Approve Bundle Requisitions - REQ3230

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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:

Retrieve an existing record.	Search for a record. Under **Retrieve By**:		
	Requisition Nbr	Select to perform a search using the requisition number. If selected, the following is displayed under **Retrieval Options**:	
		Req Nbr	Type the six-digit requisition number.
		From Date	Type the beginning search date in the MMDDYYYY format.
		To Date	Type the ending search date in the MMDDYYYY format.
		Requestor	Type the requestor for the requisition.
		Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor and click **Retrieve**.
	Bundle Nbr	Select to perform a search using the requisition bundle number. If selected, the following is displayed under **Retrieval Options**.	
		Bundle Nbr	Type the requisition bundle number and click **Retrieve**.

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.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

 Delete a row.
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

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