Requisition Approval

Once a requisition has been created and a REQ ID has been assigned, a requisition must be approved and budget. The approver can elect to budget check it manually, otherwise, a nightly process will run, budget checking all requisitions with an approved status.

Navigation: Purchasing, Requisitions, Add/Update Requisitions, Find an Existing Value

1. To approve the requisition, enter the Requisition ID.
2. Click Search

Requisitions
Use the following search to look for an existing Requisition.

| Business Unit: | = | SLCPMP |
| Requisition ID: | begins with | 2007101206 |
| Requisition Status: | = |
| Origin: | begins with |
| Requester: | begins with |
| Requester Name: | begins with |
| Hold From Further Processing | |
| Case Sensitive | |

3. Select the requisition you need to approve.
4. Verify line information on the Maintain Requisition page. Line information includes:
   - Description of the item(s) for each line. To view the entire description, click the plus button to the left of the field.
   - Qty
   - Unit Of Measure (UOM)
   - Category
   - Price

5. Click the plus button to review the schedule of a line.
6. If there are multiple lines on the requisition, click View All to view them on the same page.

7. Verify the Chartfields by clicking on the distribution icon, once verified click OK.
8. Select Return to Main Page to go back to Maintain Requisitions.
9. If needed, click Add Comments or Edit Comments to verify comments to the Buyer.

10. Click OK

11. Approve by clicking ✓ and click Save

12. Run Budget Check by clicking

13. Verify Status and Budget Status before leaving the page. Click Sign out

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**Maintain Requisitions**

**Requisition**

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>SLCMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>2007100934</td>
</tr>
</tbody>
</table>

Status: Approved

Budget Status: Valid