

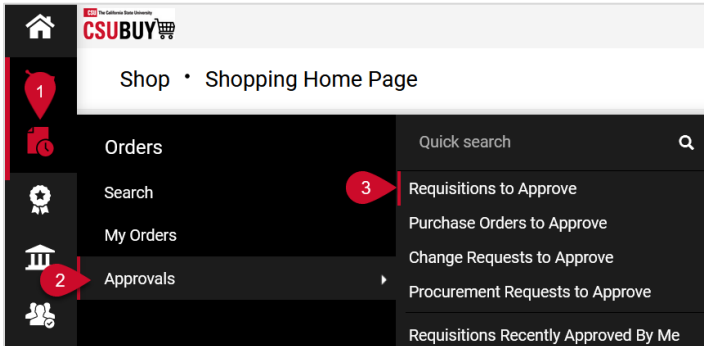


Learn how to make various requisition actions. Below are some key notes about the Approve, Return, or Reject a Requisition process:

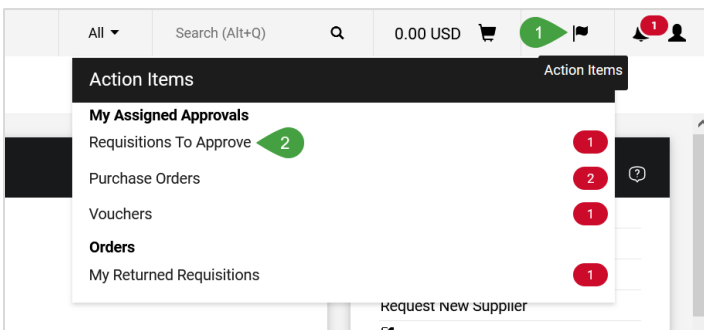
- Approvers are those who will review requisitions and take specific action.
- Requisition workflow includes approval functions. These are involved a couple of different ways.
 - Each submitted requisition will follow workflow for review and approval.
 - Subject matter approvers, departments, or supporting administrators will review these requisitions depending on what is bought.
 - DOA, or more accurately, delegation of fiscal authority. The DOA approver will review the requisition for fiscal and budgetary spend.
 - Requisitions are routed based on the dollar amount, department ID, and sometimes fund for the right person to review and approve.
- **Note:** In order to see all Approval options for Requisitions to Approve, it may be necessary to assign Requisitions to yourself.

Take Action on a Requisition

1. Navigate to Requisitions to Approve using either of the following methods:
 - a. **Orders > Approvals > Requisitions to Approve.**

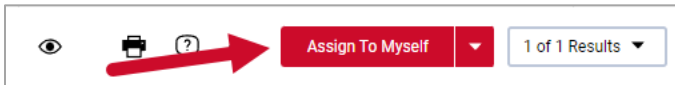


- b. Select **Action Items** from the Notification Menu. The Action Items pop-up window will appear. Select **Requisitions To Approve**.

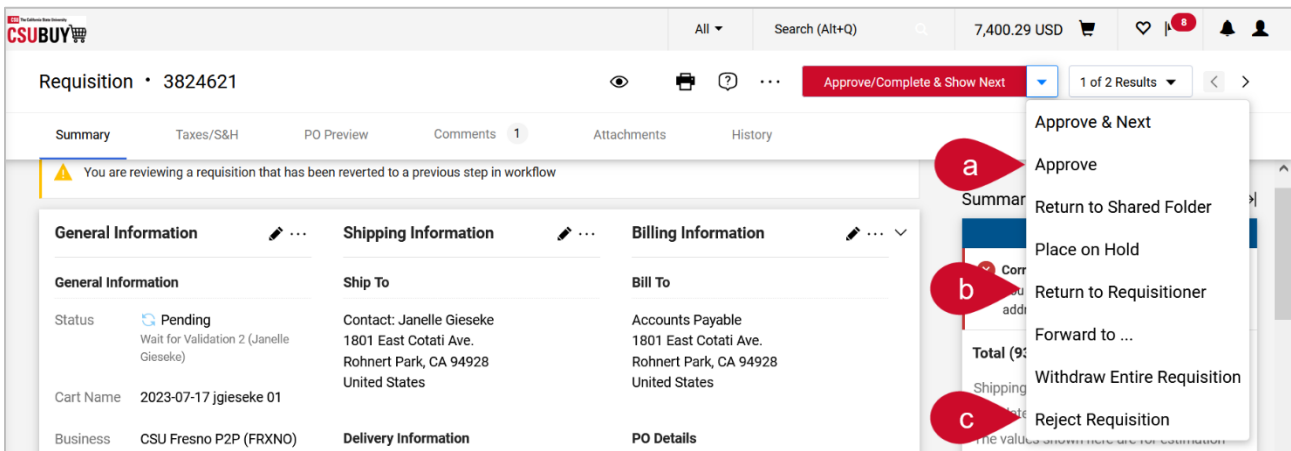




2. Open the requisition.
3. If necessary, assign the Requisition to yourself.



4. Select the drop-down menu next to Approve/Complete to take action on the requisition.



- a. To approve the requisition, select **Approve**.
- b. To return the requisition to the requester, select **Return to Requisitioner**.
 - i. In the pop-up window, enter the reason for the return and select **Save Changes**. This note will be available via the Comments or History tab and the requisitioner will be notified.
 - ii. The requisitioner can access the requisition from the Draft Carts screen (**Shop > My Carts and Orders > View Carts > Draft Carts**), where the Type column will indicate that the requisition is returned. From there the cart can be opened, updated, and resubmitted back into the workflow.
- c. To reject the entire requisition, select **Reject Requisition**. You can only reject a requisition that has been assigned to you.

Note: This action is not reversible. Only reject a requisition if it should not progress. If more information is required return the requisition and add comments instead. The best practice is to return a requisition for a user to make edits and resubmit.

- i. Enter the reason for the rejection in the pop-up window.
- ii. Select **Reject Requisition** to save the comment and reject the requisition.