



Approve a requisition

Table of Contents

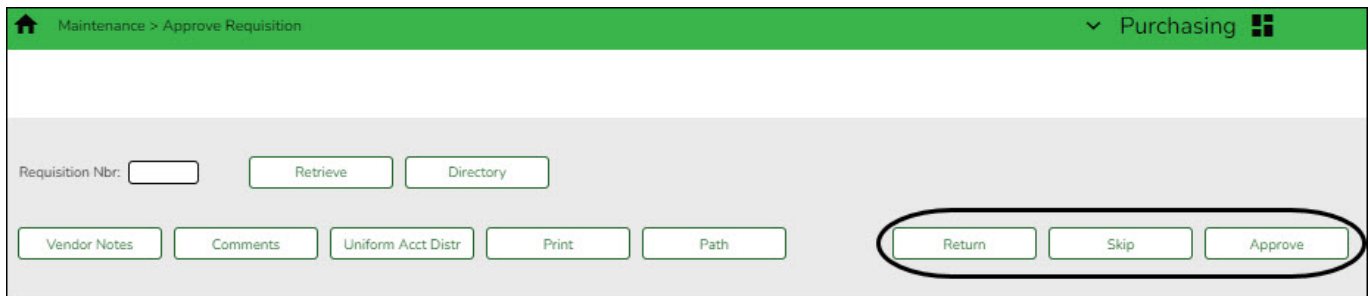
[Purchasing > Maintenance > Approve Requisition](#)

Only users who have permission to approve requisitions can access the Approve Requisitions page.

You can approve or disapprove individual requisition items or the entire requisition, and return the requisitions/line items to the originator for additional editing. If you are the final approver, the vendor and account codes must be completed before the requisition is approved.

If you want another individual to review the requisition before you review it, you can insert an approver prior to your name. If you want another individual to approve the requisition after you, you can add an approver after your name. Click **Path** to add approvers to the approval path.

Retrieve an existing record.	<table border="1"> <tr> <td data-bbox="381 575 619 689">Requisition Nbr</td> <td data-bbox="624 575 1474 689">Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</td> </tr> <tr> <td colspan="2" data-bbox="381 696 1474 721">Click Retrieve. If the requisition number is not known, click Directory.</td> </tr> </table>	Requisition Nbr	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.	Click Retrieve . If the requisition number is not known, click Directory .	
Requisition Nbr	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.				
Click Retrieve . If the requisition number is not known, click Directory .					



The selected requisition is displayed. Review the requisition data and make changes as needed. Otherwise, use the following steps to approve, skip, or return a requisition.

Note: If **Reset Approval Path Purchasing** is selected on the [Finance > Tables > District Finance Options > Finance Options](#) page, any changes will cause the requisition to be returned to the originator for resubmission.

Approve	<p>Click to approve the requisition and forward the requisition to the next approver in the approval path.</p> <p>Note: An error message is displayed when approving a requisition that contains a line item without an account code. The originator can submit a requisition without an account code, but a requisition cannot be approved without an account code.</p> <p>A message is displayed indicating that the approval is completed. Click OK.</p> <p>If the final approver approves the requisition, the requisition is converted to a purchase order and the following message is displayed.</p>
Skip	Click to continue to the next requisition without taking action on the currently displayed requisition.

Return	<p>Click to disapprove the complete requisition and return the requisition to the originator. If there are changes to the requisition, a pop-window with the requisition details is displayed prompting you to verify and continue. If there are no changes, a pop-window is displayed prompting you to continue.</p> <ul style="list-style-type: none">• Click Yes to continue. A message is displayed indicating that the requisition was returned. Click OK.• Click No to return to the Approve Requisition page without returning the requisition. The originator can edit the returned requisition and resubmit it. <p>Click Comments to provide notes to the originator about the return reason. If there are changes to the requisition, a pop-window with the requisition details is displayed prompting you to verify and continue.</p> <p>Click Yes to continue. Otherwise, click No.</p>
---------------	--



Back Cover