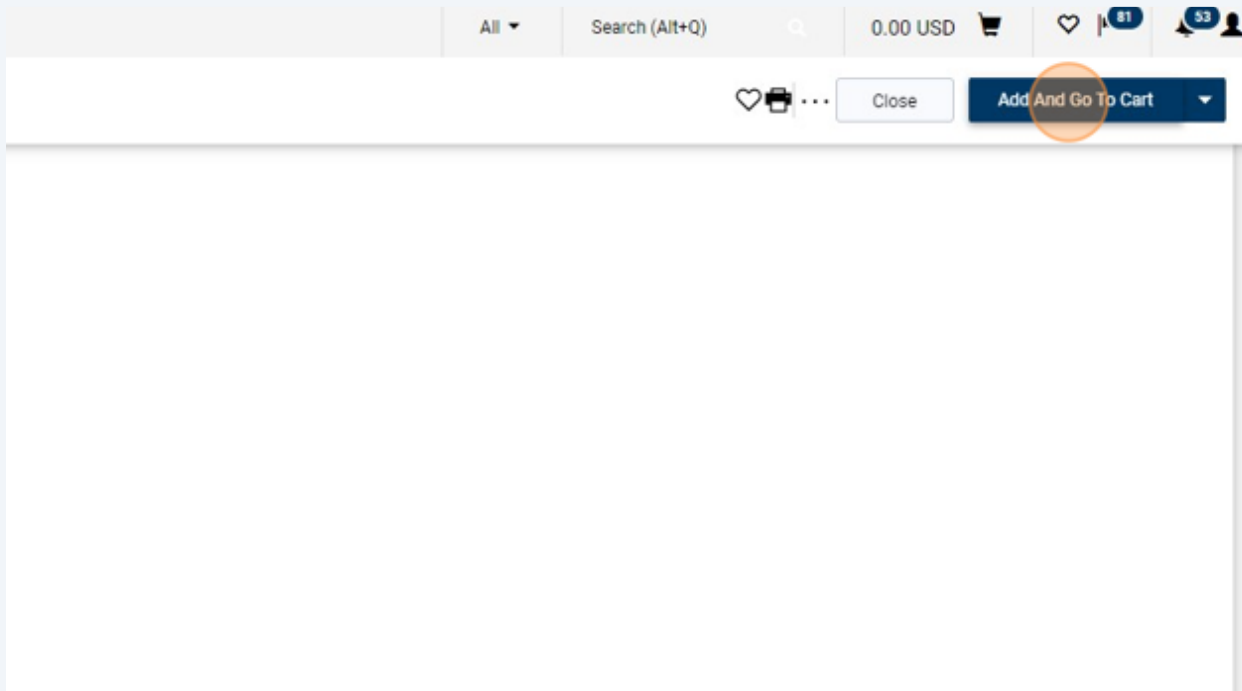
7 Browse to select the file.



