





AggieMart Shoppers Checkout Checklist

You will need to know your shipping and accounting information to complete these tasks. After clicking on **Proceed to Checkout**, the following draft requisition sections need to be completed so that your purchase is routed to your department approver.

#	<input checked="" type="checkbox"/>	Section	Steps
1	<input type="checkbox"/>	Shipping	In the Shipping section → Click the Edit  icon . In the Current address section → Enter your Room number → Click Save Changes . Note: If the cost of any single item is >=\$1000 it must be shipped to Central Receiving.
2	<input type="checkbox"/>	Funding	In the Funding section → Click the Edit  icon → Key in your Index → Click on your Index from the list → Click Save Changes .
3	<input type="checkbox"/>	Business Purpose	In the Business Purpose section → Click the Edit  icon → Enter the Business Purpose → Click Save Changes .
4	<input type="checkbox"/>	Open Orders (if applicable)	In the Open Orders section → Click the Edit  icon → Click the Open Order or Cost Declining checkbox → Enter the PO Start Date and PO End Date → Click Save Changes .
5	<input type="checkbox"/>	Final Review	Review the requisition → Click Assign Cart → Select an assignee.