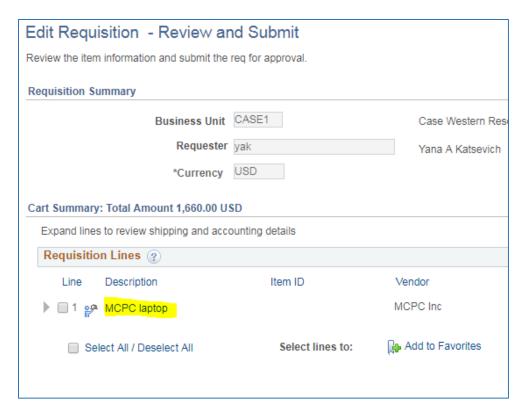
Changing a Category Code

Please note: Category code and account code are not the same thing.

To correct the category code, edit the requisition, click on the line description to open up the special request page.



On the Special Request page, change the category to the appropriate category, add to cart and checkout. Then budget check and save and submit.

