<u>Accessing the Capital Cost Transfer Application Via SPARC</u>

1. Enter sparc.stanford.edu URL into your browser
2. Click on the Capital Cost Transfer title, or anywhere in the surrounding box
3. This will bring you to your CCT dashboard, where you can select:
    a. Instructions
    b. Create PO Cost Transfer (in the left side bar of the page)
    c. My Drafts
    d. My Outstanding Requests
    e. My Revoked Requests
    f. My Completed Requests