

Approve a Requisition

The second part of *Creating a Requisition* is to **approve** your requisition. This “approval” sends the requisition to your approver.

Workflow Finance Human Resources HR Home

Item Requisition 021363

Click to approve requisition

Header Items/Funding Vendor Summary

Summary

Header Information

Req Number:	021363
Last Updated:	08/28/2015
Updated By:	SDINGMAN
Req Status:	Incomplete
Requestor:	Joe Suny
Budget Requisition:	No
Comments:	Chair for Director
Encumbrance Total:	\$335.49
Outstanding Amount:	\$335.49
Vouchered Amount:	\$0.00

Item/Funding Information

Vendor Information

View Workflow Details Print Edit

1. At the top left of the page, click **Workflow** to approve your requisition.

Workflow

Finance

Human Resources

HR Home

Campus	Type	Description	Last Action / Reason	Resource / Group	Originator	Date Created
<input type="checkbox"/>	28020	Req	Item Req # 021314		SDINGMAN	SDINGMAN JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021313		SDINGMAN	SDINGMAN JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021320		SDINGMAN	SDINGMAN JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021298		SDINGMAN	SDINGMAN JAN 22, 2015
<input checked="" type="checkbox"/>	28020	Req	Item Req # 021363		SDINGMAN	SDINGMAN AUG 28, 2015

Check All Reset Viewing 5 items.

Number of cases selected: 1

Case pages:

Work On... Forward... Details...

Actions:

Notes:

Approve Reject Cancel Return to Group

Show document types: Show All

2. Click the box next to the requisition you want to approve.
3. Click on **Approve**.

Note: The requisition will automatically be sent to your approver. However, you must let your approver know the requisition is ready for their approval.