After a requisition is submitted into requisition workflow but is still pending approval, an approver may select an Ad-Hoc Approver. This Ad-Hoc Approver will be added to the workflow and is required in addition to the original approval.

1. **Assign to myself**
An approver obtains more options when the requisition is assigned to him/herself.

Note that the requisition must still be in Pending status, meaning it has not yet been approved.

2. **General Tab**
When the requisition is assigned to yourself, open the General tab and select Ad-Hoc Approver.

3. **Ad-Hoc Approver**
The Ad-Hoc Approver window:

1. Indicates the current approver step, or type of approval needed.

2. Allows the selection of any UShop user as an Ad-Hoc Approver.

3. Requires a comment explaining why this approval is being added.
4. Requisition Workflow
The Ad-Hoc approval step is added to the requisition workflow.

1. The original (Department) approval and the Ad-Hoc approval are each required steps to complete the workflow.

2. The Ad-Hoc Approver step remains in Future status until the original approval is complete.

5. Change or Delete Ad-Hoc Approver
Before the requisition workflow is complete, an Ad-Hoc Approver may be changed or deleted.

1. Open the General tab.

2. Click the Change link by the name of the Ad-Hoc Approver, and complete the fields as needed.
   Note that the Comments field is required whether you add a different person or simply delete the approver.