Effective July 1, 2011, Bus Transportation Requests will no longer be completed through paper processing. Requests for these services should be submitted electronically via a purchase requisition on SAP.

The department will still be responsible for contacting Campbell Bus to setup the trip. After obtaining your trip information, please complete a purchase requisition in SAP for payment of the invoice.

Campbell Bus  258 Grove City Rd, Slippery Rock, PA 16057  Phone (724) 794-2440

How to create a purchase requisition in SAP using transaction ME51N Create PR.

Three sections:  Header
                Item Overview
                Item

Header Section - Type – CAMPBELL BUS LINES TRANSPORTATION REQUEST (see example below).
**Item Overview Section** - Type the information as pertains to your request (use the print screen below as an example):

- **Use:** Material Group # **00956** (SRV-TRANSPORTATION)
- **Short Text:** BUS-“**Where Trip is to**”
- **Delivery Date:** Date of Trip
- **Desired Vendor #:** **1032347** (CAMPBELL BUS LINES)
- **Purchasing Group #:** **706** (Contracts)
**Item Section -** ACCOUNT ASSIGNMENT (TAB) - Type the information as pertains to your request (use the print screen below as an example):

- **Unloading Point:** _________________
- **Recipient:** _________________
- **G/L Account #:** 650999 (RENTAL-OTHER)
- **Cost Center:** _________________
**Item Section** - Next in the **TEXT TAB** - Type the information as pertains to your request (use the print screen below as an example):
Once your purchase requisition is created, please attach your invoice or any other documentation to the SAP PR.

- Questions should be directed to Kathy Powell @ kathy.powell@sr.edu or Ext. 4403.