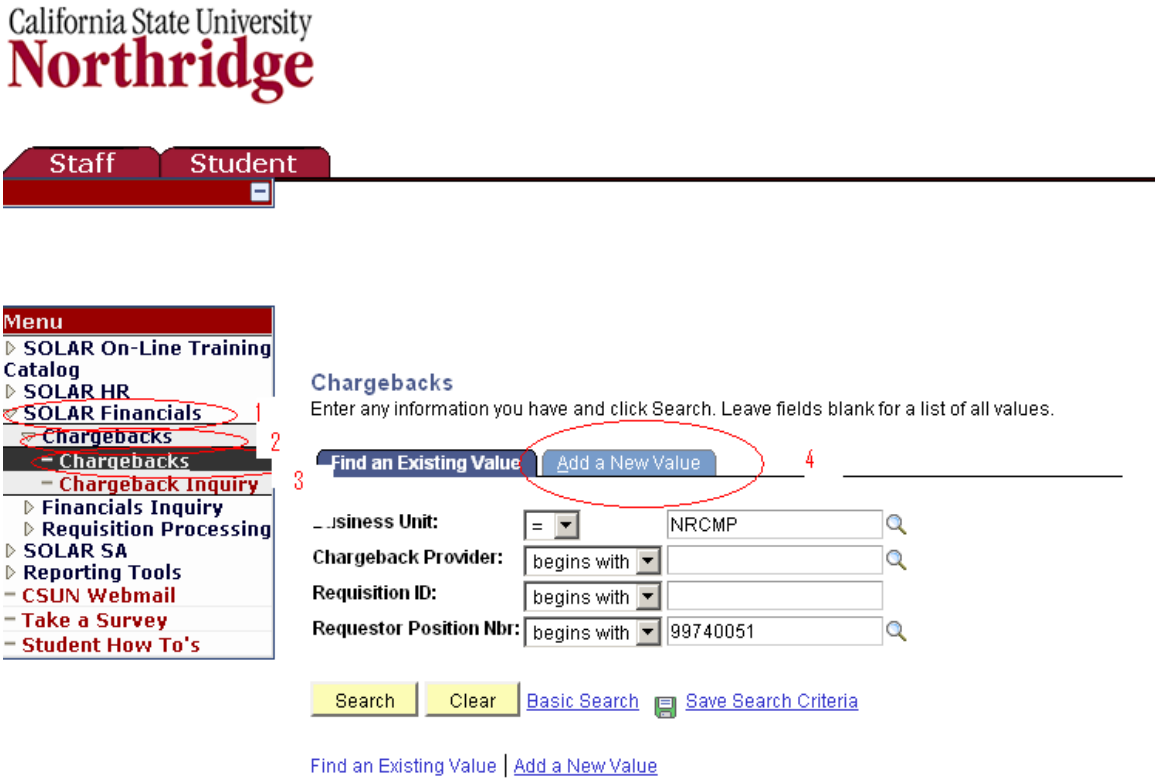
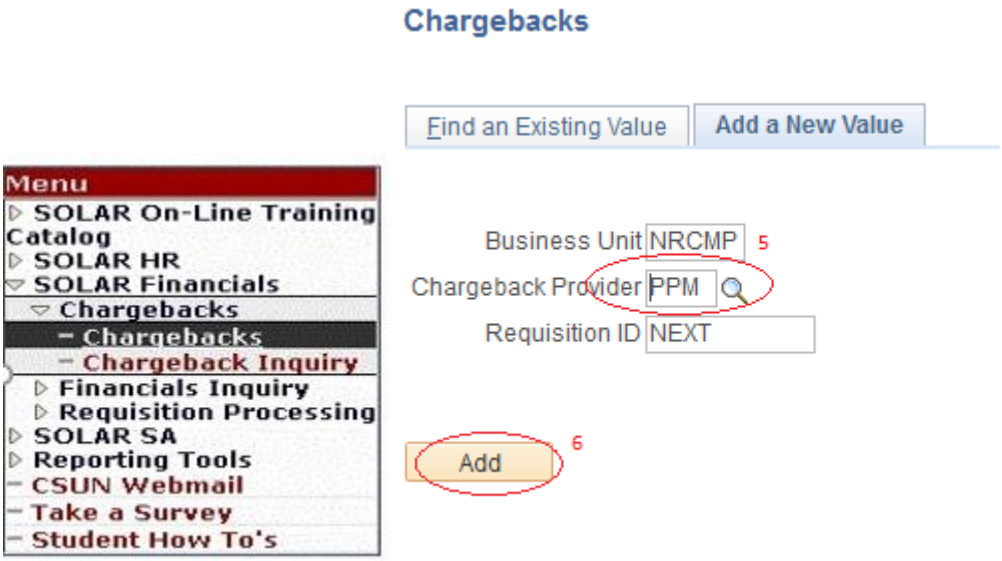
KEY ISSUANCE INSTRUCTIONS

