

Approving/Denying

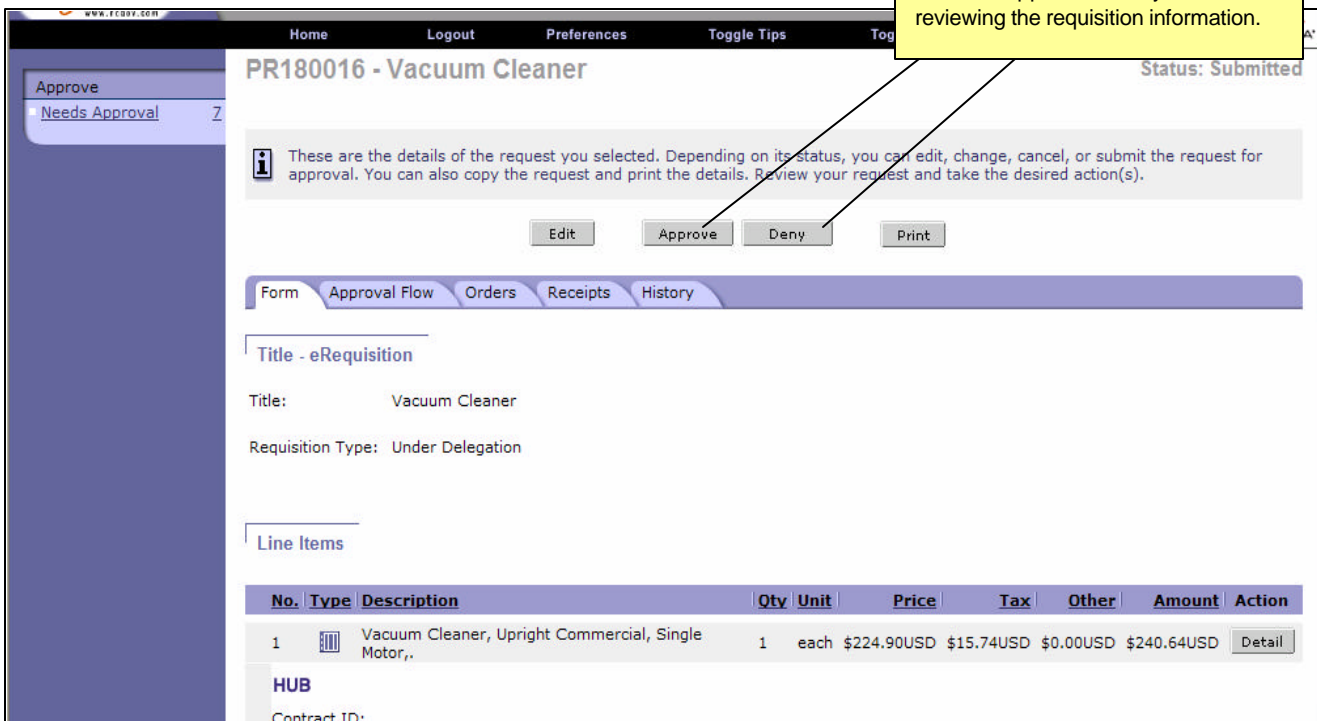
All requisitions waiting to be approved can be seen in the approver's Needs Approval queue. Requisitions can be approved or denied using the following two methods:



1. Place a check beside the requisition(s) you would like to approve/deny and click the Approve or Deny button

2. ---OR---
 Click the Title of the requisition to review the requisition details.
 Click the Approve or Deny button after reviewing the requisition information.

	Submitted Date	Requester	Status	Title	Amount
<input type="checkbox"/>	PR180016	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Vacuum Cleaner	\$240.64USD
<input type="checkbox"/>	PR180017	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Paper Towels for Breakroom	\$25.04USD
<input type="checkbox"/>	PR180018	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Copy Paper and Ink Cartridges	\$568.94USD
<input type="checkbox"/>	PR180019	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Training Room School Desks	\$389.48USD
<input type="checkbox"/>	PR180022	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Plastic Chair and Office Seating	\$213.91USD
<input type="checkbox"/>	PR180023	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Mobile Ruggedized Computer	\$3,930.11USD
<input type="checkbox"/>	PR180026	Tue, 3 Jun, 2003	R. Lee 1800	Submitted Computer Table and	



PR180016 - Vacuum Cleaner Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, cancel, or submit the request for approval. You can also copy the request and print the details. Review your request and take the desired action(s).

Edit Approve Deny Print

Form Approval Flow Orders Receipts History

Title - eRequisition

Title: Vacuum Cleaner
 Requisition Type: Under Delegation

Line Items

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount	Action
1		Vacuum Cleaner, Upright Commercial, Single Motor,.	1	each	\$224.90USD	\$15.74USD	\$0.00USD	\$240.64USD	Detail

HUB
 Contract ID: