

# Purchasing Forms Manual

Subject: Requisition Approvals

Section: 7.01B

Issuance Status and Effective Date: 11-17-10

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Once the Requisitioner has completed an online order, the requisition goes through an approval process. The approval process is predetermined by the Individual Departments. Any request to change the approval process or personnel should be directed to the Accounts Payable Department.

## To Approve a Requisition

1. Type **FOAUAPP** in the Direct Access line and press enter.
2. Your user ID and name will appear on the screen. Page down and the screen will fill in if you have any requisitions waiting for your approval.
3. The Document type and Requisition number will appear as well as the Originating User. (The person who entered the requisition.)
4. Below this line will be five (5) boxes; Detail, Approve, Disapprove, Pending, and History.
  - Detail** – Allows you to look at the information entered on the requisition.
  - Approve** – Allows you to approve the req. and send it to the next approver.
  - Disapprove** – Allows you to send the req. back to the originator to make any changes.
  - Pending** – Allows you to see who will need to approve the req. after you.
  - History** – Will show you who has already approved the req. as well as the date it was approved.
4. Click on the **DETAIL** box and make sure all the entered information is correct. You can move from page to page by using the arrows at the bottom of the page or by pressing the page down key.
5. Once you have reviewed the Requisition click on **EXIT**.
6. If everything is o.k. with the requisition, click on the **APPROVE** box. If the requisition requires a change, click on the **DISAPPROVE** box and send the requisition back to the originating user.
7. A box will appear on the screen that will read, “Document has your approval”. Press the button that reads **O.K.**
8. Another box will appear that reads, “Document is Approved”. Click the button that reads **O.K.**

Move to the next document and repeat the above steps if there are more requisitions awaiting your approval. If there are no more requisitions, click on the **EXIT** button.

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You also have the option of using **FOAINP** to approve a requisition.

### **To Approve a Requisition**

1. Type **FOAINP** in the Direct Access line and press enter.
2. Type in the Requisition Number in the Document Block
3. Click on the Detail Block to review the information in the Requisition.
4. Click on the **EXIT** Button after reviewing.
5. If all the information is ok, click on the **APPROVE** Button.
6. If there are more Requisitions that require your approval, repeat the above directions.