Completing the Project Request Form

1. Access the Form from the DeaconDepot home page or under Forms.

2. Complete the form fields noting required fields in bold.
   - Provide as much information as possible up front to reduce processing time. Attachments of bids, quotes, approvals, etc are very helpful.
   - The Financial Services Only section will be used by Financial Services as the Project Request progresses through the steps.

Financial Services
Quick Guide Library
finance.wfu.edu

Responsible Unit:
Financial Accounting & Reporting

Additional Assistance:
336-758-6408
gorrellj@wfu.edu

What is it?
Once you have determined you need a Project Number created in Banner, here’s how to fill out the Project Request Form to obtain one.

Why it is Necessary
To maintain documentation of Project Requests and allow automated workflow of Project Request Approvals.

Other Helpful Links:
- DeaconDepot Training Info
- Deacon Depot Login
- Project Management | Financial Services
3. At the top of the form, select ‘Add and go to Cart’ and click Go.

4. The Deacon Depot Training Information site contains QuickGuides for submitting the cart – see in particular: **Express Checkout Quick Guide**