Purchase Requisitions, Purchase Orders, Blanket Purchase Orders, and Request for Travel Authorizations
Central Texas College
COLLEAGUE LEARNING GUIDE

Purchase Requisitions, Purchase Orders, Blanket Purchase Orders, and Request for Travel Authorizations

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## Revision History

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<tr>
<th>Date</th>
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The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College’s institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.
Process 1: Entering a Purchase Requisition

A. In the CF module, enter **REQM** (Requisition Maintenance) in the Quick Access box, and click on **Go**.

B. In the **Requisition LookUp or (A)dd** prompt, enter **A** to add a new purchase requisition, and click on **OK** (see Figure 1). **OR** Enter the purchase requisition number if this is a continuation of a previously entered but incomplete purchase requisition, and click on **OK**.

![Figure 1](image1)

C. In the **Alert** prompt, click on **OK** (see Figure 2) to have the purchase requisition number automatically assigned.

![Figure 2](image2)

D. Click on **OK** when the next **Alert** prompt appears (see Figure 3).

![Figure 3](image3)
E. Click on Y in the Alert prompt (see Figure 4).

![Alert](image)

F. On the REQM screen, enter or verify the following additional information (see Figures 5 and 7):

- **Requisition Date**: The current date will default in the field.

- **Initiator**: Enter the initiator number or the first two letters of your last name.

- **Desired Date**: Enter the month, day, and year the purchase is desired, and press enter (or click on the calendar, and click on the date). REMEMBER, be reasonable. This field can also be left blank.

- **Vendor ID**: Enter the vendor number and press enter. The vendor’s name, address, city, state, and zip code will be entered automatically. If the address needed is not showing, use the scroll buttons in the address field to find it.

If the vendor number is unknown, perform a lookup using the first two letters of the vendor’s name (see Figure 5). Make a selection from the resolution screen (see Figure 6), and click on Save. The REQM screen will reappear for continued data entry.

If the vendor cannot be located, contact the Purchasing Department to request that the vendor be added to the system. The request can be sent via facsimile at (254) 526-1751 or by e-mail at Kathy.Westlake@ctcd.edu or Camilla.Downes@ctcd.edu.
Purchase Requisitions and Purchase Orders
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✓ **Ship To:** Enter the *Ship To* code. Main campus code is SR. To see the list of choices, type an ellipsis (…) in the box and press enter. Choose the code from the resolution screen, click on **Save**, and when the **Alert** prompt appears, click on **Update**.

✓ **Ship Via:** Enter the *Ship Via* code. To see the list of choices, type an ellipsis (…) in the box and press enter. Choose the code from the resolution screen, click on **Save**, and when the **Alert** prompt appears, click on **Update**. This is not a required field.

✓ **Approvals:** Click on detail buttons or use the scroll arrows. Shows the level of approvals for a requisition. This field is not required.

✓ **Terms:** The system will default this information in from the vendor files if there are terms loaded. If there are terms and they do not automatically default in, contact the Purchasing department.

✓ **Expire Date:** The purchase orders are no longer valid after August 31 of the current fiscal year; place the expiration date in this block. This is not a required field.

✓ **AP Type:** Enter the AP Type code. This is a required field. Each requisition can have only one AP Type.

If multiple AP types are needed for the same vendor, multiple requisitions must be entered.

AP Types are determined by the departmental account number used, the location issuing the check, and the bank account from which the check is to be issued. Use the chart in Appendix 1 to determine which AP Type to use.
**Line Items**: Click on the detail button and the next screen is the **RQIL** screen. Go to step 2 to enter the line items. **Important Note**: When all items are entered, add an additional item to cover shipping charges using the same account number.

### Step 2

A. On the **RQIL** screen (see Figure 8), click on the detail button to enter an item description. After each item is entered and saved, the **RQIL** screen will be updated. To access that item again, click on the corresponding item number and the next screen will be the **RQIM** screen.
Step 3

A. On the RQIM (Requisition Item Maintenance) screen enter the following information (see Figure 9):

- **Description**: Enter a description. Be as detailed as possible. Try to use all of the spaces on one line before going to the next. Use up to six lines per item.

