

If you have GFA, or signing authority, on an activity or project used on an order in UShop, follow this link to view the <u>complete Approver Training</u>.

However, if you need to respond to a current request to approve a requisition in UShop, you may follow the simple instructions below.

- 1. Log into UShop, URL: ushop.utah.edu.
- 2. Find the requisition needing approval by either:
  - a. Typing the requisition number in the search field in the upper tool bar. Select the document type "Requisitions". Click the spyglass.

The market place Requisitions - 103837379

Or,

b. Scroll to the My Approvals section on the Dashboard and click on the requisition number in question:

liter Approvais	;			
View	Only My Approval	s Group by	Group by Folder	
All Approval	s 🔻 No	▼ No	T	
/pe	Details	Folder Name	Days In Folder 🔺	
Requisitions	Number: 103837379	New Supplier Safety	119	
Requisitions				

3. Once in the Requisition, review it to be sure you approve of the Accounting distribution being used, the items being purchased, etc. When you are ready to approve, Open the Document Action dropdown menu in the upper right corner of the document. Click on "Approve/complete step":

Requisition: 109473269 RITLeadershipMovietickets	Summary		Document Actions  History Assign to myself	?
Status: Pending Document Total: 64.00 USD			Approve/complete step	ose All
Requisition 🗸	• General		Add Comment	
Summary	Status	2 Pending	Non-Catalog Quick Order	edit
General	Submitted	Department Approval 10/9/2018 11:29 AM		
Shipping	Cart Name	RITLeadershipMovietickets		