Business & Financial Services
555 S Howes, 3rd floor
Fort Collins, CO 80523
6003 Campus Delivery

KFS Internal Order Application

Please note this access is to *APPROVE* Internal Order documents. Internal Orders can be initiated with role 54

Internal Orders (IO) are used for specific one-time purchase of goods and services from another department of the university. This document is initiated by the purchaser who only fills out the expense side. The document will route to the Internal Supplier who will add the income accounting information; at a minimum the account, object code and amount will need to be completed by the Internal Supplier. Internal Supplier access is dependent on the user also having role 54 access in KFS. Please ensure role 54 is included for individuals applying for Internal Supplier permissions.

Upon completion of the form, with electronic signatures, email to bfs_kfs_applications@mail.colostate.edu

Applicant Contact Name (Last, First)		CSU ID #	Net ID	Date
Dept #	Department Name		Campus Address	Campus Phone #
Add Supplier ID (from page 2)	Supplier Name (from page 2)			

Applicant understands that these new permissions require knowledge and understanding of internal income, the proper accounts to be used when recording the income as well as the appropriate object codes when completing Internal Order documents on behalf of the department.

_____ _____

Applicant's Signature Date

_____

College Business Officer Name

_____ _____

Business Office Signature Date

INTERNAL USE ONLY

_____ _____

KFS Applications Processor **Date**

Supplier Id	Supplier Name
46	CSU HEALTH NETWORK
47	POLICE
48	ATHLETICS
49	CONFERENCE SERVICES
51	DEAN OF HEALTH AND HUMAN SCIENCES
52	CAMPUS RECREATION
53	Office of Engagement and Extension
56	HUMAN DEV & FAMILY STUDIES
57	HEALTH & EXERCISE SCIENCE
58	SOIL,WATER & PLANT TESTING LAB
59	FOOD SCIENCE & HUMAN NUTRITION
60	CHEMICAL ENGINEERING
62	BIOAGRICULTURAL SCI & PEST MGT
63	ANIMAL SCIENCES
64	SOIL & CROP SCIENCES
65	VPR RESEARCH IT
68	HORTICULTURE & LANDSCAPE ARCH
71	ATMOSPHERIC SCIENCE
72	ELECTRICAL ENGINEERING
73	OCCUPATIONAL THERAPY
74	INTERNATIONAL PROGRAMS
78	ALUMNI RELATIONS
79	CAMPUS ACTIVITIES
83	CIVIL & ENVIRON ENGINEERING
86	DEAN OF ENGINEERING
87	DESIGN AND MERCHANDISING
88	DEAN OF NATURAL RESOURCES
90	JOURNALISM & TECHNICAL COMM
91	ENGLISH
93	CSU EVENTS
96	ADMISSIONS
102	DEAN OF LIBERAL ARTS
106	HOUSING - FOOD SERVICE
107	ENVIRONMENTAL HEALTH SERVICES
109	LORY STU CTR DINING SVC
110	LORY STU CTR EVENT PLANNING
111	LORY STU CTR TECHNICAL SVC
112	LORY STU CTR OPERATIONS
113	BOOKSTORE-BOOKS
114	BOOKSTORE-SUPPLIES
118	STUDENT LEADERSHIP/CIVIC ENG
119	STUDENT ORGANIZATIONS
121	CAREER CENTER
122	CENTRAL RECEIVING
130	PARKING SERVICES
131	TRANSPORTATION SERVICES
136	HOUSING - UNIVERSITY HOUSING
139	CSU MOUNTAIN CAMPUS
140	HOUSING - SERVICE CENTER
141	STUDENT ORIENTATION
143	M T & D - MUSIC
144	M T & D - THEATRE & DANCE
145	Office for Inclusive Excellence
148	STUDENT FINANCIAL SERVICES
149	REGISTRAR
153	STUDENT DISABILITY CENTER
155	SURPLUS PROPERTY
158	UNIVERSITY COUNSELING CENTER
161	UNIVERSITY ADVANCEMENT
162	DoIT Business Office
169	MORGAN LIBRARY
170	COLO STATE FOREST SVC-MAIN
173	CHEMISTRY-STOCKROOM
184	PHYSICS
188	TELECOMMUNICATIONS
189	CSU TODOS SANTOS CENTER
193	LORY STU CTR MARKETING
197	COMPUTER INFORMATION SYSTEMS
198	GRADUATE SCHOOL
201	STUDENT RESOLUTION CENTER
203	HOUSING - FOOD/STORES
207	RAMCARD
209	TEAM BUILDING
215	OUTDOOR PROGRAM
217	Talent Development
219	FACILITIES EVENT SCHEDULING
221	AG EXPERIMENT STATION
234	SAN LUIS VALLEY RESEARCH CTR
243	INTL STUDENT & SCHOLAR SRVS
244	GREEK LIFE
249	COMM & CREATIVE SVCS-ONLINE&VIDEO
250	HOUSING - ADMINISTRATION
252	HOUSING-TRAINING/SAFETY/ASSESS
258	INFECTIOUS DISEASE RES CTR
259	SPONSORED PROGRAMS
266	RICHARDSON DESIGN CENTER (RDC)
270	HUMAN RESOURCE SERVICES
272	RISK MANAGEMENT AND INSURANCE
273	TMI EVENT SERVICES
274	INSTITUTE FOR RESEARCH IN THE SOCIAL SCIENCES
275	CENTER FOR HEALTHY AGING
276	DEPARTMENT OF LEARNING INNOVATION