- **EST Price**: Enter the amount per unit of issue.

- **Quantity**: Enter the number of units required.

- **Unit of Issue**: Enter the unit of issue or perform a lookup.

- **GL Account No**: Enter the 18 digit account number (see below for entering method and lookup functions). Multiple account numbers can be used for each item. **Note**: Carl Perkins – Leave the account number off. It will be entered by Budget.
Enter the first 13 digits followed by an ellipsis (…) to see a resolution screen of object codes set up for this account number. Example: 1911801503128…

The user must be very careful when choosing an account using the following method. Type an ellipsis (...), the 6 digit cost center, and an ellipsis (…) after the cost center. Example: …503128… The resolution will show EVERY account number at EVERY site for this cost center (i.e. department number). Look closely at the 4th through 8th location number when selecting to ensure that the correct campus location code is chosen.

✓ **Percent**: Enter the percentage to be allocated to the account.

✓ **Quantity**: Enter the amount to be allocated to the account.

✓ **Fixed Asset**: This field is used to identify single items with a cost of $1000.00 or more. Using the drop arrow, select S for a Single item or M for Multivalued items. **NOTE**: Sensitive items such as firearms, cameras, and audio visual equipment will continue to be flagged as fixed assets regardless of dollar amount. If there is a question about whether a particular item should be classified as a fixed asset, please contact the Inventory Manager at extension 1586.

✓ **Form/Box/Loc**: This information will default into the fields. Some vendors have been flagged with 1099 information. This is for end of the year tax purposes. The vendors can be businesses or individuals. The user will not be aware that the vendor has been flagged for taxes until reaching the field.
B. Click on Save, and when the Alert prompt appears, click on Update.

C. If an Alert prompt appears that reads: **You cannot enter a 1099 tax form type without entering a state abrev**, click on OK. Enter the state where the vendor is located. Most will be in Texas, but beware of other states and enter the correct abbreviation for that state.

D. If an Alert prompt appears that reads: **The tax location you selected does not have an Employer Identification No.**, click on OK.

E. Repeat steps A and B for each line item. When the last item has been entered, and the screen is blank, click on Cancel. The next screen will be the RQIL screen.
Step 4

A. On the **RQIL** screen, verify that all the items have been entered (see Figure 10).

B. Click on **Save**, and when the **Alert** prompt appears, click on **Update** (see Figure 11). **NOTE:** This is an important step. If the information is not saved and updated, everything entered will be lost.
Step 5

A. Back on the REQM screen, continue entering the following information (see Figure 14):

- **Printed Comments**: Click on the detail button. On the next screen, on the first blank line in the **Comments** field, enter the department, phone extension, building, and room number **(IN THAT ORDER PLEASE)**. Example: Purch/1203/139/130 (see Figure 12). If the Purchase Order is to be faxed to the vendor, enter the word fax and the number. Example: Fax 254-547-5025. If a check is being requested, enter Issue check. Click on **Save**, and when the **Alert** prompt appears, click on **Update**. The REQM screen will reappear and data entry can continue.

**Note**: If comments do not fit on a single numbered line, press enter to continue on the next numbered line.

![Figure 12](image-url)
Comments: This is where the justification for the items is listed (see Figure 13). This will not print on the purchase order. Click on Save, and when the Alert prompt appears, click on Update.

Note: If comments do not fit on a single numbered line, press enter to continue on the next numbered line.

Figure 13

Priority Field: Do not use.

Requisition Done: Enter Yes in the field if the requisition is finished (see Figure 14). If No is not changed to Yes, the requisition will remain at the present level instead of moving forward to the next level for approval.

Leave No in the field if the requisition is not complete. By leaving No, the user can still save the requisition in order to edit and delete information at a later time, but not move it to the next level for approval.

