

Purchasing ± Approving a Requisition

)RU HPS ODS B H R D W L Q T X L V L W L R Q

3XUSR VH \$SSUR D Y U H T X L V L W L R Q

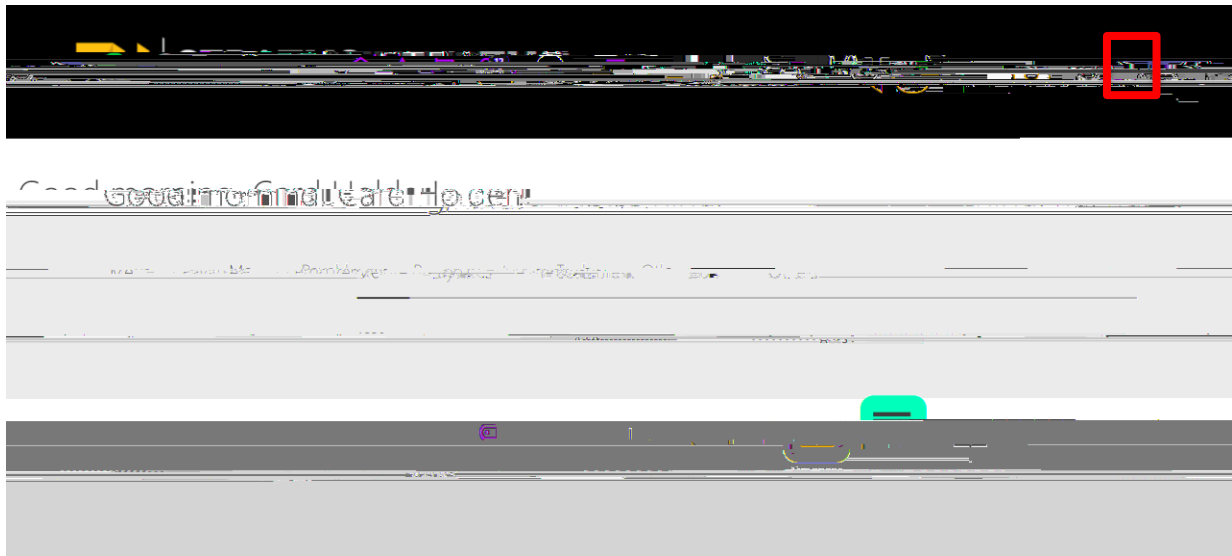
+RZ WR \$FF /RJ LQ W R W W D W S O L F C H V L H F Q U R W K X U H R M D Q W L Q W K
1DYLJDWRU

+HOSIXO +L %H VXUH WR NHHS LQ PLQG WKDW «

- x Supporting documents and other necessary information can be attached.

3URFHGXUH &RPSOHWH WKH IR ODS B Z I B Q H T X L V L W L R Q

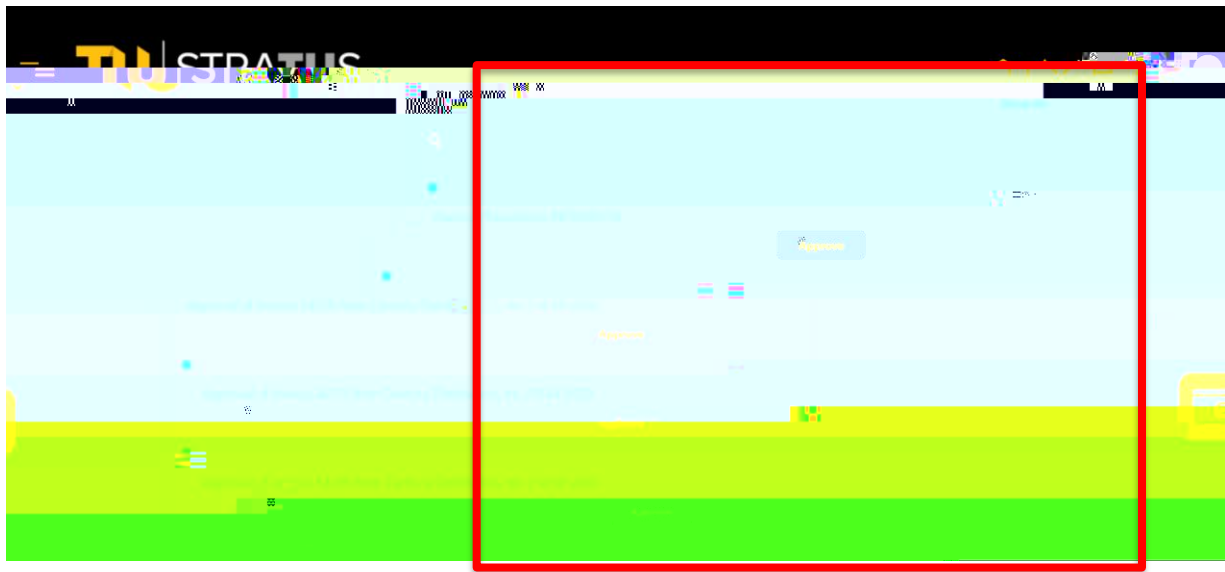
1. If you have a requisition to approve, you will receive a bell notification.