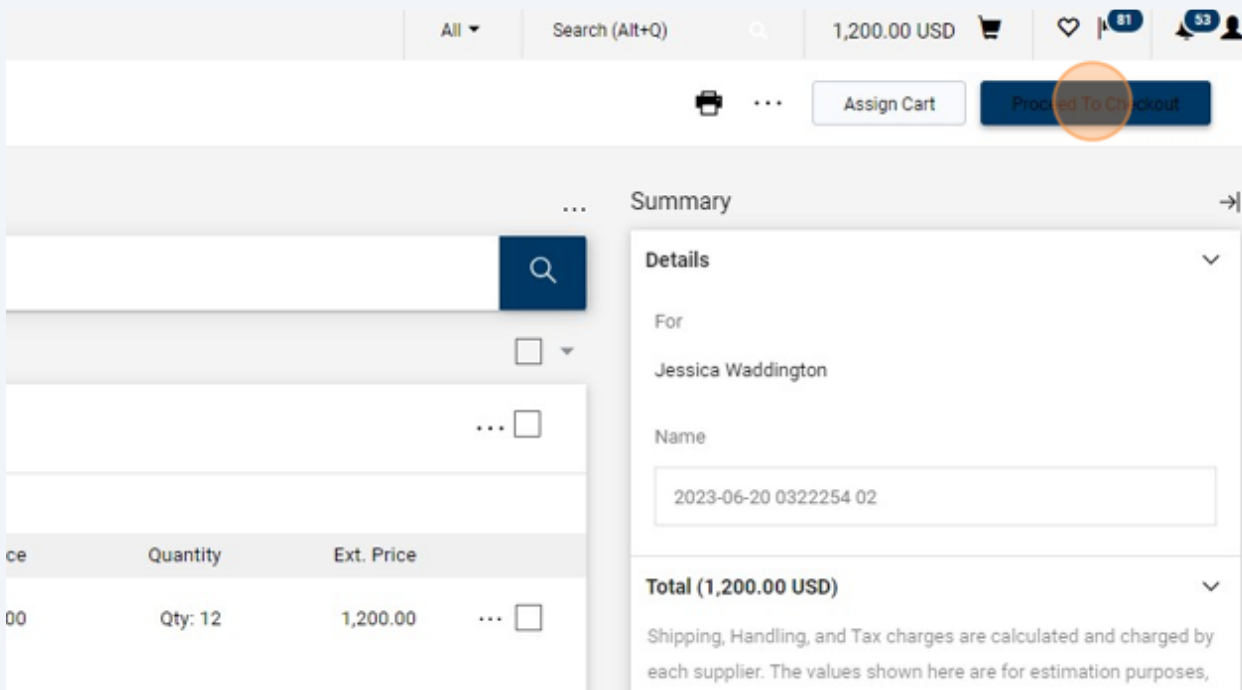
8 Click "Save Changes"



