



Add first approver(s)

Table of Contents

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 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 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.



Back Cover