Approving Requisitions

BUSINESS OBJECTIVE: All requisition approvers (supervisors, department approvers, category approvers) will receive an email notification with a link to approve pending requisitions. However, approvers are encouraged to use the Approve Requisitions search page to search for pending requisitions. Category approvals are required for Information Technology, furniture, hazardous materials and outside legal counsel.

This page also offers the ability to search for requisitions that have been approved, denied, pending or pushed back. Approvers need to carefully review supporting information including requisition chartfields plus supporting documentation prior to approval.

STEP#1: Navigate to eProcurement>Approve Requisitions

Enter as much information to locate the requisition to be approved. For example, enter 'date from' and 'date to' and keep default Status; Pending. Click **Search**.

STEP#2: Summary requisition results are displayed. Click on **Req ID** to review requisition details prior to approval.

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

▽ Expand All ☐   ▷ Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
▷ ⏱ Pending	0000000202	FY19 - Computers	MEC55	05/01/2019	Gabrielle Keane-Dawes	Gabrielle Keane-Dawes	2,000.00	USD

STEP#3: To review the requisition line detail, place a check mark on the requisition line to be reviewed and click on **View Line Details** icon. **Requisition Details appear.**

Favorites | Main Menu > eProcurement > Approve Requisitions > Requisition Approval

Requisition Review

Req Name:	FY19 - Computers
Total:	2,000.00 USD
Requester:	Gabrielle Keane-Dawes
Entered on:	05/01/2019
Status:	Pending

Business Unit: MEC55
Requisition ID: 0000000202
Priority: Medium

Requester's Justification:
No justification entered by requester.

Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
☑	1	FY19 - Computers for Office ...		2.0000	EA	1,000.00000	USD	💬

☐ Select All / Deselect All
└ 📋 View Line Details

▷ Review/Edit Approvers
Return to Approve Requisitions   Previous in List   Next in List

Requisition: FY19 - Computers

Requester: Gabrielle Keane-Dawes
Business Unit: MEC55
Requisition ID: 0000000202
Date: 5/1/20

Comments:

Line	Description	Qty	Price	Curr	UOM	Total
1	FY19 - Computers for Office Staff	2.0000	1,000.00000	USD	EA	2,000.00

Line Comments
Quote for two Dell Computers

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Loading Dock - Receiving	Gabrielle Keane-Dawes		2.0000	2,000.00

Line	Pct	Req Qty	Amount	GL Unit	Location	Account	Oper Unit	Fund	Dep
1	100	2	2000	MEC55	C-113	53912	9999	12	8023
Program 99999	MP 500	Sp Init 9999	Fnd Src 999999						

STEP#4: Once all requisition details have been reviewed and supporting documents verified, the requisition is ready to be approved. Return to the Requisition Approval Page and Click on **Approve**

STEP#5: Image below illustrates a fully approved requisition: