From: cyBuy [ITUIS]

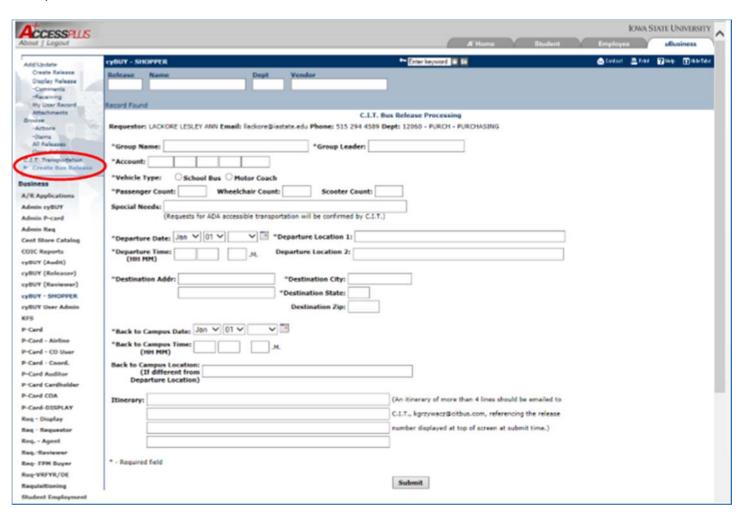
Sent: Wednesday, December 02, 2015 8:35 AM **Subject:** Use cyBUY for CIT bus release numbers





Bus release numbers for CIT Signature Transportation (CIT) are now automated through the cyBUY system. You will no longer need to contact the purchasing department for a bus release number.

cyBUY may be accessed under the uBusiness tab in AccessPlus. Once you access cyBUY, please go to the CIT Transportation link in the menu:



After completing the form, click Submit. This will generate a message to CIT with your release number included.

CIT Signature Transportation will email you a confirmation form. Check this form for accuracy, sign your approval, and return to Kim Grzywacz at kgrzywacz@citbus.com. This will secure your transportation. Kim will contact you to finalize details as your trip date approaches. CIT Signature Transportation will send the invoice for the processing of payments to invoices@iastate.edu.

If you have questions, please contact purchasing agent Teri Goins at <u>tgoins@iastate.edu</u>. Please forward this email to others in your department who reserve CIT Signature Transportation buses.