APPROVER (CAMPUS-WIDE)
REVIEWING AND APPROVING ON-LINE REQUISITION FOR A TRAVEL PURCHASE ORDER

To approve a travel requisition.

Navigation Menu
~Purchasing
~Requisition
~Add/Update Requisitions

Click on FIND Existing Value tab
~REQ Status = Select OPEN
~Origin = TP
~Requester = Preparer
~Click SEARCH

Select Requisition ID that needs to be approved

Maintain Requisitions Page
~Click on Edit Comments LINK
~Review Requisition Comments
~Click OK
~Review Line Details Information
~Approval Check box
  · click on check mark (✓) ICON upper right, then status changes to approved
~Budget check
  · click on budget check icon upper right, then budget status changes to valid if funds are available.

NOTE: If no funds to cover the cost of travel, change the Department number to one that has money. Record requisition number. Print requisition if desired.