



**Add first approver(s)**



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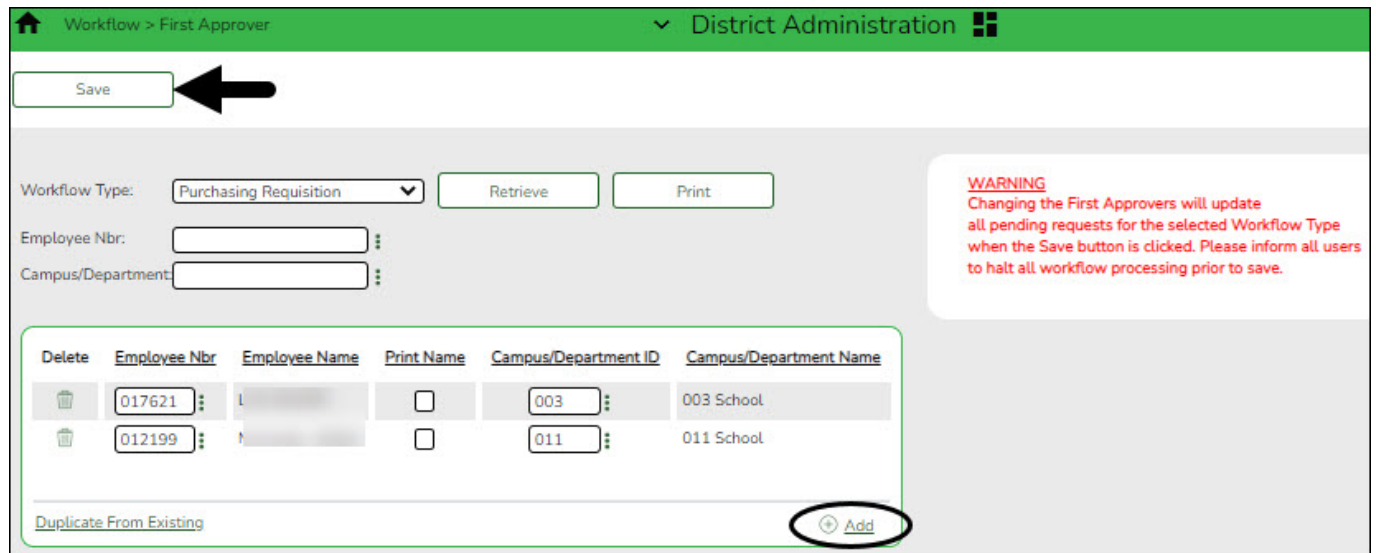
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## Add first approver(s)

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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.



**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.

<b>Employee Nbr</b>	<p>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 <a href="#">Approver Directory</a>. The <b>Employee Name</b> field is populated based on the selected <b>Employee Nbr</b>.</p> <p><b>Note:</b> To view the first approver for a specific campus/department, leave the <b>Employee ID</b> field blank, type a specific campus/department, and click <b>Retrieve</b>.</p>
<b>Campus/Department ID</b>	<p>Type a campus ID or click  to select a one from the <a href="#">Department Directory</a>. A list of all available campus IDs is displayed. The <b>Campus/Department Name</b> field is populated based on the selected <b>Campus/Department ID</b>.</p> <p>The Department Directory is populated from the campus/departments that are established on the <a href="#">District Administration &gt; Tables &gt; District Information &gt; Campus Name/Address</a> page.</p> <p><b>Note:</b> To view all of the campuses/departments for a specific approver, leave the <b>Campus/Department</b> field blank, type a specific employee ID number, and then click <b>Retrieve</b>.</p>
<b>Print Name</b>	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.