Important Note: Once a Yes is put in this field and the account is saved, the user will not be able to change the requisition. If changes are needed, the user must contact the purchasing department.
B. Click on **Save**, and when the **Alert** prompt appears, click on **Update**.

C. An **Alert** prompt will appear with the system assigned number (see Figure 15). It is a good idea to write this number down or print the screen for future reference before clicking **OK**.

![Figure 14](image-url)

**Figure 14**

Must be changed to Yes to move to next level of approval.

![Figure 15](image-url)

**Figure 15**

Write down the number or print screen.
If a Requisition needs to be purged, send such a request by e-mail, memo, or fax to the purchasing department. The requisition number and the vendor’s name must be on the request.

After all of the approvals are entered, the requisition (PR) becomes a purchase order (PO). The PO is assigned a different number from the requisition number. The purchase order number can be viewed on the RINQ screen.

If a PO needs to be closed (disencumbered) send such a request by e-mail, memo, or fax to the purchasing department. The PO number, the vendor’s name, and the General Ledger number must be on the request.

This ends Process 1.
Process 2: Entering a Blanket Purchase Order Requisition

A Blanket Purchase Order (BPO) is initiated with a requisition.

On the line item description field on the RQIM screen, the employee entering the requisition must identify the request as a BPO. For example, a request for a BPO for office supplies should read:

**BPO FY 04/05**
**Office Supplies**

NOTE: On a BPO, use as many lines in the description as needed. Other Line Items on a BPO may be entered, with different GL #'s, but they will not print on the BPO. The purchasing Department initiates a BPO based on the request; therefore, it is extremely important that this information be entered properly. Also, note that Colleague does not allow for increase or decrease of a BPO; therefore, be sure to include enough funds for the fiscal year and/or monitor the BPO in order to determine when it will be necessary to initiate another one.

It is not necessary to enter “issue check” in the Printed Comments field. The employee must enter the department, phone extension, building, and room number (IN THAT ORDER PLEASE). Example: Purch/1203/139/130

If a Requisition needs to be purged, send such a request by e-mail, memo, or fax to the purchasing department. The requisition number and the vendor’s name must be on the request.

After all of the approvals are entered, the requisition (PR) becomes a purchase order (PO). The BPO is assigned a different number from the blanket purchase order requisition. The purchase order number can be viewed on the RINQ screen.

If a BPO needs to be closed (disencumbered) send such a request by e-mail, memo, or fax to the purchasing department. The PO number, the vendor’s name, and the General Ledger number must be on the request.

This ends Process 2.
Process 3: Travel Requisitions

Official travel for CTCD must be approved through a Request for Travel Authorization (RTA). It is essential that the Travel Policy be consulted before entering an RTA.

A travel requisition is entered into Colleague just like a requisition for a Purchase Order (PO) (see Process 1: Entering a Purchase Requisition on page 4), except for a few differences in the line item descriptions. A worksheet using the eight possible items included in a RTA is given on page 21.

The first step is to go to the REQM or the VEND screen to find the vendor numbers needed to complete the request. After all of the vendor numbers are found for the requisition, begin the process of entering the travel requisition.

NOTE: If the user does not have the vendor’s name and number in the description, the Request Travel Authorization (RTA) cannot be issued. Notify the Purchasing department to have the vendor information entered. The departmental contact information is listed below:

Fax: 254-526-1751
Kathy Westlake  Ext. 1203
kathy.westlake@ctcd.edu
Camilla Downes  Ext. 1204
camilla.downes@ctcd.edu

Below is an example of what should be entered in the description field. Enter information in the line item description using no more than six (6) lines. If more than six lines are entered, they will not print on the RTA.

Example: Jane Doe is going to Florida for a seminar. She will be gone for 3 days (Sept. 1 thru Sept 4). She will need airplane tickets, rental car, M&IE, registration and hotel fees.

Item 1 – No Cost Description: Enter the location to which the employee is traveling, date of travel, purpose of travel, destination, and who is responsible for
duties. If the employee is riding with another employee, also enter the phrase “for insurance purposes only.” Even though item 1 has no money value, an amount must be entered. Enter .0001 (decimal in front of zeroes).

