Approvers: 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 will 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 or cancel the requisition.

1. To log into the System, go to [www.binghamton.edu/business-office](http://www.binghamton.edu/business-office)
2. Scroll down the page to the **Requisitions, PO's & Accounts Payable** module.
3. Click **System Sign-on**.
4. Click **SUNY Secure Sign On**.
5. Select Binghamton campus.
6. Click Login.

7. Input your PODS User ID and PODS Password.
8. Click Log In.
9. Click on **Finance & Management System**.

10. The system may bring you to the **SUNY Financials** page.
    a. If so, click on **Open Tasks** or **Workflow**.
    b. If not, see next step.
11. The system brought you directly to the Workflow page, which is where you want to be.
12. On the Workflow page, select the requisition you are going to approve.
13. 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.
14. When you are done reviewing the requisition, click on Workflow in the upper left corner to
    return to the Workflow screen.
15. 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.
16. The requisition will disappear from your tasks list.