

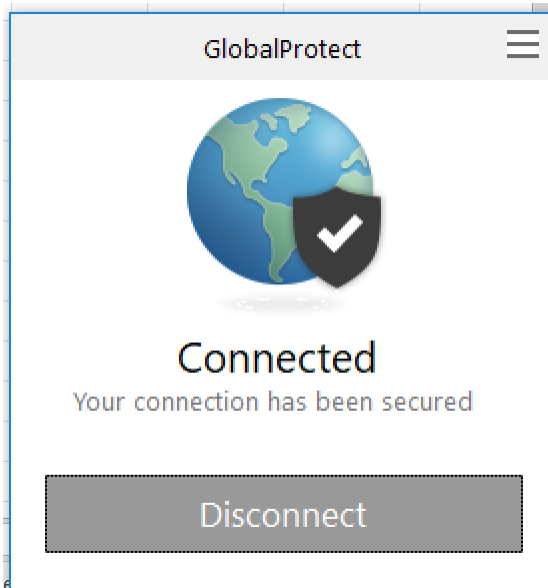
# ASI – Purchase Order Preparer Queue

**Web Client**

OnBase Version: 16.0.2.71  
Date: 7/22/2020

## Starting PolyDoc

1. Ensure you are connected the Cal Poly Global VPN (Virtual Private Network)



Link to download: [https://cpp.service-now.com/ehelp?id=kb\\_article&sys\\_id=c40f854e6fe8e600e020f35d5d3ee4d5](https://cpp.service-now.com/ehelp?id=kb_article&sys_id=c40f854e6fe8e600e020f35d5d3ee4d5)

1. Go to the PolyDoc site the ASI - Purchase Order Request Form link to create a request.

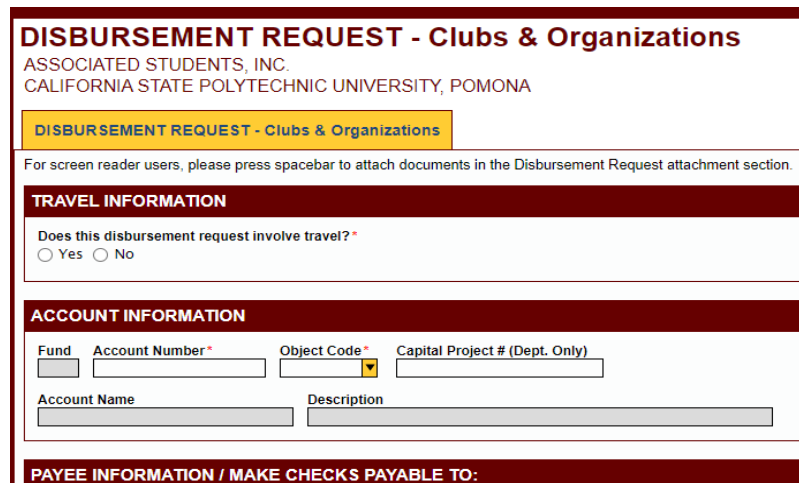
[OnBase Purchase Order Link](#)

**Notice:** You will need to use the link for each form that you create.

2. Please use your regular credentials to log in.



2. Complete the Disbursement Request form.



3. Object Code Options:

- 8000** - General Expenses for Clubs
- 8211** - Supplies & Services - Program
- 8226** - Marketing & Public Relation
- 8279** - Student Scholarships
- 8288** - In-state travel
- 8289** - Out-of-State Travel

- **To attach any supporting documents** - scroll down to the Supporting Documents section. Select **Attach ASI – Disbursement Request Supporting Documents**. A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.

Please Attach Any Document(s) Related to this Disbursement Request (If you are unable to submit an attachment please contact ASI for alternative submission methods) (1)

ASI - Disbursement Request Supporting Documents  
[ASI - Supporting Documents - OFFICE DEPOT - 11/15/2017 \[\]](#)

Attach ASI - Disbursement Request Supporting Documents

**Notice:** Preparers are emailed immediately when a request is approved. If a form is denied by an advisor then a new form must be completed. The option to edit an existing form is not available.