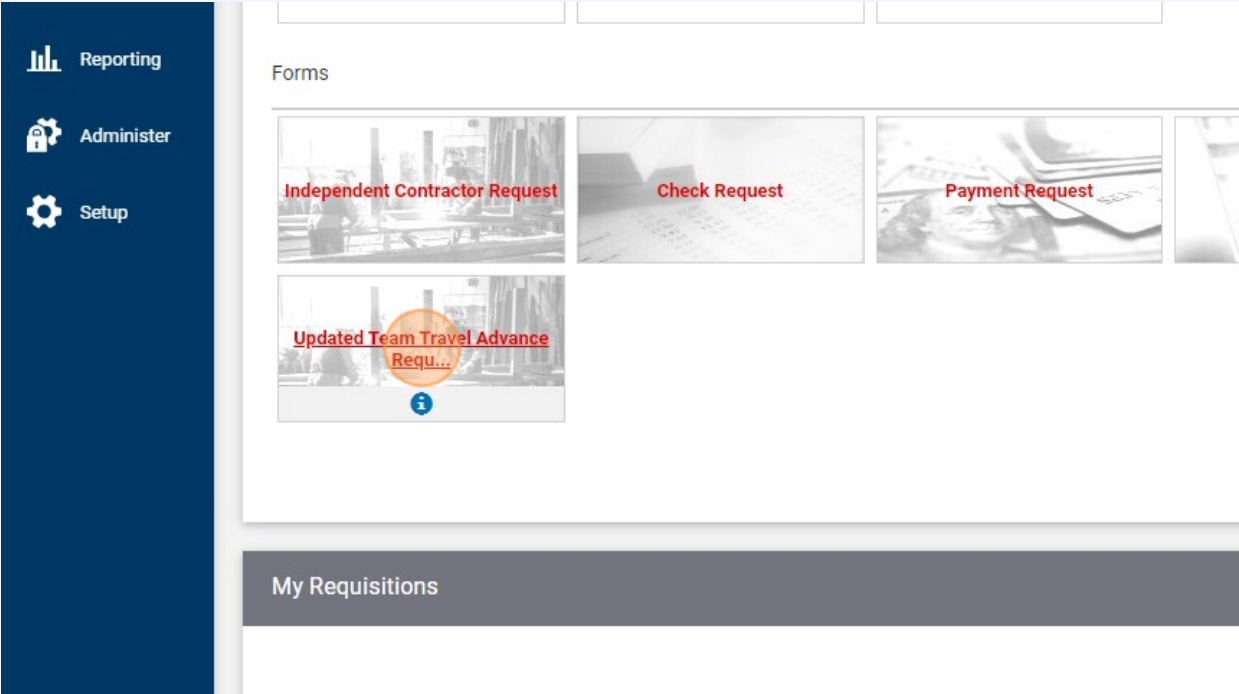


How to Enter an Athletics Team Travel Advance Request

1 Navigate to Jaggaer

2 Navigate to the Forms section. Click on the Updated Team Travel Advance Request form.



3 Click the "Select Supplier" field.

This form is to be used to request checks for Team Travel Advances
****Remember to use Object Code 55399 (Athletic Team Travel) ****

Supplier Information

Existing Supplier

Enter Manually

Enter Supplier ★

Select Supplier



Distribution Method ★

The system will distribute purchase orders using the method(s) indicated below:

Custom Supplier Distribution selected

Email (HTML Body)

COTravel@lcsc.edu

4 Enter the Athletic employee's name that will be receiving the Team Travel Advance.

Supplier Information

Existing Supplier

Enter Manually

Enter Supplier ★

waddington



Jessica L. Waddington

Distribution Method ★

The system will distribute purchase orders using the method(s) indicated below:

Custom Supplier Distribution selected

Email (HTML Body)

COTravel@lcsc.edu

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

5

Enter a Description of the travel, to include location, date, and if Women's or Men's team.

Distribution Method [★]

The system will distribute purchase orders using the method(s) indicated below:

Custom Supplier Distribution selected

Email (HTML Body)

COTravel@lcsc.edu

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

Description of Travel [★]

Travel to Nashville

Enter a description of the travel, including location and travel dates.

Enter # of players [★]

Enter # of coaches [★]

Enter # of Volunteers (provide names of volunteers in comments)

6

Enter # of players, # of coaches, # of volunteers (if any), total # traveling and amount of advance.

Orders

Contracts

Accounts Payable

Suppliers

Reporting

Administer

Setup

Enter # of players [★]

5

Enter # of coaches [★]

2

Enter # of Volunteers (provide names of volunteers in comments)

3

Enter total # traveling [★]

10

Advance Amount [★]

1000

Check Type

E Check (Direct Deposit)

Paper Check

Requested date for check to be available [★]

4/2/2024

mm/dd/yyyy

Attachments

Attach any relevant documentation.

Comments



Select E Check (Direct Deposit) or Paper Check. E-Check is the preferred method of payment. If a paper check is requested, **the reason must be entered in the comments or the payment will be issued as an E-Check.**

7

Select Check Type

Suppliers

Reporting

Administer

Setup

Enter # of Volunteers (provide names of volunteers in comments)

Enter total # traveling

Advance Amount

Check Type

E Check (Direct Deposit)

Paper Check

Requested date for check to be available

mm/dd/yyyy

Attachments Attach any relevant documentation.

Comments



The Requested date should not be more than 1 week prior to the team travel, unless an explanation is provided in the comments.

8

Enter the requested date for the check to be available.

Reporting

Administer

Setup

Enter total # traveling ★

Advance Amount ★

Check Type E Check (Direct Deposit)
 Paper Check

Requested date for check to be available ★
mm/dd/yyyy

Attachments Attach any relevant documentation.

Comments

Internal Attachments [Add](#)

9

Enter any comments. If Volunteers are traveling, enter their names in this field.

Check Type E Check (Direct Deposit)
 Paper Check

Requested date for check to be available ★
mm/dd/yyyy

Attachments Attach any relevant documentation.

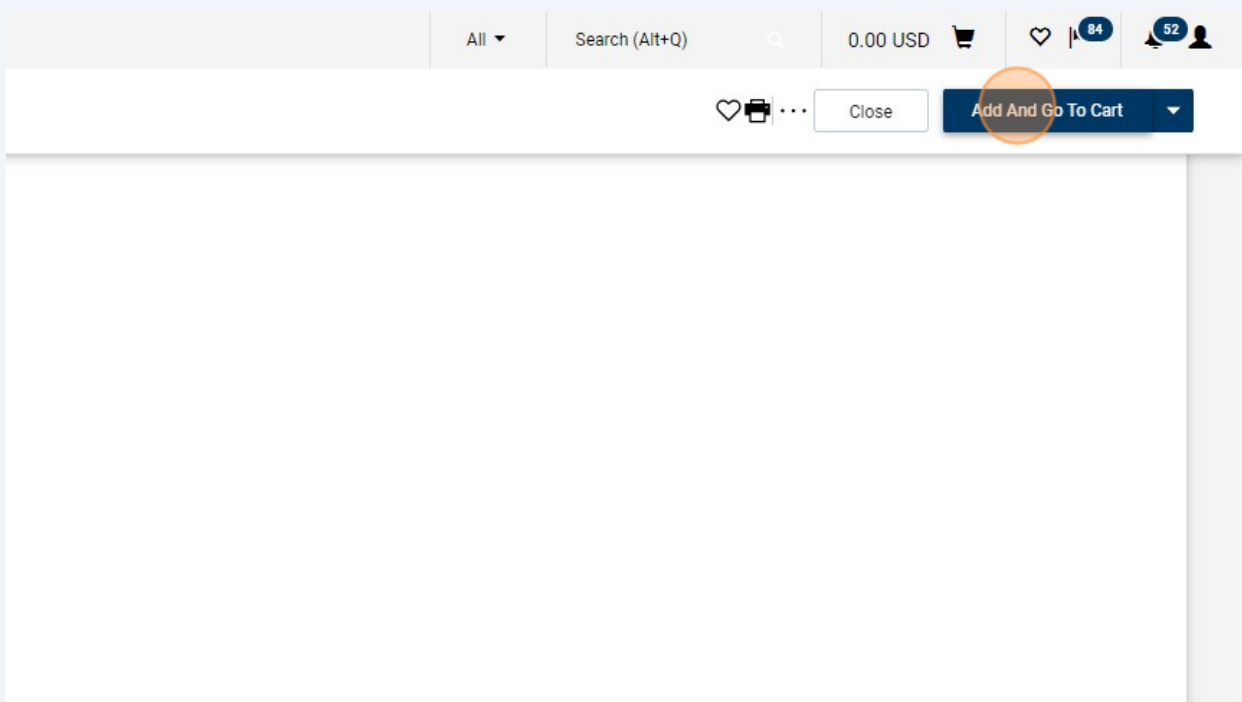
Comments

Internal Attachments [Add](#)

