


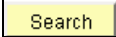








Approving A Requisition

1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Approve Amounts link. 
4.	Enter the desired information into the Requisition ID: field. Enter a valid value e.g. " 000073885 ".
5.	Click the Search button. 
6.	Click the Details link to view specifics about the requisitions. 
7.	Click the Details link. 
8.	Click the Approval link. 
9.	Click the Approval Action drop down menu and select 'Approve' from the drop down box if you want to approve this requisition. You can also 'Deny' the requisition outright, or choose 'Recycle' which sends it back to the Requester for review and possible resubmission. 
10.	Enter the desired information into the Comment field. Enter a valid value e.g. " Requisition Approved ".
11.	Click the Save button. 
12.	Notice that the Approval Status has been changed to Complete now. Now that the requisition has been approved, it will automatically be routed to a Buyer in the Purchasing Department for processing.
13.	Click the 'Worklist' hyperlink to view your entire worklist.
14.	Once you have approved or denied the requisition, go back to your worklist and click the 'Mark Worked' button. This will take it off your worklist.
15.	Click the Home link. 
16.	Congratulations. You have successfully Approved a Requisition. End of Procedure.