



**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.

Workflow > First Approver SessionTimer: 59 min and 43 sec

**Save**

First Approver

Workflow Type: Purchasing Requisition Retrieve Print

Employee Nbr:

Campus/Department:

**WARNING**  
Changing the First Approvers will update all pending requests for the selected Workflow Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.

Delete	Employee Nbr	Employee Name	Print Name	Campus/Department ID	Campus/Department Name
	003959	Veronica Cuenca-Wilson	<input checked="" type="checkbox"/>	102	102-School EE-05
	003438	Julie Verstuyft	<input checked="" type="checkbox"/>	103	103-School EE-05
	003424	Brian Pennartz	<input checked="" type="checkbox"/>	104	104-School EE-05
	005691	Sylvia Acuna	<input checked="" type="checkbox"/>	105	105 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.

<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> . <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 ID</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> .  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. <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>Print Name</b>	Select to print the approver's signature on the purchase order.

☐ Click **Save**.

### Notes:

- Only one first approver per campus/department is allowed.

- 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.