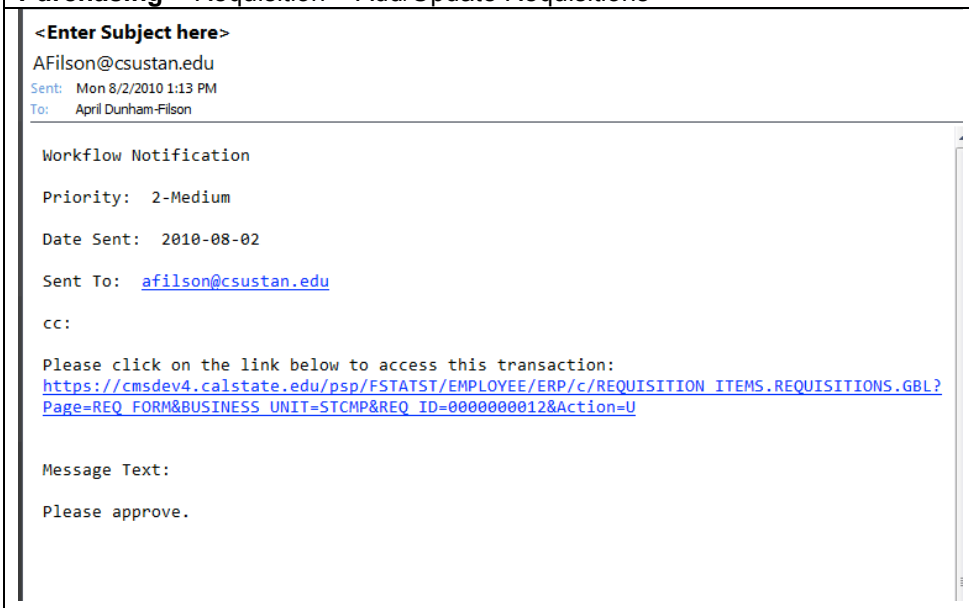
Review Requisitions

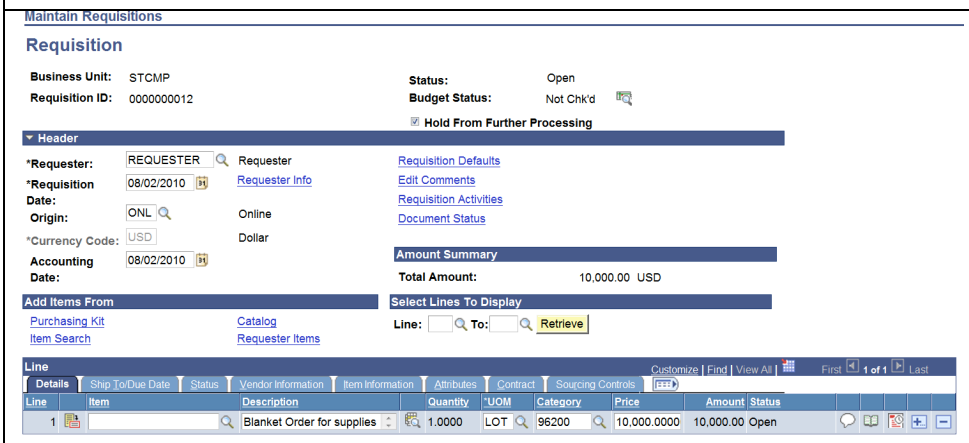
This guide outlines the process to review a requisition. A Requisition is a request for goods or services for use by your department. The approval process for requisitions is a 3-tier system; The Requestor who enters the requisition, the Reviewer who reviews line items and expenditures, and the Approver who approves the requisition to be made into a Purchase Order. There could be more than one reviewer depending on the individual department policy, but only one Approver.

