



Select PO for a Capital Cost Transfer

1. From the user dashboard, create a new capital cost transfer by clicking "Create PO Cost Transfer" in the left-hand side bar. For Non-PO Cost Transfers please reach out to a Property Programs Manager at the Property Management Office for assistance.
2. In the PO Cost Transfer drop down search form, begin typing the PO number and select the desired PO from the populating list. When field is populated click the "Search" button in the upper right corner of the form.
3. If the PO contains Capital ETs and is less than 2 years old, the action will be completed immediately.
4. For non-capital PO's or those >2 years, there is an overnight pull required and the PO will be accessible the following day.