Item 2 – Air Line ticket: Bank of America V 5386 Add 3 Jane Doe.

Item 3 – Rental car (Prepay ONLY): Advantage-Rent-A-Car V87Add 1 (address # is indicated in the vendor listings) Jane Doe Prepay. If needed, enter Call 1203 (enter extension) for Check pick up.

Example: Advantage Rent-A-Car V87 Add 1
Jane Doe Prepay
Call X1203 for Ck PU

NOTE: If there is only one address to choose from, do not enter Add (address) 1.

If the traveler does not need to pick up the check:

Example: Advantage Rent-A-Car V87
Jane Doe Prepay

Item 4 – Mileage: Round trip to Austin. If the traveler is providing his/her own vehicle, POV is entered on the line item description. The money amount equals the number of miles times the current mileage reimbursement rate.

Example: POV

If using a Central Texas College vehicle, the user must enter:

Example: Mileage CTC Vehicle # 706

$10.00 is usually a good amount to use, but it does depend on the person’s destination. The farther away, the larger the money amount.

Another way to enter the mileage is by using a Central Texas College Credit Card.

Example: Mileage-Chevron V 448
Jane Doe Prepay
Item 5 – Hotel (Prepay ONLY): Ramada Inn V 1771 Add 3, Jane Doe Prepay. If needed, enter Call 1203 (enter extension) for Check pick up.

Example: Hotel-Ramada Inn V 1771
Add 3 Jane Doe Prepay
Call X1203 for Ck PU

If the traveler doesn’t need to pick up check:

Example: Hotel-Ramada Inn V1771
Add 3 Jane Doe Prepay

Item 6 – M & IE $45.00 per day for 3 days

Example: M & IE

Item 7 – Registration (Prepay ONLY): NACUBO V 958 Add 4 Jane Doe Prepay. If needed, enter Call 1203 (enter extension) for Check pick up.

Example: Registration-NACUBO V958
Add 4 Jane Doe Prepay
Call X1203 for Ck PU

If the traveler doesn’t need to pick up check:

Example: Registration-NACUBO V958
Add 4 Jane Doe Prepay

Item 8 – Other expenses (parking, taxi, copies, necessary phone calls, etc.)

Example: Other expenses

NOTE: If six lines for the item description is not enough, enter more information under the Printed Comments: Department/Ext/Bldg/Room

Example: PURCH/1203/139/130
(enter other information here)
There is no need to enter “issue check” for an RTA in the Printed Comments. In the Comments field, there is no need to enter anything; the whole RTA is considered the justification. An RTA is automatically accepted.

Travel requisitions need to be entered in the order provided in this document. If one of the items is not needed, skip over it and go to the next item. Do not enter a zero amount for any of the skipped items. The zero amount should only be in the first line item.

EXAMPLE: Worksheet to use when developing a travel requisition

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Vendor Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td># 1</td>
<td>Explain where and why you are going on the trip. The dates and the person that is responsible while you are gone and anything else that may be important.</td>
<td>Is the person that is going on the trip.</td>
<td>.0001 (This should be a zero amount.)</td>
</tr>
<tr>
<td># 2</td>
<td>Airline &amp; Persons’ Name</td>
<td>American Express V 220 Jane Doe</td>
<td>Cost</td>
</tr>
<tr>
<td># 3</td>
<td>Rental Car</td>
<td>Avis</td>
<td>Cost</td>
</tr>
<tr>
<td># 4</td>
<td>Mileage</td>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td># 5</td>
<td>Hotel</td>
<td>Hotel Name</td>
<td>Cost</td>
</tr>
<tr>
<td># 6</td>
<td>M &amp; IE (Meals)</td>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td># 7</td>
<td>Registration Fee</td>
<td>Conference Name</td>
<td>Cost</td>
</tr>
<tr>
<td># 8</td>
<td>Other Expenses- parking, taxi, fees, etc.</td>
<td>Parking, etc.</td>
<td>Cost</td>
</tr>
</tbody>
</table>
If a requisition needs to be purged, send such a request by e-mail, memo, or fax to the purchasing department. The requisition number and the vendor’s name must be on the request.