Purchasing > Requisition > Add/Update Requisitions

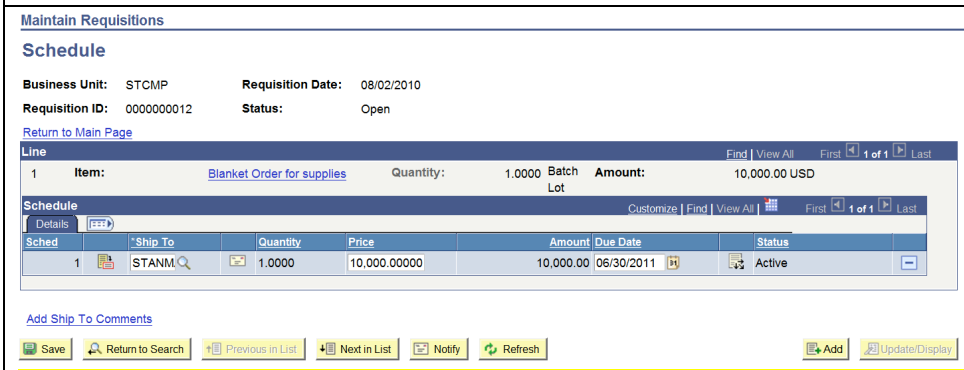


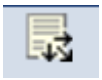
1. An email will be received for each requisition that needs to be reviewed and/or approved.
2. Click on the link within the email to access the requisition page.

NOTE: If you are not currently logged into PeopleSoft, the link will take you to the login page. Enter your UserID and Password.

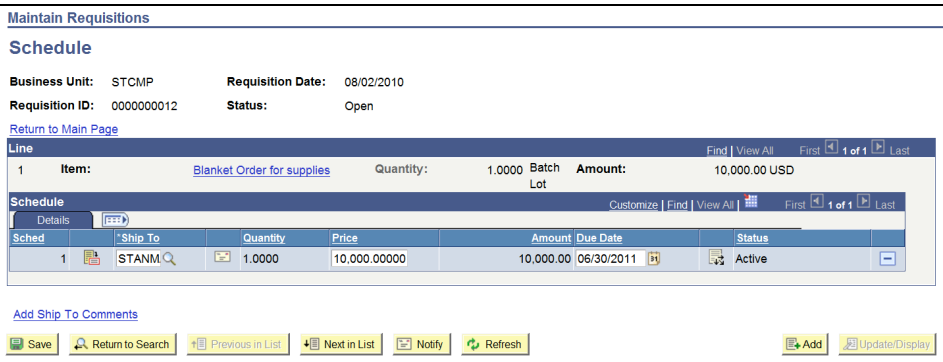


3. Review the Total Amount in the Account Summary.
4. Review the lines to see what is being purchased.
5. Select the Schedule icon , if you would like to review the Chartfield information.



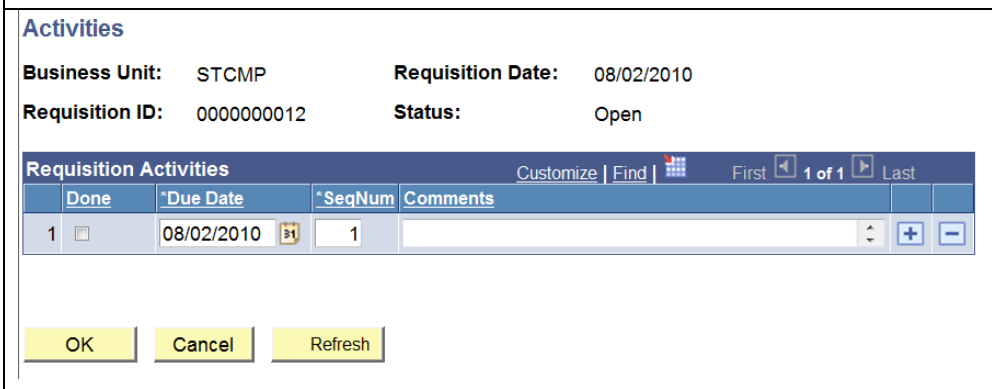
6. Select the Distribution icon  to review the Chartfield string.

