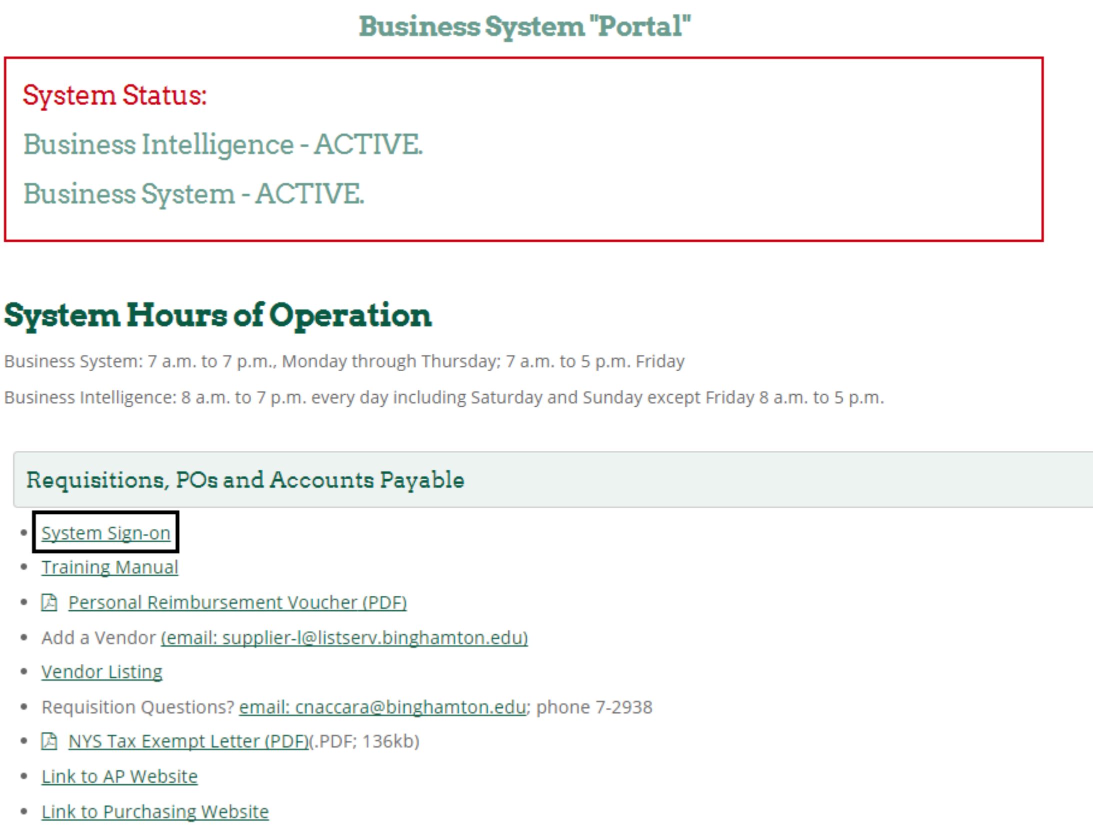
Approvers Section: Requisition Approval

As an approver, you will review requisitions that have been sent to you for approval and then either approve or reject the requisition based on your review. (The Requisitioner should let you know when a requisition is ready for your approval). An approved requisition will automatically be sent to Purchasing for Purchase Order creation. A rejected requisition will be sent back to the Requisitioner so that it can be modified and then resubmitted for your approval.

Note: Once a requisition is approved by you, it cannot be altered or cancelled. You will have to contact Purchasing to make any changes and/or cancel the requisition.



Business System "Portal"

System Status:

Business Intelligence - ACTIVE.

Business System - ACTIVE.

System Hours of Operation

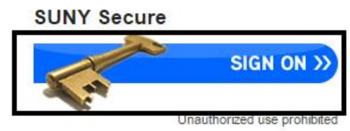
Business System: 7 a.m. to 7 p.m., Monday through Thursday; 7 a.m. to 5 p.m. Friday

Business Intelligence: 8 a.m. to 7 p.m. every day including Saturday and Sunday except Friday 8 a.m. to 5 p.m.

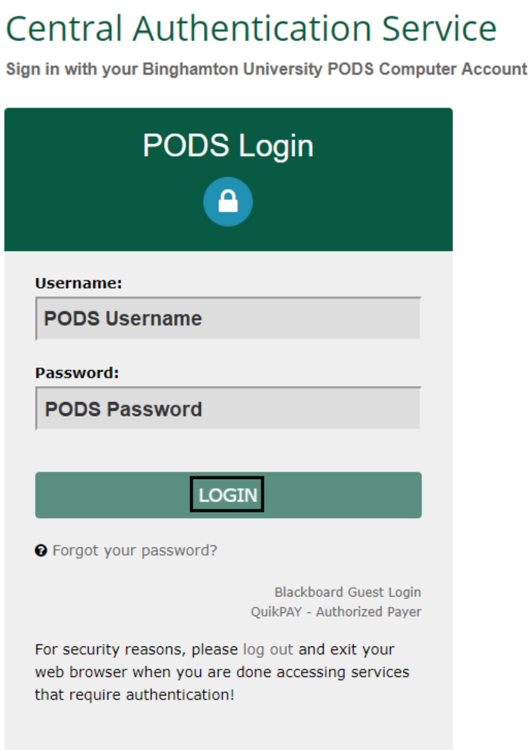
Requisitions, POs and Accounts Payable

- System Sign-on
- Training Manual
- Personal Reimbursement Voucher (PDF)
- Add a Vendor (email: supplier-l@listserv.binghamton.edu)
- Vendor Listing
- Requisition Questions? email: cnaccara@binghamton.edu; phone 7-2938
- NYS Tax Exempt Letter (PDF)(.PDF; 136kb)
- Link to AP Website
- Link to Purchasing Website