Click on Solar Financials (1), Chargebacks (2), Chargebacks (3), then Add a New Value (4)

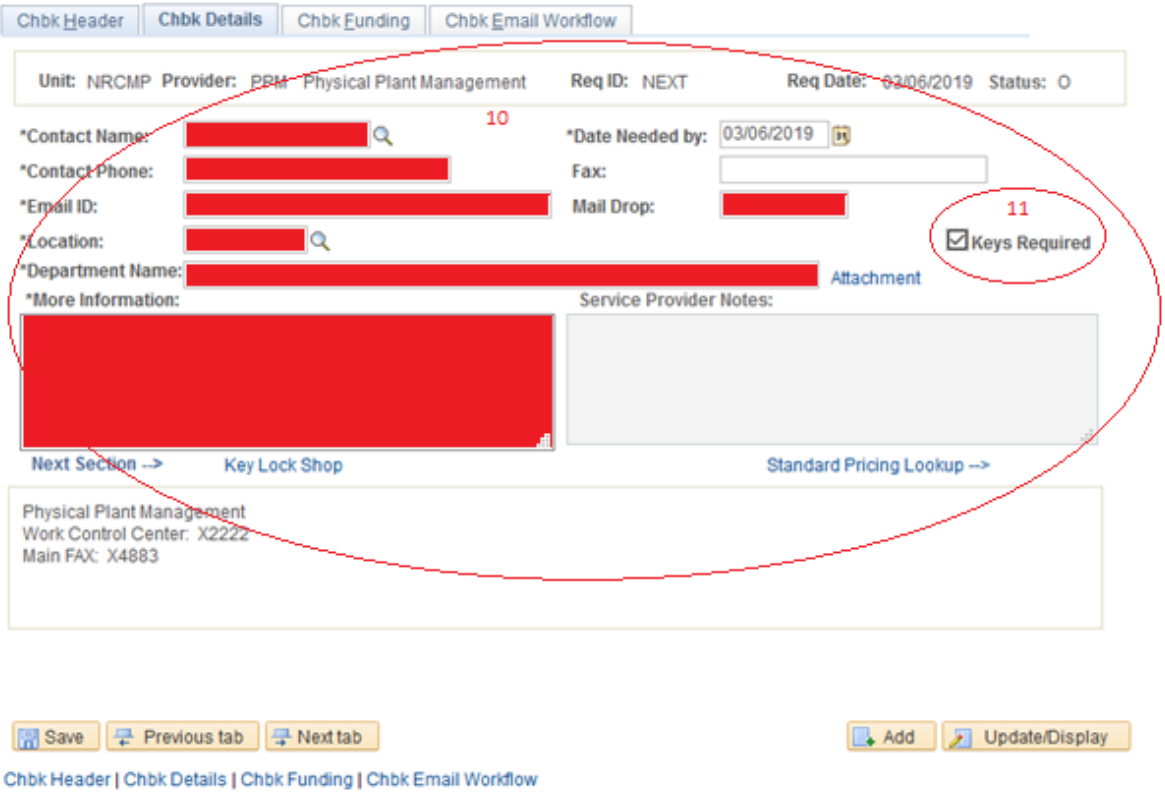


Select Chargeback Provider (5), click on Add (6)
Example: PPM

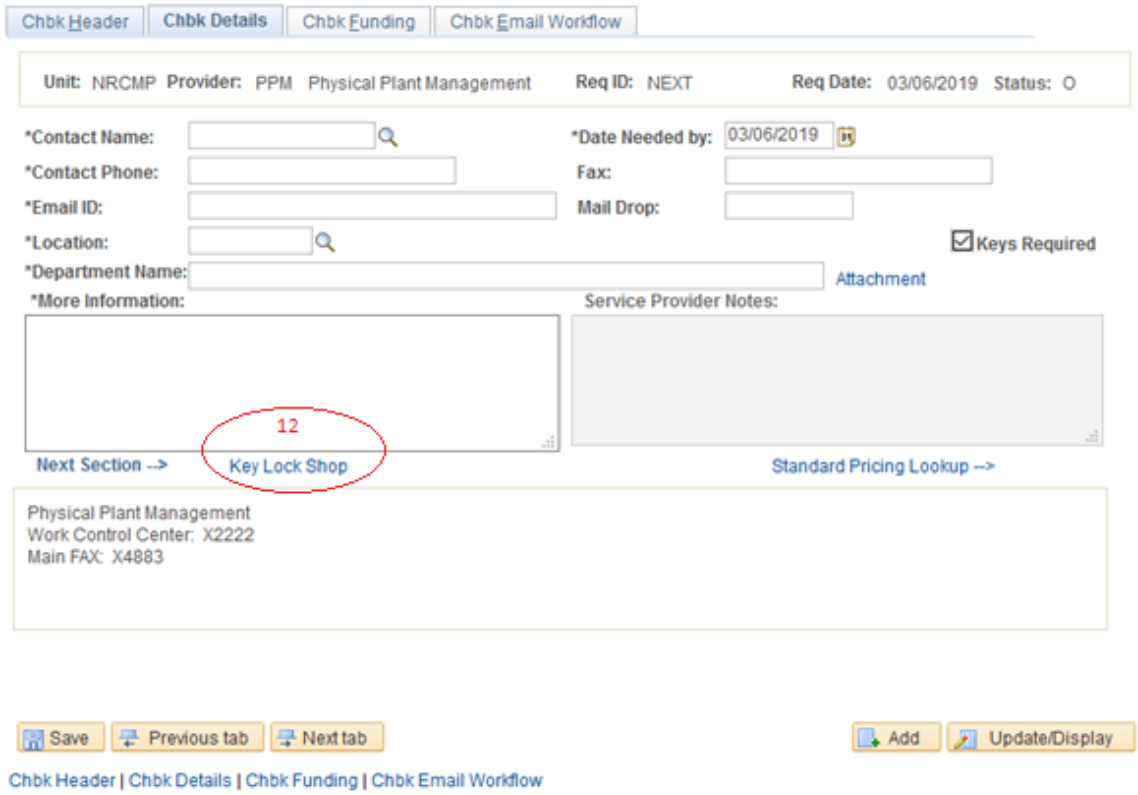


Select Approver (7), then enter one dollar for an