7. Click OK to return to the Schedule information.



8. Select the Return to Main Page link

9. Select the Requisition Activities link.

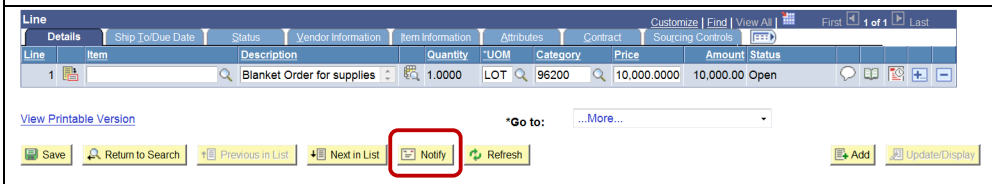


NOTE: The Add a Line button only need to be selected if there are currently comments listed.

10. Click the Add a Line button

11. Enter your comment and select the Done box.

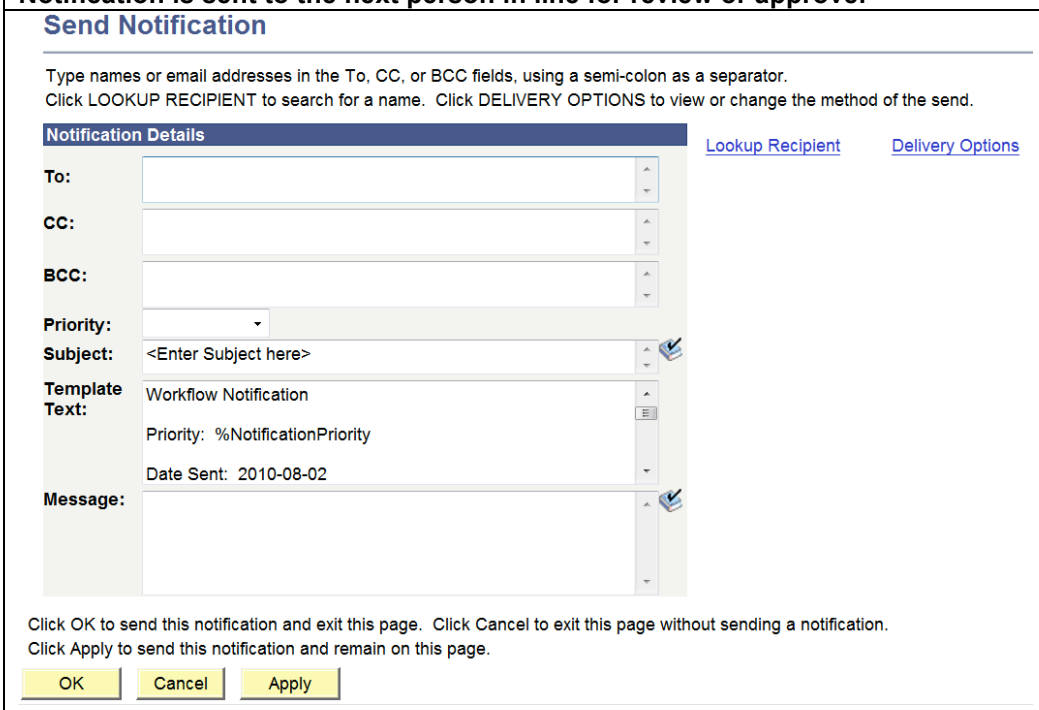
12. Click OK button



13. Click the Save button

14. Once the requisition is saved, click the Notify button.

Notification is sent to the next person in line for review or approve.



15. Enter the individuals email in the To: field
16. Enter the individuals email in the CC: field, if necessary
17. Select the priority level from the drop down menu
18. Enter a subject
19. Type your message
20. Click the OK button