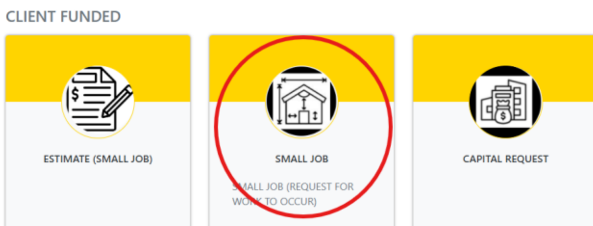
How to Submit a Client Funded Request

1. **Log into Fixit.Dal.ca**

2. **Scroll down to Client Funded Tiles and go to the Small Job tile. Note – you will need a 5-digit fund org and someone with spending authority must approve the request once you make it. If you have spending authority you can both enter the request and approve it.**



3. **Fill in the drop down menus, review your work and submit.**

Reminders:

- You can check status of all the work you've submitted under **Processes.**
- You can limit email notifications any time by visiting User Profile-Notifications-Edit OR by using rules in Microsoft office. You will still see all notifications on the Fixit.dal.ca webpage on the upper left.
- You can tag colleagues in comments once the request has been submitted. Simply start to type their name. The name will only appear once someone has logged into fixit.dal.ca at least once.
- If you do not see your 5 digit fund/org, you may have to ask Financial Services to add it, especially if it is a research account.
- Email fixit@dal.ca any time for assistance.