9 Click "Add And Go To Cart"

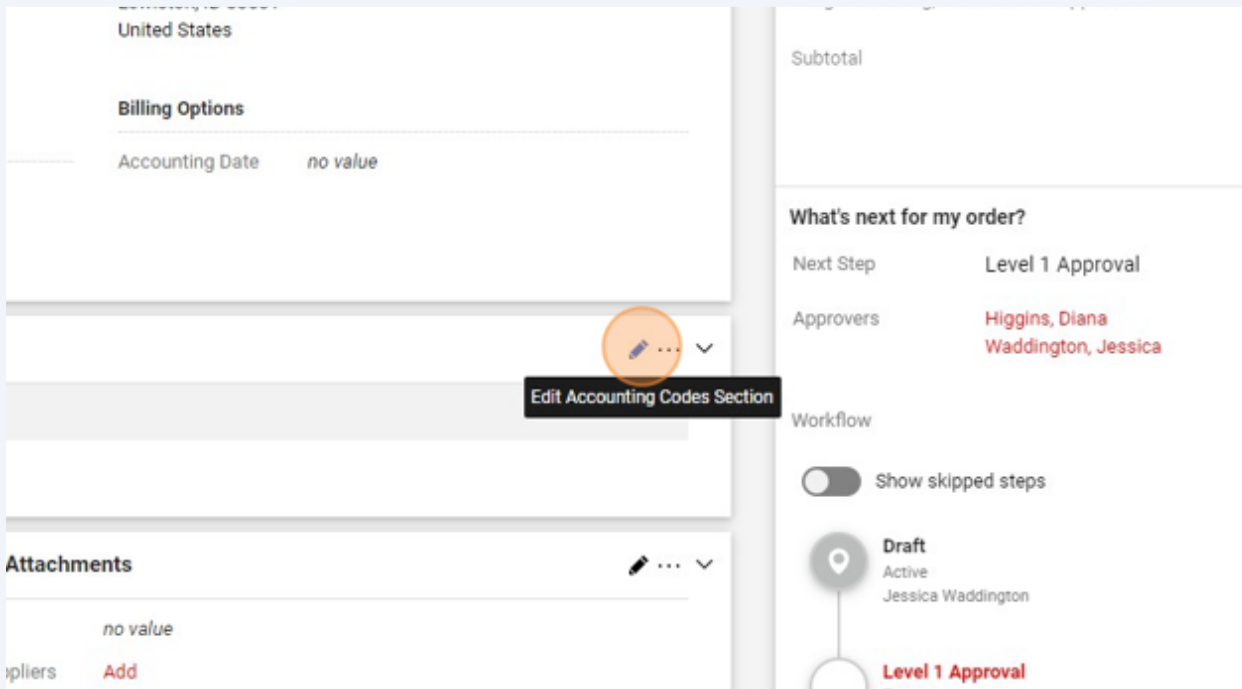


10 Click "Proceed To Checkout"



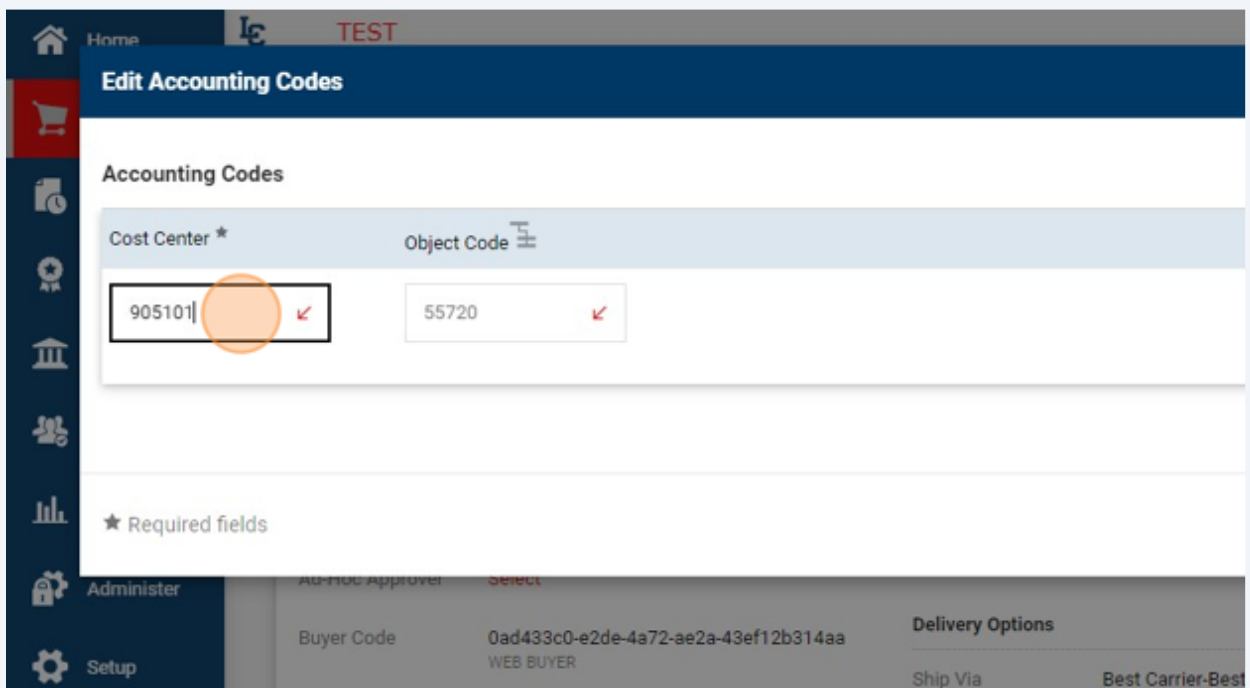
11

In the Requisition form, click on the pencil icon to edit the Accounting Codes section.

