



# Approve Bundle Requisitions - REQ3230



# Table of Contents

|  |   |
|--|---|
| <b>Approve Bundle Requisitions - REQ3230</b> ..... | i |
| <b>Approve Bundle Requisitions - REQ3230</b> ..... | 1 |



# Approve Bundle Requisitions - REQ3230

## Purchasing > Maintenance > Approve Bundle Requisitions

This page allows the final approver in the Purchasing approval path to approve or return requisition bundles. Once a requisition bundle is approved, the bundled requisitions are assigned a single purchase order number.

The page consists of three grids:

- The top grid displays the requisition bundle information.
- The middle grid displays the requisition information for the bundle.
- The bottom grid displays the requisition line items.

### Approve bundle requisitions:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.


/\*Inline folded include\*/

| Field     | Description |
|-----------|-------------|
| Campus ID |             |
| Pass/Fail |             |

Click **Save**.

**\*\*NOTE:**

### Other functions and features:

|   |
|---|
|  <a href="#">Delete a row.</a><br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |
|---|