



Add first approver(s)


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Create and maintain a list of first approvers for requisitions at 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.

| | |
|-----------------------------|---|
| 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 signature of the approver on the purchase order. |

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.