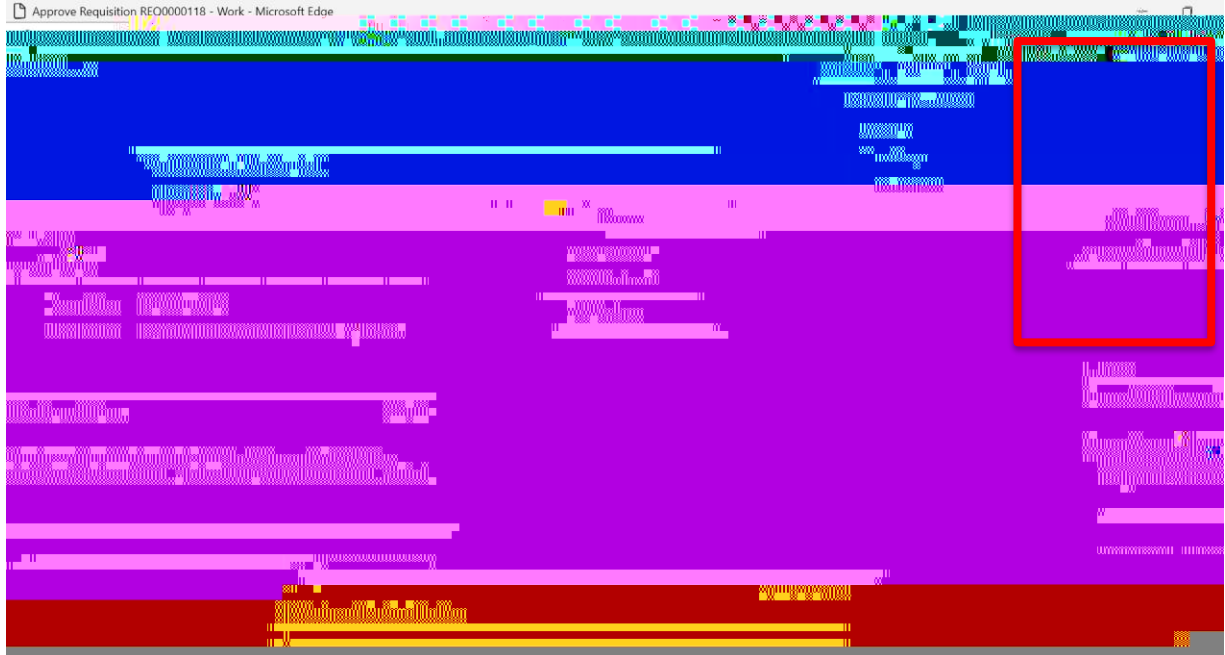
127(, I \RX KDYH DQ H[SHQVH UHSRUW WR DSSUR Y H H U R W R Z MCKH ODS B R Q G H I F H
RI WKLV GR F I X R U H W H U R L L Q V W U X F W L R Q V R Q DSSUR Y L Q J D U H T X L V L W L R Q Y L D

2. Within the Bell notification in Stratus, click on the name of the appropriate requisition you wish to approve.





3. This will bring up the requisition details. From here you can view the requisition image, approve, reject, or click on actions in the top right corner. Stratus checks the budget before the requisition is submitted for approval. Approvers should also confirm that the purchase is appropriate for their department, the price is fair and reasonable, the accounts are correct, and the transaction is in the correct fiscal year.



NOTE: Options from the Actions drop down:

- Request Information ±will send a note to the traveler for additional information.
- Delegate ±delegate approval to someone else to approve the requisition on your behalf.
- Reassign ±reassign approval to someone else to approve the requisition on your behalf.
- Route Task ±will require you to approve the requisition, then can be routed to an additional person to review/approve.
- Renew ±restart the workflow if it has expired.
- Add Comments ±adds comments to the requisition.
- Add Attachments ±adds attachments to the expense report.

3 X U F K D E S S U R D L S H I T X L V L W L R Q

Add Assignee ±add someone else to review the requisition approval.

3XUFKDVLQJ

3. The system will return the screen below. Click Send and the task will be complete.

