Special Consultant Pay Request Application

**Role: Requestor**

**Action: Add Pay Commitment**

1. Click **Add Pay Commitment**

2. Enter information for **Pay Commitment**

   ![Pay Commitment](image1)

   - Requestor: Funding Source Manager Titan
   - Source: CSUF
   - Type: Department Funded
   - Funding Source Title: Curriculum Implementation

3. Click **Change**, search by CWID or name, and click **Select** to assign Funding Source Manager.

   ![Funding Source Manager Assignment](image2)

   Repeat this step for a Funding Source Manager Support, if desired.
Role: Requestor
Action: Add Pay Commitment

4. Enter information for Funding Source Manager Assignment

Start Date: 09/14/2015   End Date: 09/24/2015
Budgeted Amount: $5000
Scope of Work:
Please specify the nature of work to be performed. (175 characters maximum)

5. If CSUF, select Funding Details

If CSFPF, enter Account Number

6. Click Add/Edit Approver(s) and repeat Step 3 for Authorized Approver

7. Click Primary to assign Primary Authorized Approver

8. Repeat Steps 6 & 7 if a Secondary Authorized Approver is needed
Role: Requestor
Action: Add Pay Commitment

9. Click **Submit**
   - An email will be sent to Funding Source Manager to select Special Consultant(s)