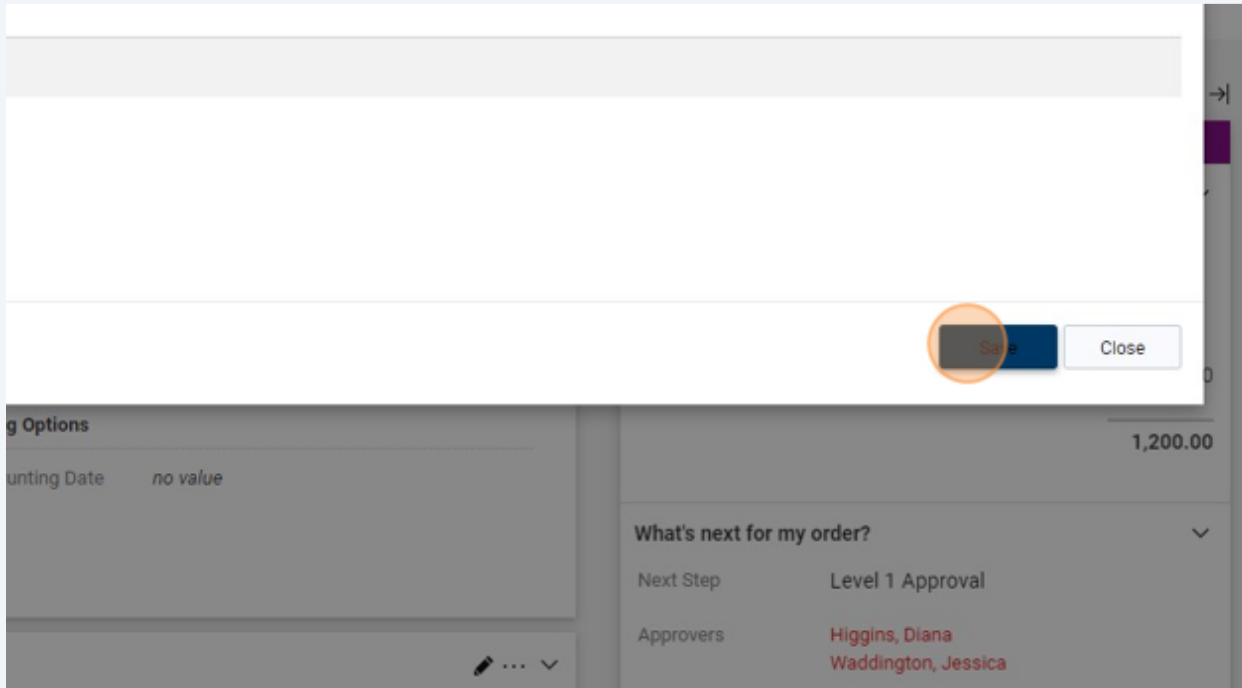


12

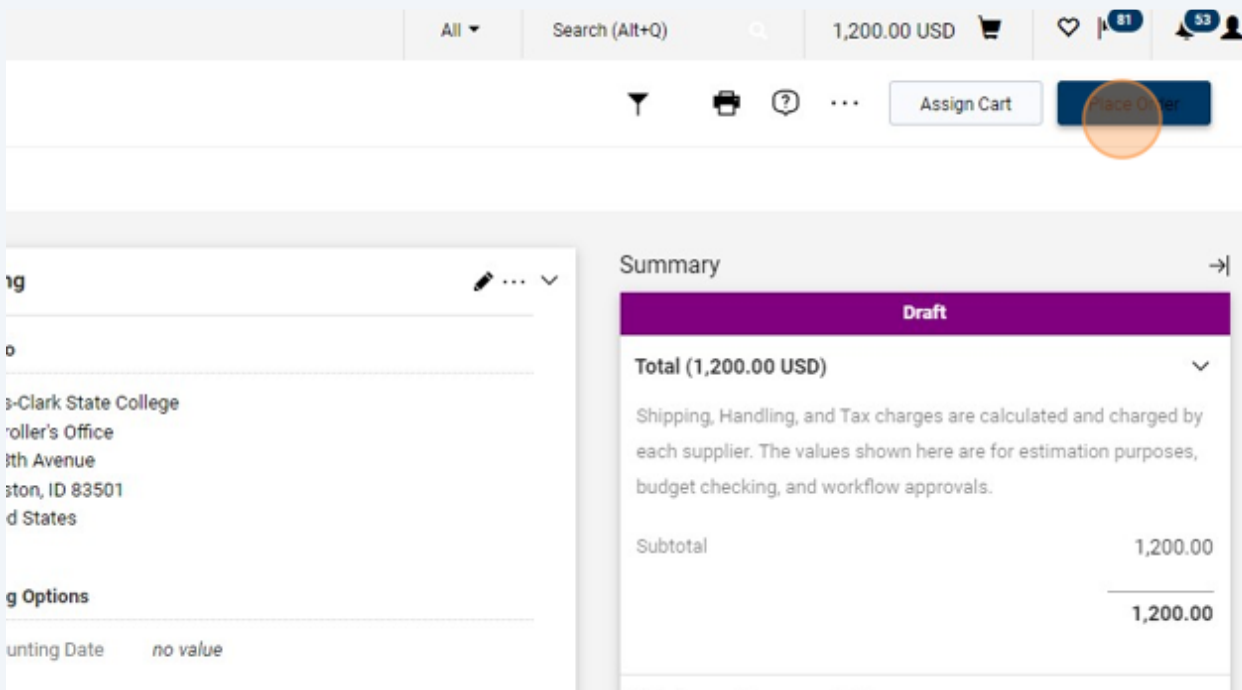
Enter the appropriate cost center and object code.



