



**Add first approver(s)**



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## Add First Approver(s)



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Create and maintain a list of first approvers for requisitions or change requests for each campus/department.

**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>           | 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> .<br><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> .  |
| <b>Campus/Department</b>      | 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> .<br><br>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.<br><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> . |
| <b>Employee Nbr</b>           |   |
| <b>Employee Name</b>          | The name of the selected employee ID is displayed.  |
| <b>Print Name</b>             | Select to print the signature of the approver on the request or purchase order.   |
| <b>Campus/Department ID</b>   |   |
| <b>Campus/Department Name</b> | The name of the selected campus/department ID is displayed.   |

Click **Save**.

**Notes:**

Only one approver per campus/department is allowed.

If an approver is the first approver for multiple departments, he needs to be added to the table multiple times.

Only a first approver is allowed to insert an approver after himself, if desired.