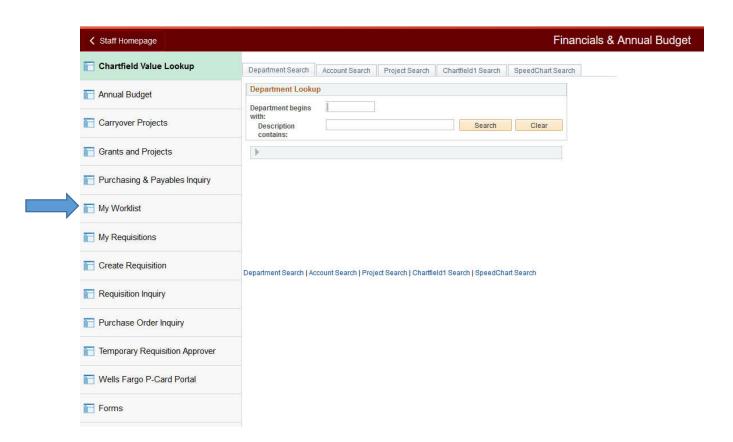
PS Financials 9.2

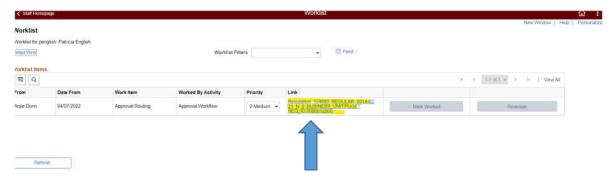
Approving Requisitions



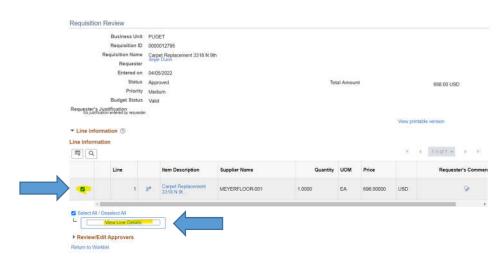
1. Click on My Worklist.



2. Click on the Requisition link.

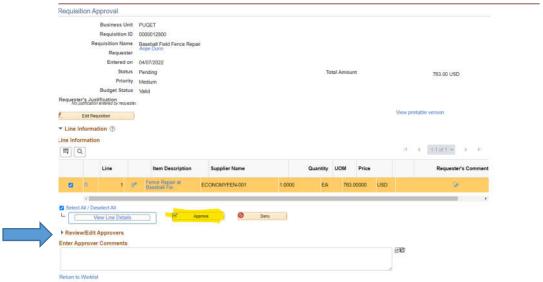


3. Click on the View Line Details button to evaluate the requested item and billing information. Make sure to select the checkbox for the line item you would like to review.

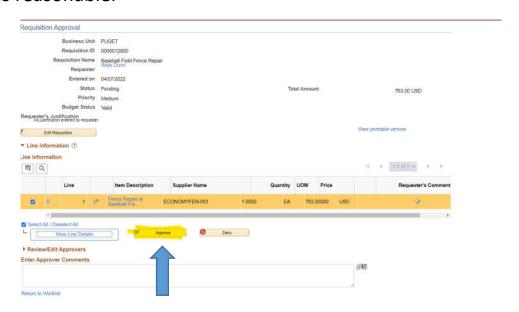


4. Click the Close button.

5. Click the Expand section button on the Review/Edit Approvers tab in order to view all of the approvers for the purchase or to add additional approvers.



6. Click the Approve button once you are certain the purchase is reasonable.



7. Congratulations! You just learned how to approve a requisition.