After all of the approvals are entered, the requisition (PR) becomes a purchase order (PO). The PO is assigned a different number from the requisition. The purchase order number can be viewed on the RINQ screen.

If an RTA needs to be closed (disencumbered) send such a request by e-mail, memo, or fax to the purchasing department. The PO number, the vendor’s name, and the General Ledger number must be on the request.

This ends Process 3.
Process 4: Travel Blanket Purchase Order Requisitions

A Travel Blanket Purchase Order is issued primarily for employees who travel frequently. A Travel BPO can be issued for two to three months or more instead of issuing a Request for Travel Authorization (RTA) every time an employee travels.

The initiator enters the requisition like a normal Blanket Purchase Order (see Process 2: Blanket Purchase Order Requisition on page 17). On the first line item description enter TRAVEL BPO FY 04/05. On the next line item description, enter the reason for travel. Use as many lines as needed for this information.

Example:

Travel BPO 04/05
Round trip Killeen TX
To Gatesville TX
Instructing Class (enter name of class)

Est Price: Enter the money amount for mileage. Determine by calculating the number of estimated trips multiplying by the round trip mileage and taking that calculation and multiplying by the current mileage rate.

Example: Number of trips = 10  Roundtrip mileage = 60  Mileage rate = .36

\[
10 \times 60 = 600 \quad 600 \times .36 = 216
\]

Quantity: Enter the number one (1).

Unit of Issue: Enter MI in the box and miles will be inserted in the unit of issue field.

Printed Comments: Enter Department/Extension/Building/Room
Example: PURCH/1203/139/130

There is no need to enter “issue check” in the Printed Comments field on a travel BPO.

There is no need to enter anything in the Comments field; the entire BPO is the justification.
If a requisition needs to be purged, send such a request by e-mail, memo, or fax to the purchasing department. The requisition number and the vendor’s name must be on the request. The purchasing fax number is 254-526-1751.

After all of the approvals are entered, the requisition (PR) becomes a purchase order (PO). The PO is assigned a different number from the requisition.

If a BPO needs to be closed (disencumbered), send such a request by e-mail, memo, or fax to the purchasing department. The BPO number, the vendor’s name, and the General Ledger number must be on the request.

This ends Process 4.
Process 5: Using Inquiry Screens

Inquiry screens are used to view information contained in the database. There is no ability to edit, update, or delete information through an inquiry screen.

A. In the CF module, enter RINQ (Requisition Inquiry) in the Quick Access box, and click on Go.

B. In the Requisition LookUp prompt, enter the requisition number (see Figure 17) or perform a lookup. It is recommended to use the requisition number instead of performing a lookup. Other lookup methods are listed below.

- **By Vendor**: Enter semicolon, the letter v, and the vendor number.
  Example: ;v 2483

- **By Initiator**: Enter asterisk, semicolon, the letters in, and last name.
  Example: *;in Downes

- **By Initiator Number**: Enter asterisk, semicolon, the letters in, and the number.
  Example: *;in 1261
C. On the RINQ screen, the information for a purchase requisition is displayed. To view the specifics of a particular line item, click on the corresponding detail button (see Figure 18). Click on the detail button in the Ship To field in order to view the RQSI screen (see Figure 19).
D. On the **Menu** (see Figure 20), select a screen, and click on **OK**.
E. The screen is displayed for viewing (see Figure 21).

F. Click on the detail button to view an item description (see Figure 22). In the **Menu**, click on a screen, and click on **OK** to view.
G. The screen is displayed for viewing (see Figure 23).

H. To exit any inquiry screen, click on **Cancel**.

I. In the **Alert** prompt, click on **Cancel** (see Figure 24).
Process 6: Printing a Requisition From the RQPT or RREG Screen

RQPT—This report only prints three lines of the requisition. If more lines are entered, they will not print on this report. This report does not print the general ledger number; however, this report does print the information in Printed Comments.