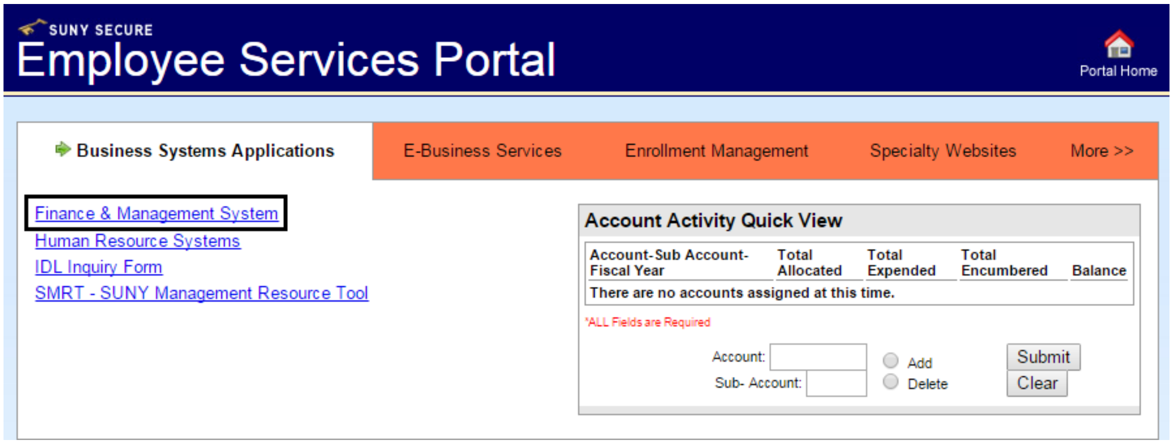
1. Log into the *Business System Portal* at: www.binghamton.edu/business-office
2. Scroll down the page to the **Requisitions, POs and Accounts Payable**.
3. Click **System Sign-on.**



4. Click **SUNY Secure Sign On.**
5. Select **Binghamton** campus and click **Login**.

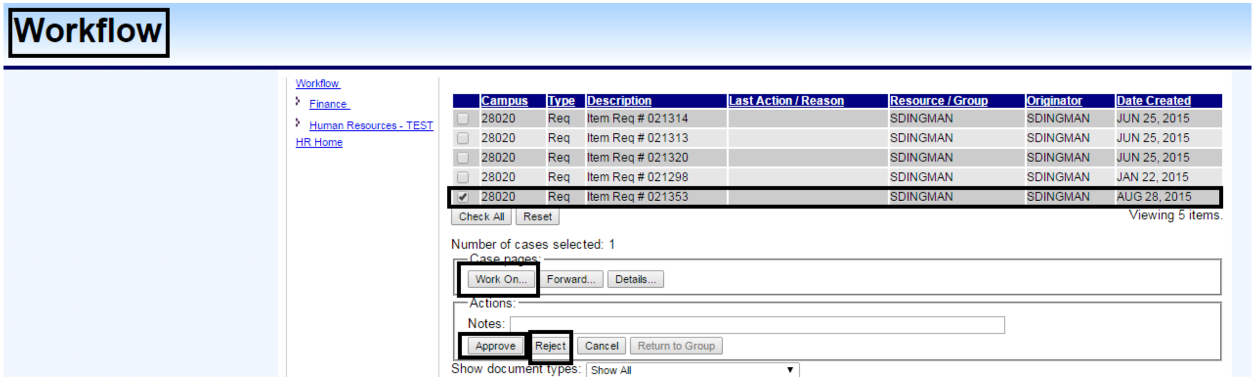


6. Input your **PODS Username** and **PODS Password.**
7. Click **Login.**



8. Click on **Finance & Management System.**

1. On the **SUNY Financials** page, click **Workflow.**



2. On the **Workflow** page, select the requisition you are going to approve.
3. Under **Case pages,** click **Work On** to review the requisition.

   Note: *Please review the requisition before approving.* Click on the **Summary** tab to view the Header, Item/Funding and Vendor Information. This ensures accuracy of account numbers, amounts and vendor information.
4. When you are done reviewing the requisition, click on **Workflow** in the upper left corner to return to the **Workflow** screen.
5. Under **Actions,** select either:
   a. **Approve** to approve the requisition. This will send the requisition directly to Purchasing for Purchase Order creation.
   b. **Reject** to send the requisition back to the Requisitioner. You can add notes in the **Notes** field to let the Requisitioner know why you are rejecting it.
6. The requisition will then disappear from your tasks list.