

9.2.38 eProcurement: Approving a Requisition

Step #	Do This:
1	Optional (click the link to the requisition sent to you via email –in this case skip step 3, 4, 5)
2	Sign into PeopleSoft
3	On the Home page, click on the Approvals tile on the PeopleSoft Homepage 
4	The Pending Approvals pages comes up listing all requisitions that require your approval.
5	Click the requisition that you wish to approve
6	You should now see the Requisition Approval screen which displays the details about the requisition
7	Check to make sure the item description, quantity, and price are accurate
8	Click on the Approval Chain to see the approval workflow
9	If you click Approve , the requisition will be marked approved by you and it will move to the next approver
10	If you click Deny , the requisition will be stopped. It is required that you add comments describing why this requisition is being denied 