



Add first approver(s)

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[District Administration > Workflow > First Approver](#)

Create and maintain a list of first approvers for requisitions at each campus/department. These individuals are the first people at their assigned campus/department to view the submitted requisitions.

Delete	Employee Nbr	Employee Name	Print Name	Campus/Department ID	Campus/Department Name
	017621	L	<input type="checkbox"/>	003	003 School
	012199	T	<input type="checkbox"/>	011	011 School

[Duplicate From Existing](#)

[+ Add](#)

Workflow Type Click and select the Purchasing Requisition workflow.

- Click **Retrieve**. If any first approvers exist, a list of first approvers for the various campuses/departments is displayed.
- Click **+Add** to add a first approver.

Employee Nbr	Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select an employee, or click to select an employee from the Approver Directory . The Employee Name field is populated based on the selected Employee Nbr . Note: To view the first approver for a specific campus/department, leave the Employee ID field blank, type a specific campus/department, and click Retrieve .
Campus/Department ID	Type a campus ID or click to select a one from the Department Directory . A list of all available campus IDs is displayed. The Campus/Department Name field is populated based on the selected Campus/Department ID . The Department Directory is populated from the campus/departments that are established on the District Administration > Tables > District Information > Campus Name/Address page. Note: To view all of the campuses/departments for a specific approver, leave the Campus/Department field blank, type a specific employee ID number, and then click Retrieve .
Print Name	Select to print the approver's signature on the purchase order.

- Click **Save**.

Notes:

- Only one first approver is allowed per campus/department.
- If an approver is the first approver for multiple departments, that approver needs to be added to the table multiple times.
- Only a first approver is allowed to insert another approver after their name.