Assign a Cart to Another User

If you are ordering in Falcons Purch and do not have the requester role, you will need to assign the cart to a requester in your department.

Click on the cart icon found in the upper right corner, select Checkout or View My Cart.

Select Assign Cart.

Click on Search for an assignee.
Enter the Last Name and the First Name only. Click Search.

Click [select] under Action.

You have the option to Add to Profile. If you check this box, you won’t have to search for an assignee moving forward. You also have to the option to add a Note to Assignee. Click Assign.