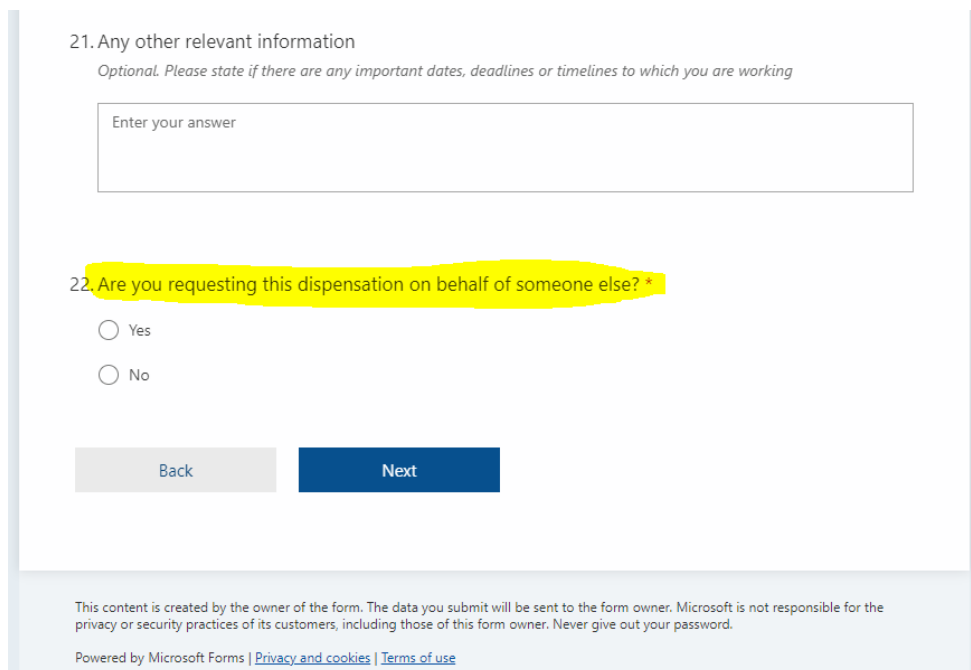**Requesting dispensation on behalf of someone else or overriding your department code**

Users requesting dispensation frequently do so on behalf of someone else. The new dispensation form has a conditional series of questions that cater to these instances.

The new dispensation form also appends department codes to the new Dispensation ID format (i.e. DISP-21-1234-AG // DISP-YEAR-#-DEPTCODE). The code that appears in each ID is taken from the requestor's department, as referenced in their Microsoft 365 profile. This code can, however, be overridden on a per-dispensation request basis.

Please note – the codes in DISP-IDs are for reference only. It is not a requirement that the department code matches comparable codes generated in CUFS when placing your order.

This is the final question in the dispensation form. Answer 'Yes' to this question to enter details of the person requiring dispensation approval or to override the automatically appended DISP-ID department code. Note: the question number may be different for your form session.

Details of person requesting dispensation 🔊

Please enter the details of the person that you are requesting this dispensation on behalf of. This is for records only. Please note that you will still receive communications resulting from completing this form.

23. CSRID

Optional

Enter your answer

24. Full name

Optional

Enter your answer

25. Email

Optional

Enter your answer

26. Departmental code override

Optional

The dispensation ID will include the department code of the person completing this form. If you are requesting this dispensation on behalf of someone in another department (or with another department code), please enter a replacement two-digit department code here, i.e. 'AG' for Finance Division, 'KA' for Physics

Enter your answer

Back   Submit

You can use the final question in the above image to override the Dispensation code. This is useful if the person who requires dispensation approval is in a different department or if you require granular control over what code is used in the generated DISP-ID. If you only want to override the department code, you can leave all other fields blank.