

Jennifer Thompson

From: procure-info-request@ucdavis.edu on behalf of Jim Hewlett <jghewlett@ucdavis.edu>
Sent: Monday, January 11, 2021 11:00 AM
To: procure-info Sympa List
Subject: AggieBuy: New Business Purpose Field Coming on Monday 2/1/21



Good morning,

A new field will be coming to AggieBuy on Monday, February 1st. The 100-character **Business Purpose** field will be in the [General section of the AggieBuy cart checkout screen](#) and is to be used to identify how the purchase supports teaching, research, or public service, and as applicable, how and why it's a COVID19 critical expense. This new field will ensure that the business purpose for each AggieBuy transaction is appropriately documented. This field must be completed in order for the AggieBuy Requisition to route for approval and be fulfilled by the supplier.

Questions should be directed to the AggieBuy Help Desk at ab-help@ucdavis.edu.

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