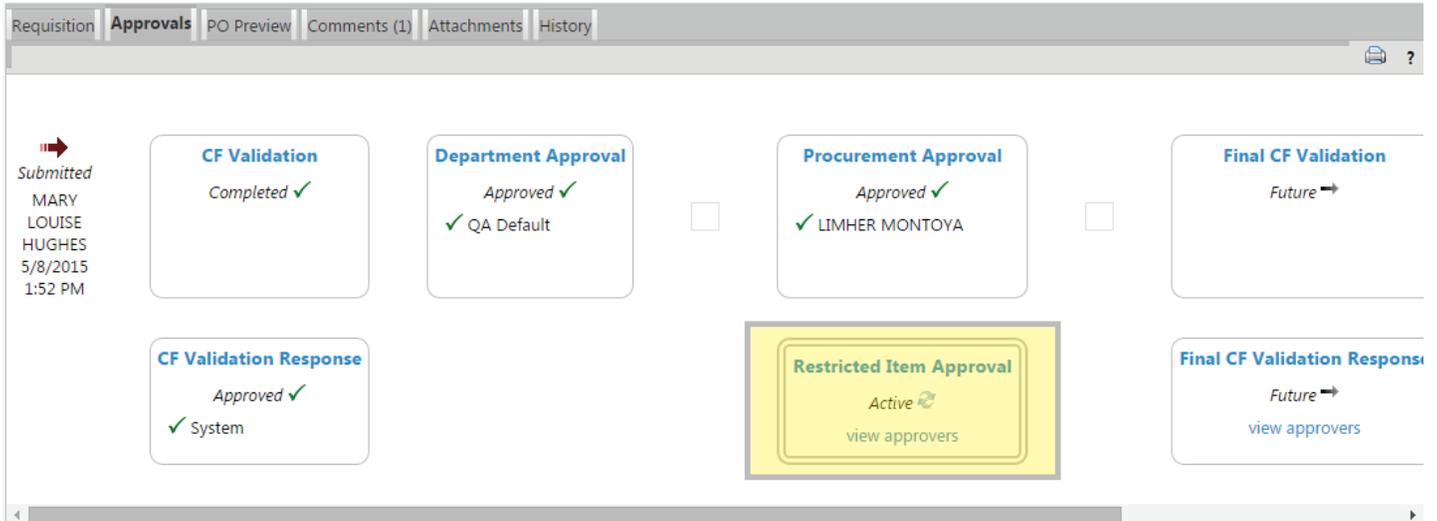
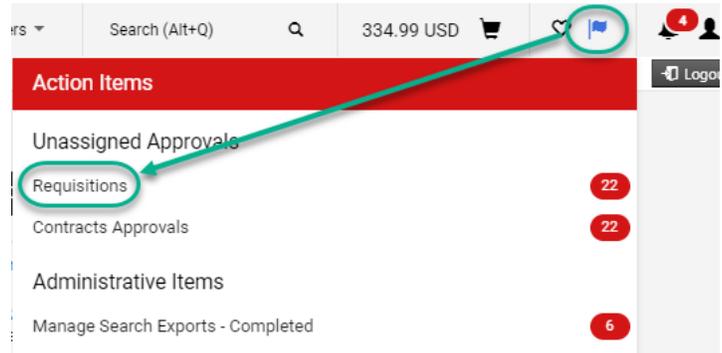


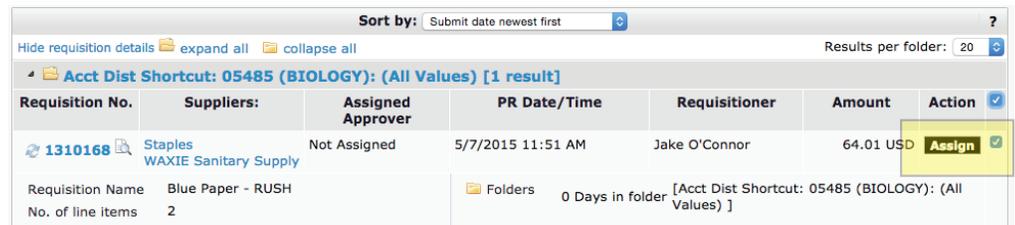
NOTE: a requisition will come to you for approval after it has received Departmental Approval, and in parallel with a stop in Purchasing for Procurement Approval. The requisition will move forward in workflow only after receiving approval from both Purchasing and your department. Please complete Approval steps as outlined below.



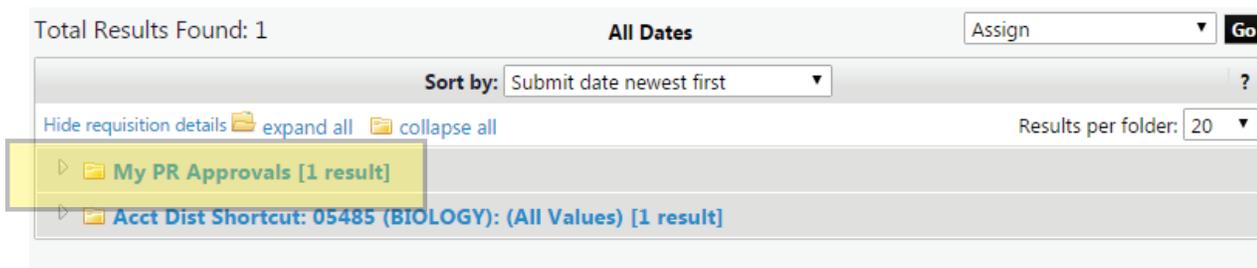
1. Click the flag icon to check your *Action Items*. Open Requisitions under *Unassigned Approvals*.



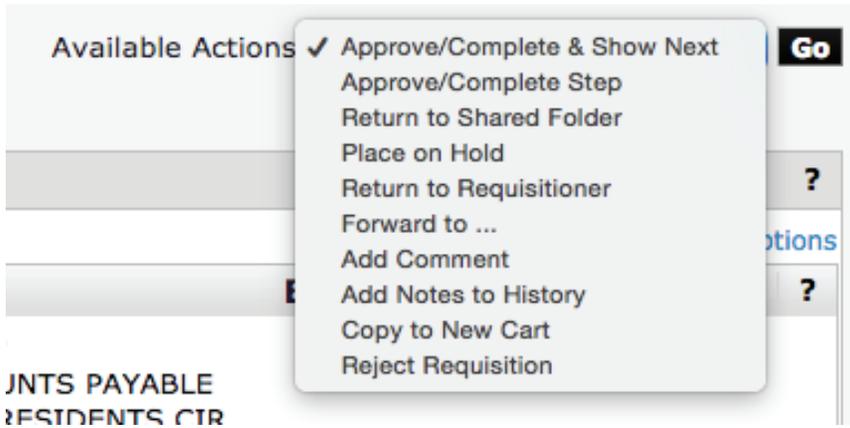
2. Assign to yourself by checking the box to the right of the Assign button. Click GO.



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. 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 again.

– Select Forward to if you want another approver to review and approve this requisition. You will be prompted to select the person to whom you want to forward:

– 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.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	5/8/2015 12:41 PM	QA Default		Requisition forwarded		QA Default	MARY LOUISE HUGHES	I approve this order. Will you please indicate your approval, then Approve/Complete step? Thank... more...
	5/8/2015 8:21 AM	QA Default	Department Approval	Requisition assigned				