

# Equipment Worksheet Instructions

## FY 2009-10 Budget Development

### Budget Supervisors

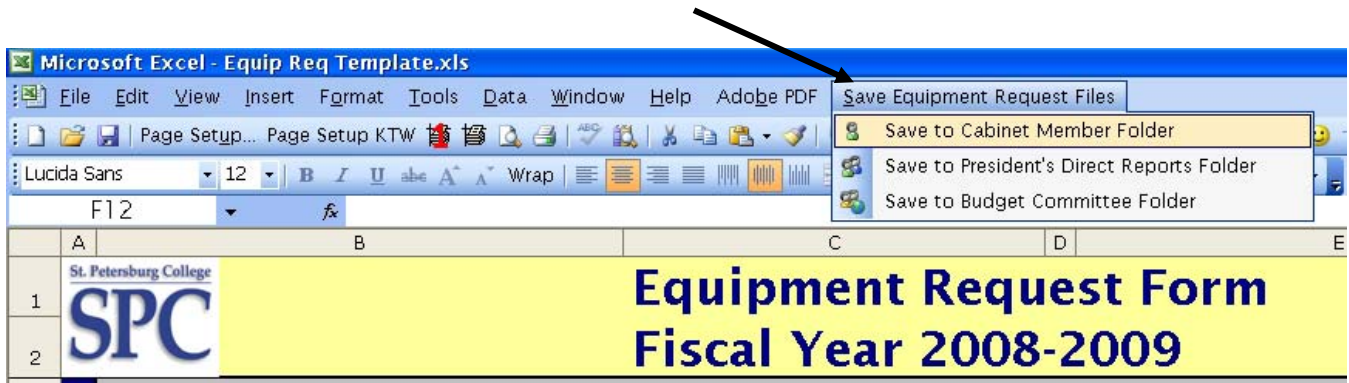
Open <\\fsapp03.spcollege.edu\psoft8file\BSReports\Equip Req Template.xls>

1. Input all required information.
2. Click File/Save As on the menu bar to save your changes. Save the file to your desktop or other location for your future reference. Use the following name format:

**ER 10 12345678 01000 Printer.xls**

Where *ER* is the prefix, 10 is the fund, 12345678 is your department number, 01000 is your site number, and "*Printer*" is a description of the equipment requested.

3. Save the budget worksheet to your Cabinet Member's folder area. Please note that once the worksheet is saved to your Cabinet Member's area, you will not be able to edit it. If you need to make a change after saving the file your Cabinet Member's folder area, you will need to contact your Cabinet Member's office. To save the worksheet to your Cabinet Member's folder area, click "**Save Equipment Request Files**" on the Excel menu bar. Then Click "**Save to Cabinet Member Folder**".



4. Double click on your Cabinet Member's Folder.
5. Double click on the **.Capital** folder.
6. Click "**Save**" to save the worksheet to the **.Capital** subfolder in your Cabinet Member's folder area. Close the worksheet.
7. Repeat steps 1-6 for each Equipment Request