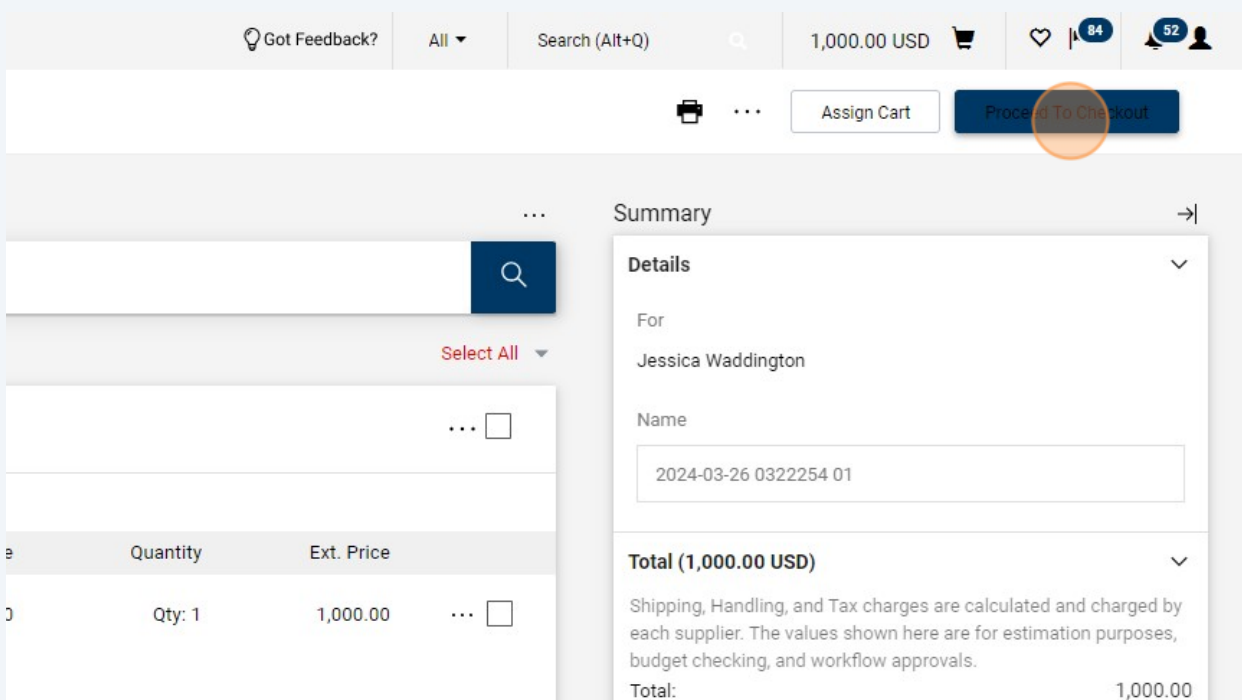
u Search

←

10 Click "Add And Go To Cart"



11 Click "Proceed To Checkout"



12 Click on the pencil icon to enter the cost center and object code.

Billing Options

Accounting Date *no value*

Attachments

no value

Suppliers **Add**

Total (1,000.00 USD)

Shipping, Handling, and Tax charges are calculated and each supplier. The values shown here are for estimator budget checking, and workflow approvals.

What's next for my order?

Next Step	Special Approval
Approvers	Hill, Beverly Stellyes, Deborah Waddington, Jessica



Alert! Team Travel Object code 55399 MUST be used. If this object code is not used, when the Requisition is submitted into the approval workflow, it will be automatically returned to the Requester.

13 Enter cost center and object code

Edit Accounting Codes

Accounting Codes

Cost Center ★ 973617

Object Code 55399

55399 - Athletic Team

★ Required fields

ServiceAccount 0354315 Jaggaer Ethos Ship Via Best Carrier-Best Way

Buyer Code 0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER

Setup

14 Click "Save"

Save Close

Be aware of these issues.
You may review and proceed.

Empty: Object Code

Total (1,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

15 Click "Place Order"

The screenshot shows a procurement system interface. At the top, there is a navigation bar with a 'Got Feedback?' link, a dropdown menu set to 'All', a search bar with the text 'Search (Alt+Q)', a currency indicator '1,000.00 USD', a shopping cart icon, a heart icon, and notification icons for '84' and '52'. Below the navigation bar, there is a toolbar with icons for eye, printer, help, and a menu, followed by 'Assign Cart' and 'Place Order' buttons. The 'Place Order' button is circled in orange. The main content area is split into two columns. The left column shows a supplier profile for 'Clark State College' with address details and an 'Options' section. The right column shows a 'Summary' section with a purple 'Draft' header, a 'Total (1,000.00 USD)' line item, a note about shipping and tax charges, a 'Subtotal' of 1,000.00, and a 'What's next for my order?' section.

16 The Team Travel Advance Request form will now route to the cost center approver and then the Controller's Office approver. Once the requisition is fully approved, the PO is automatically generated and posted to Colleague.