1. Click on the Action Items flag in the upper right corner of the UShop Dashboard to find requisitions needing approval.

![Image of Action Items flag]

2. Click on cart name – review and update as needed.

![Image of cart name]

3. Click on Proceed to Checkout.

![Image of Proceed to Checkout button]

   - Acct Dist Shortcut = the activity or project number
   - Account = account code
   - A/U = When using an activity number, BU01, and expense account: enter “1” for allowable or “0” for unallowable. For all other Account distribution types (i.e. project numbers) leave this field empty.

![Image of Accounting Distribution]

5. Check Shipping location, make changes as needed.

![Image of Shipping location]

6. Click Submit Requisition.

7. The order is now in Requisition Workflow. Click on the requisition number to view the requisition, and click on the Approvals Tab to see where the requisition is in workflow.

![Diagram of PR Approvals workflow]

10. In the box for Department Approval, click on the words View approvers to see the potential approvers for this order.

![Workflow Step Approvers (Department Approval) dialog box]

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- Clay Postma  clay.postma@utah.edu
- Dan Thornley  dan.thornley@utah.edu
- Jill (approver) Brinton  jbrinton@media.utah.edu
- QA Default  ushop@utah.edu
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