**Purpose:** The purpose of this job aid is to help billers determine which eDoc is most appropriate for changing departments for goods and services. To start, answer the question “How did you create intramurals prior to KFS?”

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**Current IC users:**
- Agronomy
- Iowa State Center
- ISU Dining
- Information Technology
- Library
- Memorial Union
- Public Safety
- Residence Halls
- Telecomm
- Treasurer’s Office
- Facilities Planning & Mgt

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*Generally, routing should only occur for infrequent billers or those with customers likely to question a charge.*