13 Click "Save"



14 Click "Place Order" to submit the request into the approval workflow.





Once the Requisition is approved and a PO generated, a receipt can be entered to request the first payment.

15

Locate the PO by navigating to Orders, My Orders, and clicking on My Purchase Orders.

The screenshot shows a web application interface with a dark blue sidebar on the left containing navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has a breadcrumb trail: Orders > Search > Purchase Orders. Below this, a red header bar contains 'My Purchase Orders'. A dropdown menu is open from 'My Orders', listing: My Requisitions, My Purchase Orders (highlighted with a blue circle), My Invoices, My Receipts, My Change Requests, Draft Change Requests, and My Procurement Requests. In the background, a table titled 'My Purchase Orders' is visible, showing columns for 'Created Date/Time' and 'Created'. The table contains three rows of data:

	Created Date/Time
Higgins	6/20/2023 11:29:10 AM
aving LLC	6/14/2023 9:21:51 AM
aving LLC	6/13/2023 12:05:56 PM

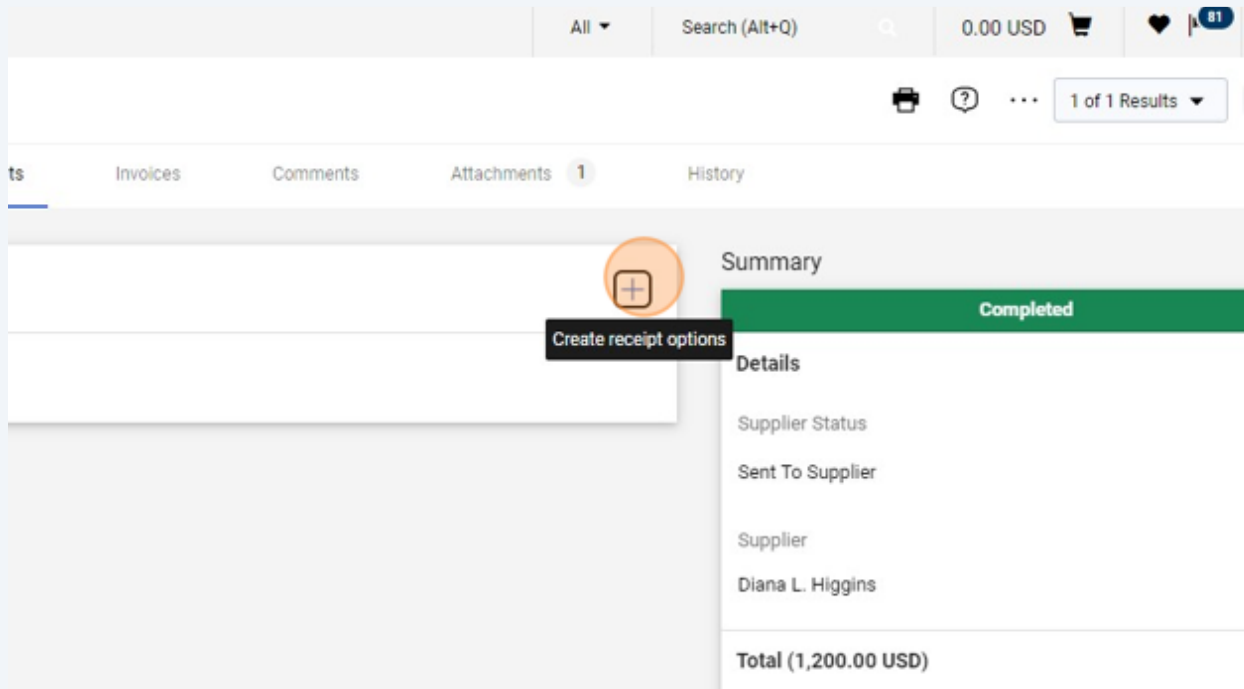
16 Or, use the search field to search for the PO.

