APPROVE REQUISITIONS

From Activities Menu, select:
1) **Finance**
2) **Requisitions**
3) **Approve Requisitions**

Search Criteria window will appear:
4) **# of Requisitions in your approval que**
5) **Press GO to pull up list of items to be approved**

QUICK APPROVAL

1) **If you are okay to approve/deny without in depth review, open the Action drop down menu and select the desired action (Defer, leaves it in your que)**

2) To Post Approvals/Denials, navigate to TASKS and select from dropdown
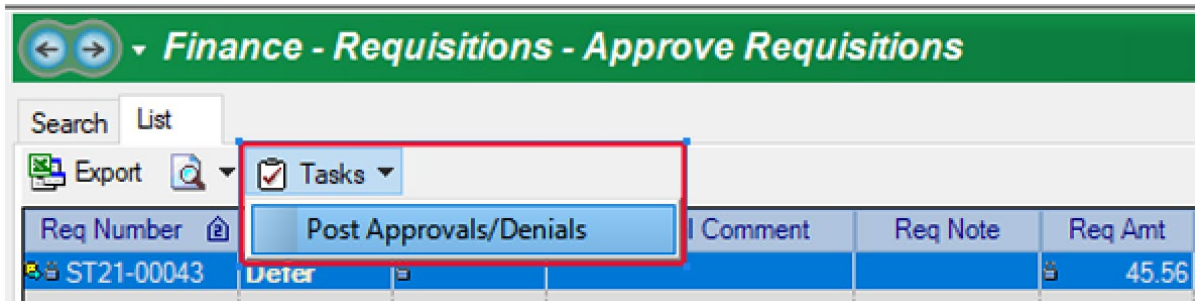
3) Review pop-up and select YES if okay
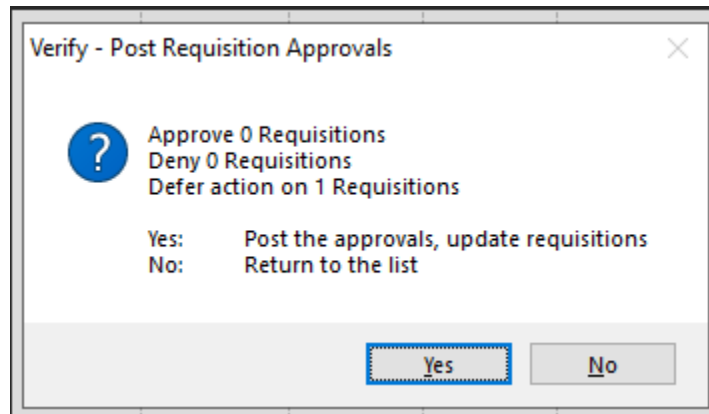
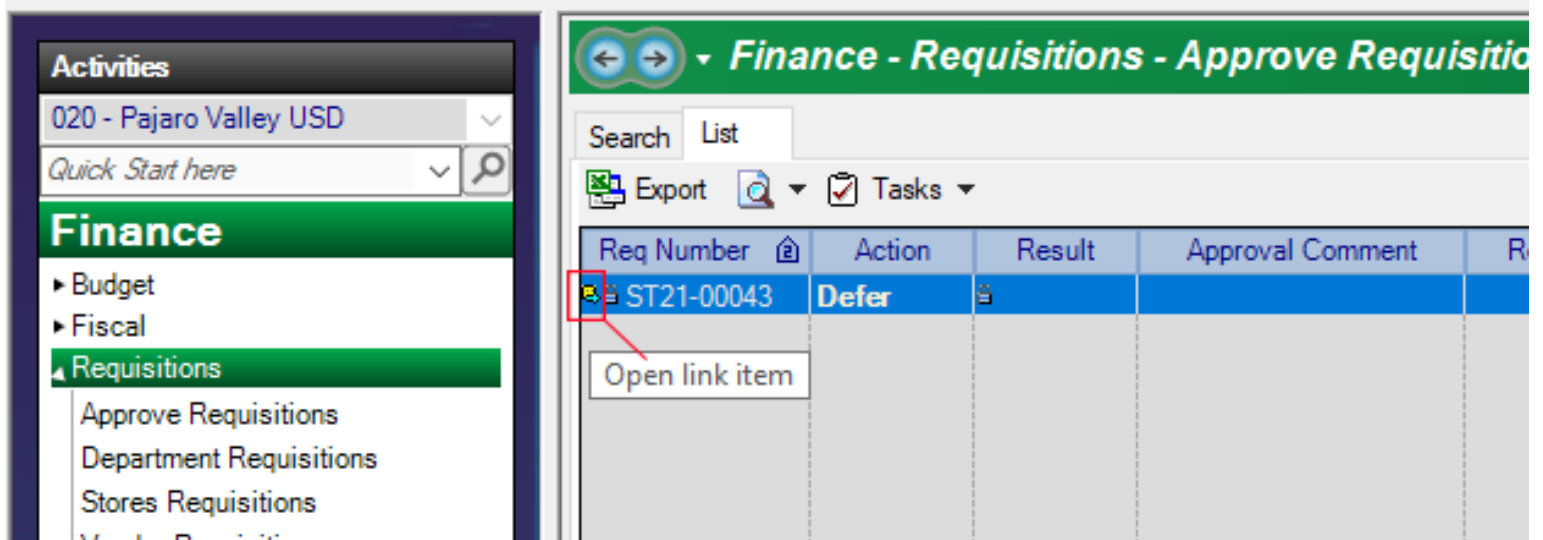## IN DEPTH APPROVAL

Select the LINK symbol on the REQUISITION to be approved:

VENDOR REQUISITION

REQUISITION TAB – Comprehensive Overview

ITEMS TAB – Line by line, item review

ACCOUNT – Distribution of funds to be used amongst account(s)

If all looks good, select CLOSE at the top and follow steps 1-3 from QUICK APPROVALS

STORES REQUISITION

REQUISITION TAB – Comprehensive Overview

ITEMS TAB – Line by line, item review

ACCOUNT – Distribution of funds to be used amongst account(s)

If all looks good, select CLOSE at the top and follow steps 1-3 from QUICK APPROVALS