RREG—This report prints all of the lines that have been entered in the requisition including the general ledger number; however, this report does not print the information in Printed Comments.

A. In the CF module, enter RQPT (Requisition Print) in the Quick Access box, and click on Go.

B. On the RQPT screen, enter the following information (see Figure 25):

- Report Dates: Enter a Begin date and an End date. The date entered must be the same date that the requisition was entered in the system.
- Requisition: Enter the requisition number or range of numbers.
C. Click on Save, and when the Alert prompt appears, click on Update.

D. On the next screen, in the Output Device field, change the P to an H (see Figure 26).

E. Click on Save, and when the Alert prompt appears, click on Update.

F. On the next screen, do not make any changes (see Figure 27). Click on Save, and when the Alert prompt appears, click on Update.
G. On the next screen, click on **Finish** (see Figure 28). A blank screen will display for a few seconds after **Finish** is clicked.
H. On the **Report Browser** screen, click on the printer icon (see Figure 29). Wait a few moments while the transfer to printer is completed.

I. On the **Printer setup** dialogue box (see Figure 30), click on **OK**. This report only prints three lines of the requisition. If more lines are entered, they will not print on this report. This report does not print the general ledger number; however this report does print the information in **Printed Comments**.
J. Click on **Exit** to close the **Report Browser** screen.
Appendix 1: Determining AP Types

Regular AP (non-student) Items

For checks issued by Main Campus Accounts Payable on Bank America checks:

<table>
<thead>
<tr>
<th>For Account #'s Like</th>
<th>Use AP Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>xx-111xx-xxxxxx-xxxxx</td>
<td>AP11</td>
<td>Central Campus–Regular AP</td>
</tr>
<tr>
<td>xx-112xx-xxxxxx-xxxxx</td>
<td>AP12</td>
<td>Ft. Hood/Svc Area–Regular AP</td>
</tr>
<tr>
<td>xx-115xx-xxxxxx-xxxxx</td>
<td>AP15</td>
<td>Auxiliary–Regular AP</td>
</tr>
<tr>
<td>xx-116xx-xxxxxx-xxxxx</td>
<td>AP16</td>
<td>KNCT–Regular AP</td>
</tr>
<tr>
<td>xx-117xx-xxxxxx-xxxxx</td>
<td>AP17</td>
<td>Distance Learning–Regular AP</td>
</tr>
<tr>
<td>xx-118xx-xxxxxx-xxxxx</td>
<td>AP18</td>
<td>Systems–Regular AP</td>
</tr>
<tr>
<td>xx-120xx-xxxxxx-xxxxx</td>
<td>AP20</td>
<td>Europe–Regular AP</td>
</tr>
<tr>
<td>xx-122xx-xxxxxx-xxxxx</td>
<td>AP22</td>
<td>PFEC–Regular AP</td>
</tr>
<tr>
<td>xx-124xx-xxxxxx-xxxxx</td>
<td>AP24</td>
<td>Navy–Regular AP</td>
</tr>
<tr>
<td>xx-128xx-xxxxxx-xxxxx</td>
<td>AP28</td>
<td>Continental–Regular AP</td>
</tr>
<tr>
<td>xx-129xx-xxxxxx-xxxxx</td>
<td>AP29</td>
<td>C&amp;I Admin–Regular AP</td>
</tr>
<tr>
<td>xx-130xx-xxxxxx-xxxxx</td>
<td>AP30</td>
<td>API–Regular AP</td>
</tr>
</tbody>
</table>

Texas Campus departments can determine their AP Type by comparing the 4th and 5th digit of the department’s 18 digit account number. These two digits will match an AP##. That will be the code that should be used. Example 191180150312854102 will use AP18.

