CAMPUS STORES

1. Select the blue Campus Store hyperlink.

2. The fields listed below default on each line of the order:

- **Date** – The current date.
- **Description** - The description of the item # selected.
- **Price** - The price per unit of measure will display once the item # is selected.
- **UOM (Unit of Measure)** - This indicates how the item is measured (EA - Each, DOZ - Dozen, etc).
- **Total Amount** - The total amount is a calculation of the quantity multiplied by the price.
- **Total** – The total is a running summation of all the line items in the order.
3. The following information below must be completed to create each line of the order:

- **Item #** - Enter the item # of the item or select the magnifying glass icon to view the list of items. This is a required field.
- **Ordered Quantity** - Enter the quantity of items to order. This is a required field.

4. Select the (+) icon to add a line for additional items or select the (-) icon to delete a line.

5. Select View All to display all lines items of the request.

6. When completed, make a note of the total amount of the order. Select the OK icon.
7. The total amount of the order will **not** default automatically in the amount field. Return to the **CHBK Header** section to enter the total amount of the order.

![CHBK Header Section](image)

8. When completed, return to the **CHBK Funding** section of the instructions to complete the chargeback request.