



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.

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 Operations Processor Date

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