For checks issued for the CTC Foundation:

<table>
<thead>
<tr>
<th>For Account #'s Like</th>
<th>Use AP Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-xxxxx-xxxxxx-xxxxx</td>
<td>FUNR</td>
<td>Foundation–Unrestricted</td>
</tr>
<tr>
<td>81-xxxxx-xxxxxx-xxxxx</td>
<td>FRES</td>
<td>Foundation–Restricted</td>
</tr>
<tr>
<td>82-xxxxx-xxxxxx-xxxxx</td>
<td>FEND</td>
<td>Foundation–Endowed</td>
</tr>
<tr>
<td>83-xxxxx-xxxxxx-xxxxx</td>
<td>FMMK</td>
<td>Foundation–Money Market</td>
</tr>
<tr>
<td>For checks issued by</td>
<td>Use AP Type</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Europe Campus for GL account numbers only (xx-120xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks, U.S. Dollars</td>
<td>ECAP</td>
<td></td>
</tr>
<tr>
<td>Europe Campus for GL account numbers only (xx-120xx-xxxxxx-xxxxx), using Euro Dollar checks (or debit card)</td>
<td>EEAP</td>
<td></td>
</tr>
<tr>
<td>Korea Campus for GL account numbers only (xx-122xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks, U.S. Dollars</td>
<td>KOAP</td>
<td></td>
</tr>
<tr>
<td>Korea Campus for GL account numbers only (xx-122xx-xxxxxx-xxxxx), using Korean currency.</td>
<td>KOWN</td>
<td></td>
</tr>
<tr>
<td>Norfolk office for Navy Campus account numbers only (xx-124xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks</td>
<td>NFAP</td>
<td></td>
</tr>
<tr>
<td>San Diego office for Navy Campus account numbers only (xx-124xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks</td>
<td>SDAP</td>
<td></td>
</tr>
</tbody>
</table>
Student Refunds/Financial Aid Items

For use by Business Office staff only once Colleague Student System is implemented (Fall Semester 2005)

For checks issued by Main Campus on Bank America checks:

<table>
<thead>
<tr>
<th>For Account #’s Like</th>
<th>Use AP Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>xx-111xx-xxxxxx-xxxxx</td>
<td>ST11</td>
<td>Central Campus–Student</td>
</tr>
<tr>
<td>xx-112xx-xxxxxx-xxxxx</td>
<td>ST 12</td>
<td>Ft. Hood/Svc Area– Student</td>
</tr>
<tr>
<td>xx-115xx-xxxxxx-xxxxx</td>
<td>ST 15</td>
<td>Auxiliary– Student</td>
</tr>
<tr>
<td>xx-117xx-xxxxxx-xxxxx</td>
<td>ST 17</td>
<td>Distance Learning– Student</td>
</tr>
<tr>
<td>xx-120xx-xxxxxx-xxxxx</td>
<td>ST 20</td>
<td>Europe– Student</td>
</tr>
<tr>
<td>xx-122xx-xxxxxx-xxxxx</td>
<td>ST 22</td>
<td>PFEC– Student</td>
</tr>
<tr>
<td>xx-124xx-xxxxxx-xxxxx</td>
<td>ST 24</td>
<td>Navy– Student</td>
</tr>
<tr>
<td>xx-128xx-xxxxxx-xxxxx</td>
<td>ST 28</td>
<td>Continental– Student</td>
</tr>
<tr>
<td>xx-130xx-xxxxxx-xxxxx</td>
<td>ST 30</td>
<td>API– Student</td>
</tr>
</tbody>
</table>

For student refunds issued by:

<table>
<thead>
<tr>
<th>Description</th>
<th>Use AP Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe Campus for Europe GL account numbers only (xx-120xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks, U.S. Dollars</td>
<td>ECST</td>
</tr>
<tr>
<td>Europe Campus for GL account numbers only (xx-120xx-xxxxxx-xxxxx), using Euro Dollar checks (or debit card)</td>
<td>EEST</td>
</tr>
<tr>
<td>Korea Campus for GL account numbers only(xx-122xx-xxxxxx-xxxxx), using Bank of America (Killeen) checks, U.S. Dollars</td>
<td>KOST</td>
</tr>
</tbody>
</table>