Approve and Budget Check a Requisition

1. Main Menu Folder (1) → Purchasing Folder (2) → Requisitions Folder (3) → Add/Update Requisitions (4) → Find an Existing Value tab (5) → Enter Requisition ID (6) → Click Search (7)

2. The requisition status should be under “OPEN”. You’ll need to click on the “APPROVE” button (1—green check mark icon)
3. The requisition status should change from “OPEN” to “APPROVED” and the red “X” will show up. Now you’ll need to click on the “BUDGET CHECK” button (1—excel spreadsheet with magnify glass icon)

4. The Budget Status should change from “NOT CHK’D” to “VALID”. Now your requisition has successfully Approved and Budget Checked.