The screenshot shows a web application interface for a purchase order. At the top, there is a search bar with the text "Search (Alt+Q)" and a magnifying glass icon. To the right of the search bar, there is a currency indicator "0.00 USD" and a shopping cart icon. Below the search bar, there is a navigation bar with tabs for "Invoices", "Comments", "Attachments" (with a count of "1"), and "History". A button labeled "Assign To Myself" is visible. The main content area is split into two columns. The left column contains a list of items, with the first item partially visible: "Pending", "ation", "rPONumber", "er using the method(s) indicated below the last time it was", "plcsc.edu", and "this PO". The right column is titled "Summary" and has a sub-header "Pending". Below this, there is a "Details" section with a dropdown arrow. The details include "Supplier Status", "Sent To Supplier", "Supplier" (Diana L. Higgins), and "Total (1,200.00 USD)".

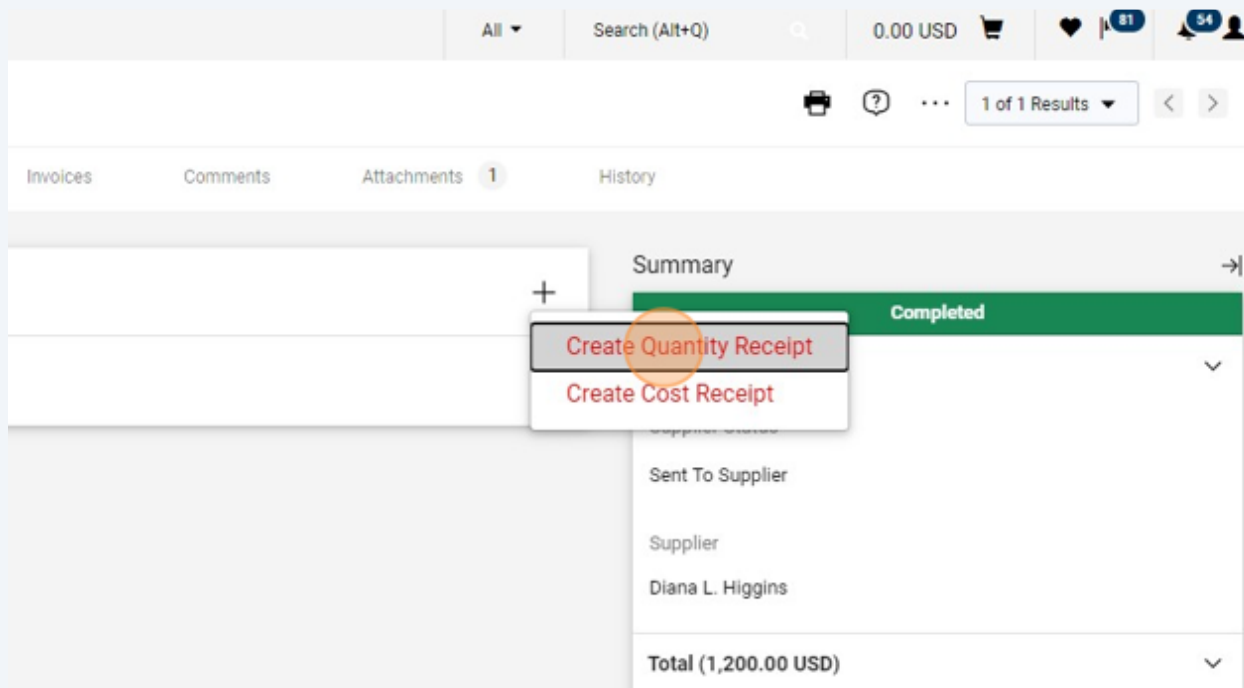
17 Click "Receipts"

The screenshot shows a web application interface for a purchase order receipt. The page title is "1662 Revision 0". Below the title, there is a navigation bar with tabs for "Confirmations", "Shipments", "Change Requests", "Receipts" (which is highlighted with a blue underline and a red circle), "Invoices", "Comments", and "Attachments". The main content area is titled "Document Status" and contains the following information: "A/P status" is "Open", "Workflow" is "Completed" with a checkmark icon and the date/time "(6/20/2023 12:06 PM)", "Email (HTML Body)" is "coap@lcsc.edu", and a note states "Distribution options have been overridden for this PO". There is also a "Distribution Date/Time" field with the value "6/20/2023 12:06 PM".

