



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: CFS Requester ID Format Transition

DATE: June 23, 2021

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs,
Directors, and Managers

FROM: Gina Curry, AVP for Financial Services

On July 1, 2021, the requisition requester ID format in CFS (Common Financial System) is changing. We are moving away from random numbered group and department requester IDs to individual requester IDs. Requester IDs are “60” followed by your nine-digit Sacramento State ID number, sometimes referred to as an “emplid” (example: 60123456789).

The requisition approval process will remain the same, only the requester ID list will change. If you are authorized to enter requisitions for multiple departments, the list will display all persons authorized to enter requisitions on behalf of the departments. You would select the *person* in the department on whose behalf you are entering a requisition. Please review the PowerPoint explaining this change on the Business Partners Round Table website [here](#).

All open purchase orders entered under the “old” requester ID will be searchable in CFS by PO number or by requester name.

If you have any questions about this process, please contact Dale Clack in Procurement Services at clackd@csus.edu or submit a ticket through the IRT website: <https://www.csus.edu/information-resources-technology/>.