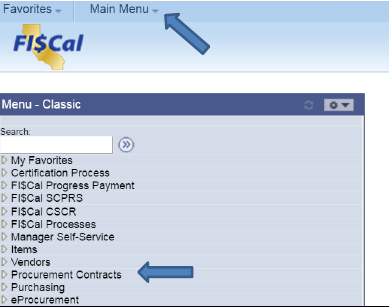
**How to look up an LPA in FI$Cal**

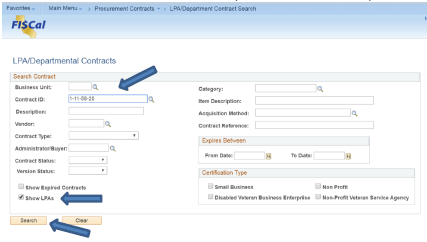
1. Log in to FI$Cal
2. Click “Main Menu” then “Procurement Contracts”



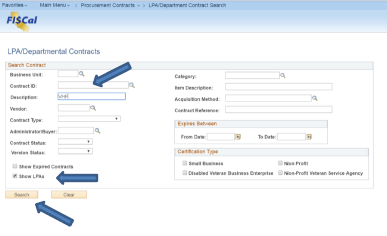
1. Click “LPA/Department Contract Search”



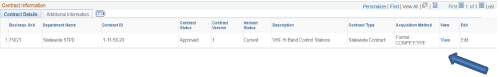
1. Choose the scenario that works best for you
   1. Scenario 1: Have LPA Number: Enter LPA number into “Contract ID”, select “Show LPAs”, and click “Search”.



* 1. Scenario 2: Have contract item description: Enter item into “Description” field, select “Show LPAs”, and click “Search”.



1. Result will appear at the bottom of the screen, click “View” to open contract details.



1. View LPA Contract

