

CPS Extended Use

FY 2008 Permits

Please be advised that the Custodial Payroll System (CPS) is now open for principal's approvals for FY08 permits. Once the permit is data entered, it will appear in the principal's unprocessed screen for his/her approval. Although the principal/designee approves the permit, it will not appear in the ROC's unprocessed screen until the FY 2008 budget/galaxy codes for Extended Use are made available by the Budget Office.

The entry of permits prior to the availability of the galaxy codes is to allow organizations to reserve space for the new fiscal year. This will allow the principals/designee to review and approve/reject permit applications before the school year ends.