estimate or actual dollar amount if known for this chargeback (8), then Chbk Details (9) *Standard pricing for keys can be located at www.csun.edu/facilities/ppm-services/XXXXX .

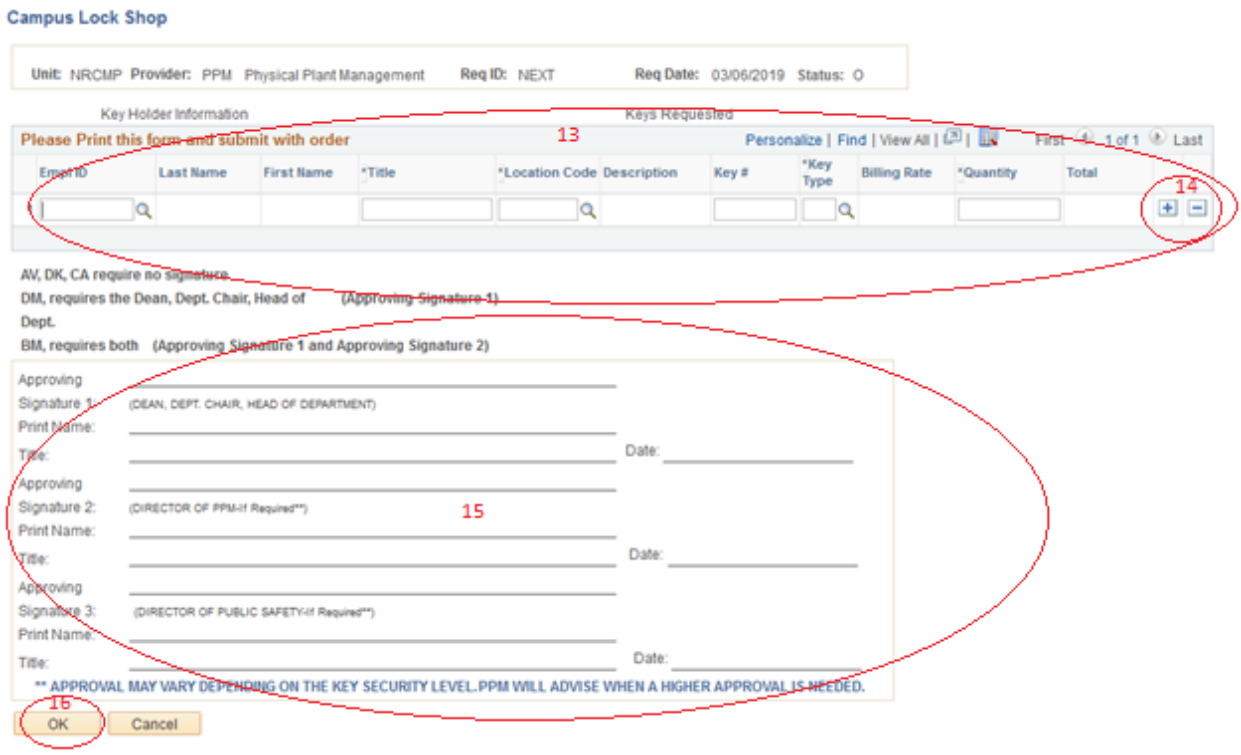
Fill in required information in red (10), Click Keys Required (11)



