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

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 ![link](#) to the left of the field.
   - Qty
   - Unit Of Measure (UOM)
   - Category
   - Price

5. Click ![link](#) to review the schedule of a line.

6. If there are multiple lines on the requisition, click ![link](#) to view them on the same page.

7. Verify the Chartfields by clicking on the distribution ![link](#), once verified click ![button](#)

8. Select ![link](#) 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