1. Check your Action Items. Click on Unassigned Requisitions needing approval.

2. Assign to yourself by checking the box to the right of the Assign button. Click GO.

3. The order is now in the My PR Approvals folder. Open this folder and click on the requisition number to view.

4. Under Available Actions, choose the desired action and click GO.
   - Select Approve/Complete Step if you find the requested purchase to be allowable and appropriate.
   - Select Approve/Complete & Show Next if there are several requisitions in your queue for approval.
   - Select Return to Shared Folder if you decide you should not be the approver of this requisition.
   - Select Return to Requisitioner if you want the accounting information changed, or any additional or modified information from the requisitioner. A field will appear for you to add a comment about why the requisition is returned.

NOTE: This action will remove the requisition from workflow. After the changes are made, the requisitioner will re-submit the requisition and you will be able to review and approve it.

Continued on next page
– When you select an individual, a field will appear in which you should make a comment to that person.

– Indicate whether you approve this order and whether they should Approve/Complete Step or forward it to another person for approval. Click Forward.

NOTE: A record of these forwards and accompanying comments can be found in the History Tab.

4. Click on the Approvals Tab to see where the requisition is in the workflow.