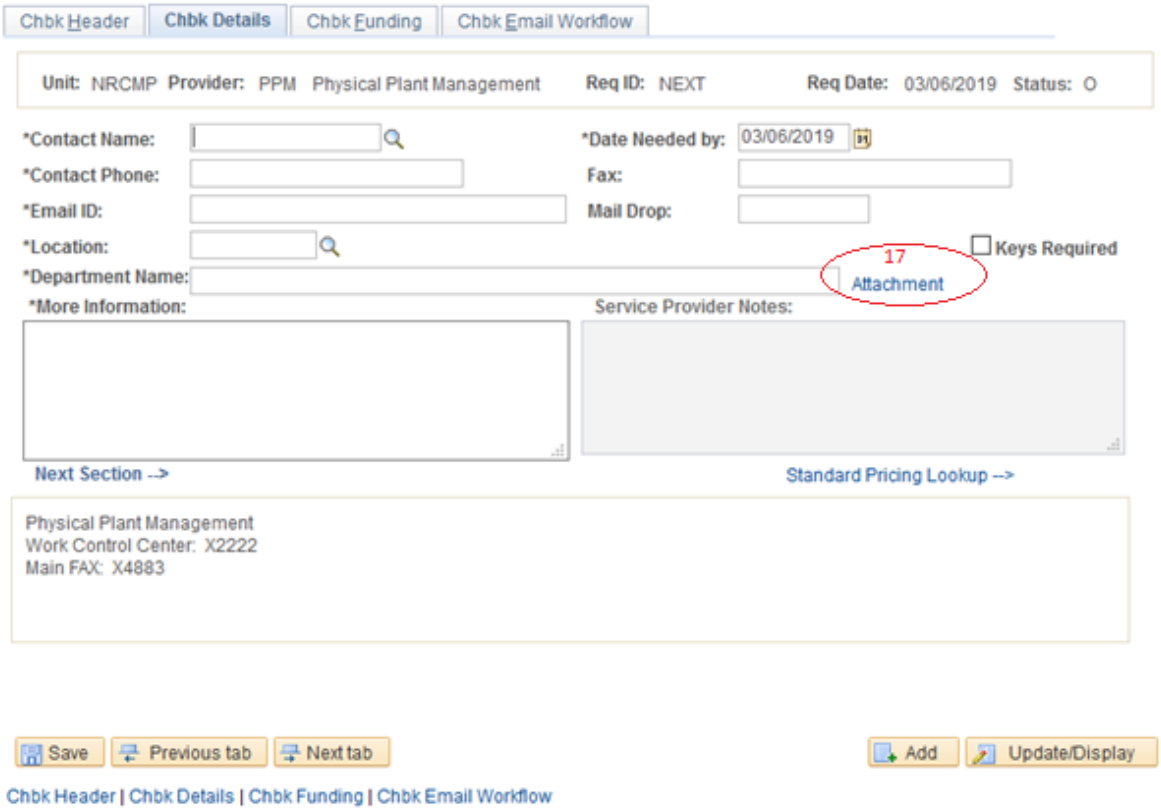
Click on Key Lock Shop (12)



Complete Key Request with Employee ID, Name, Title, Location Code, Key Type (13). If multiple keys are being requested, click + to add additional (14). Print page and complete Approval Signature Section to be attached in Step 18 (15). Click OK (16)