18 Click this button.



19 Click "Create Quantity Receipt"



20

Enter any applicable notes in the Notes field, such as FY24 1st Quarter Payment.

The screenshot displays a form interface. At the top, there are two text labels, each reading "no value". Below these is a red "Add" button. A large text input field is highlighted with a black border and contains a vertical cursor. An orange circle is overlaid on the right side of this input field. Below the input field, the text "1000 characters remaining" is displayed. Underneath are two date selection fields, each with a calendar icon and the placeholder text "mm/dd/yyyy".



A receipt should be entered for each quarter that an employee is to receive the MCD allowance payment.

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The quantity field will typically be updated to 3, to represent a quarter of the annual allowance.

Catalog No.	Quantity	Status
12	12	Received

22

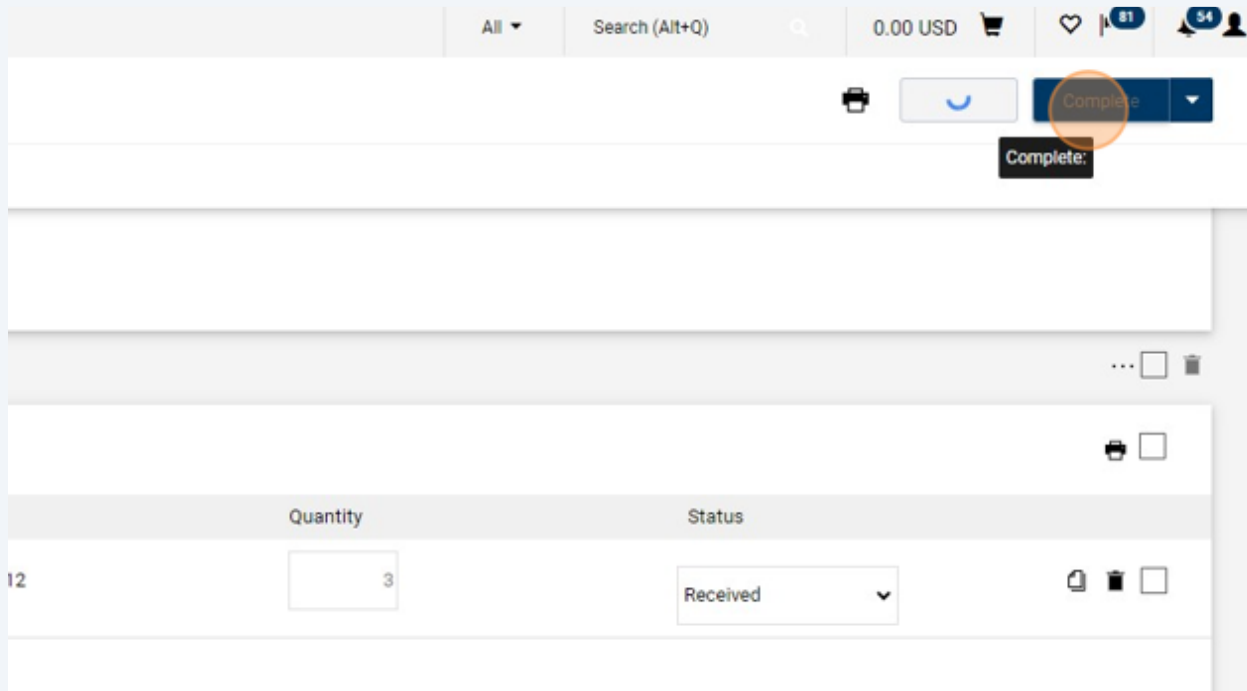
Click "Save Updates"

Navigation bar: All | Search (Alt+Q) | 0.00 USD | 81 | 54

Buttons: Save Updates | Complete

Quantity	Status
12	Received

23 Click "Complete"



**i** Entering the receipt will alert AP to process the payment.