



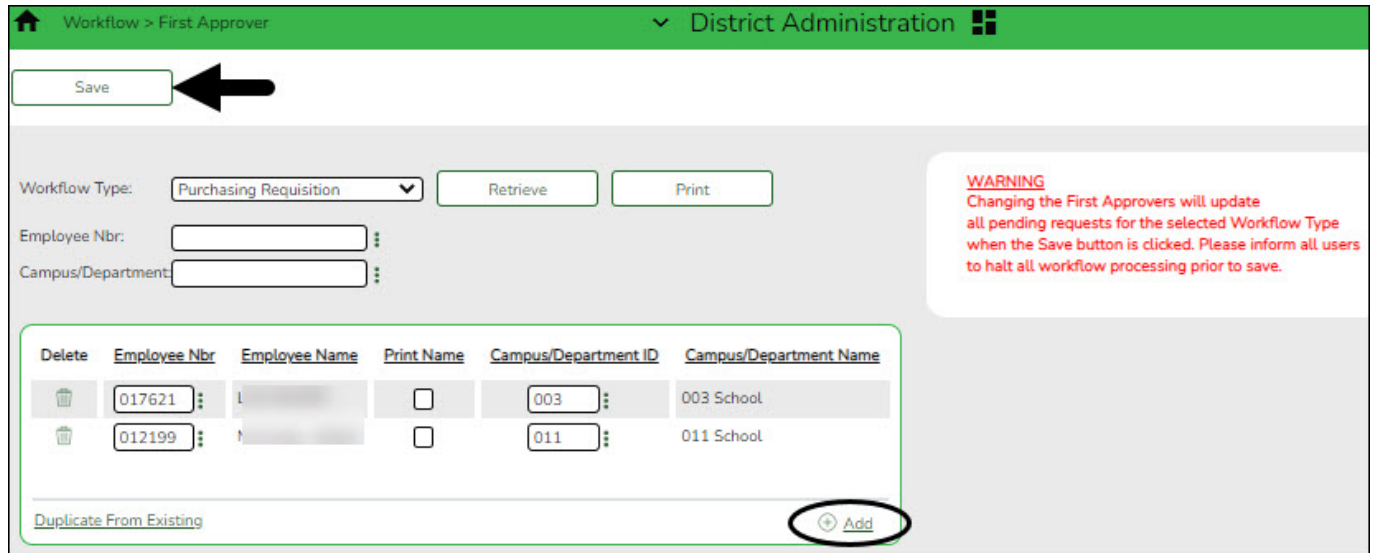
Add first approver(s)

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Add first approver(s)

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Create and maintain a list of first approvers for requisitions 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.

<p>Employee Nbr</p>	<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 <input type="button" value="v"/> 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.</p>
<p>Campus/Department ID</p>	<p>Type a campus ID or click <input type="button" value="v"/> 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 campuses/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.</p>
<p>Print Name</p>	<p>Select to print the approver's signature on the purchase order.</p>

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.



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