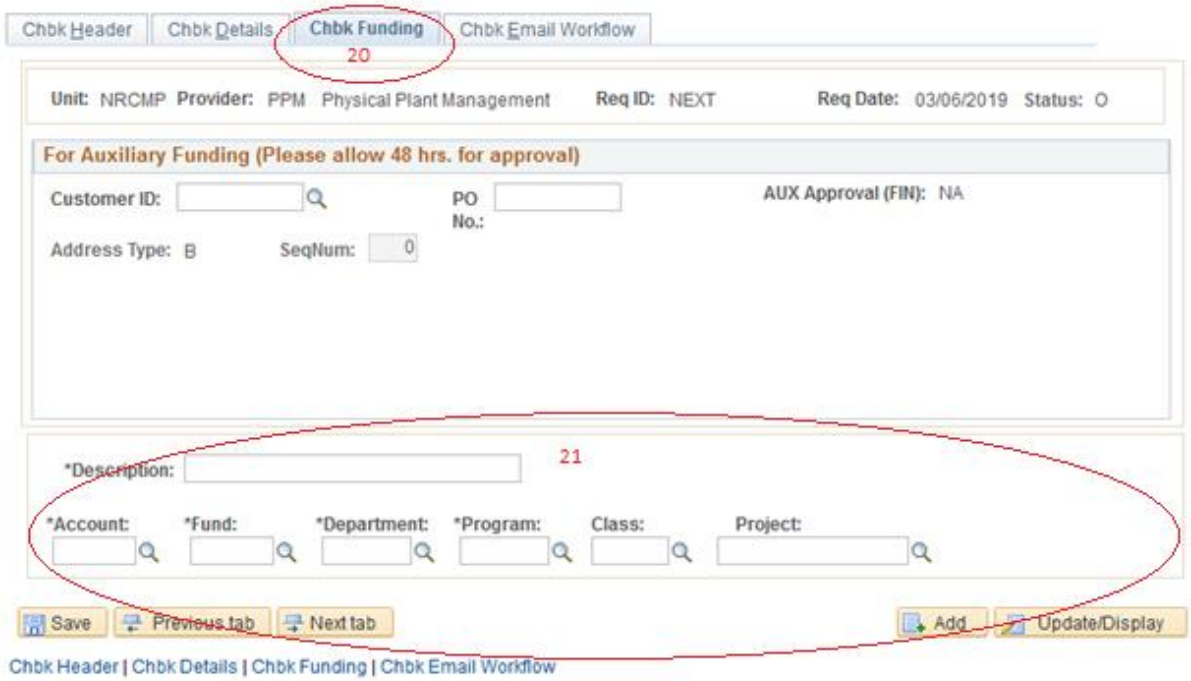


Attach Approval Signature Form if necessary (17).

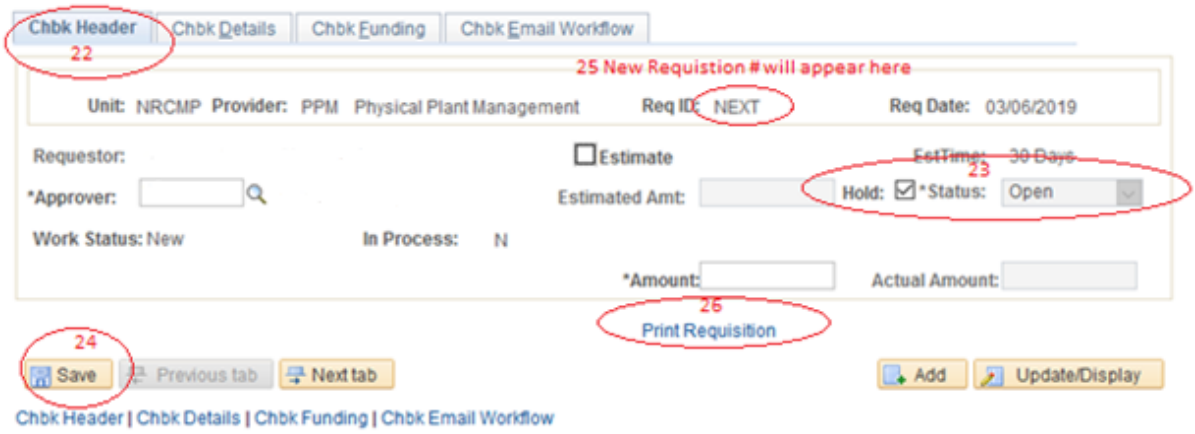


Click on Add Attachment (18), click OK (19

Click on Chbk Funding tab (20), fill out required description and funding strip (21).



Click back to Chbk Header tab (22), click on Hold arrow (23), Save (24), answer "Yes". Status should be Pending. You will get a new requisition number (25). Click Print Requisition (26) and print a copy.



Once the "Save" operation is completed, PPM Work Control will receive the request, which in turn will be forwarded to the PPM Lock Shop for completing the work order or providing the estimate.

If an estimate is requested, once completed, PPM Work Control will return the requisition to the Requestor. The Requestor is responsible for forwarding the request to the Approver who will view/approve/deny the requisition.
If approved, the requisition will be sent to PPM Work Control who will forward it to the responsible PPM Shop for scheduling and completing the work.