How do I add an unavailable fund to my cart?

Tell Me

If the fund is not available, it means that the Requestor does not have access to the Organization Code to which the fund belongs and is either (a) appropriate in situations in which the funding for the requested items will come from another department or (b) not appropriate, and the Requestor should have access to the Organization Code.

1. If the funding comes from another department, the Cart must be **Assigned** to another Requester to complete the funding information ("FOAP") and to place the order.
2. The **Place Order** step must be completed by a user with Banner Security Access to the Fund(s) on the Purchase Requisition.

   ![Warning](warning_icon.png)

   Do not assign the cart back to the original requester to place the order.

3. To request access to additional Organization Codes, complete the [Banner Finance/49er Mart Access Form](#).
4. Once access to additional Organization Codes has been completed, the Requestor will be able to select the additional funds to complete the Requisition.

For more information, please reference the [Fund and Account Codes](#) module of the 49er Mart Training in Canvas.

Related FAQs

- How do I request a payment exception to use my purchasing card instead of 49er Mart?
- How do I access the Amazon Punch-out Catalog training materials?
- How do I access the 49er Mart supplier instructions?
- How do I determine if my supplier (vendor) is set up in 49er Mart or Banner?
- How do I order from a supplier who is not in 49er Mart?