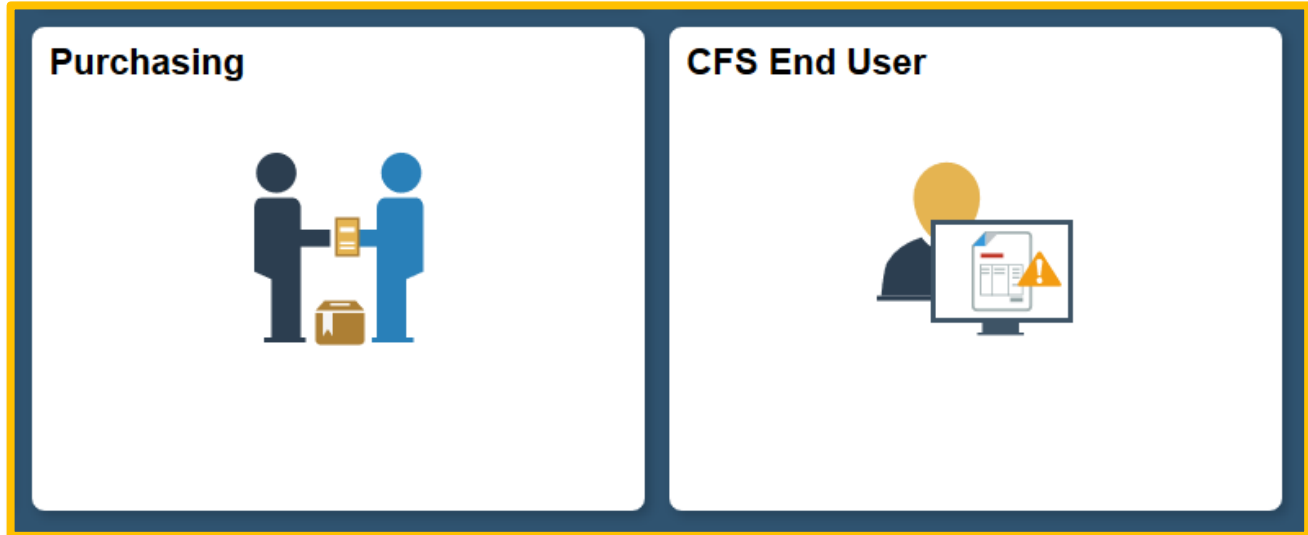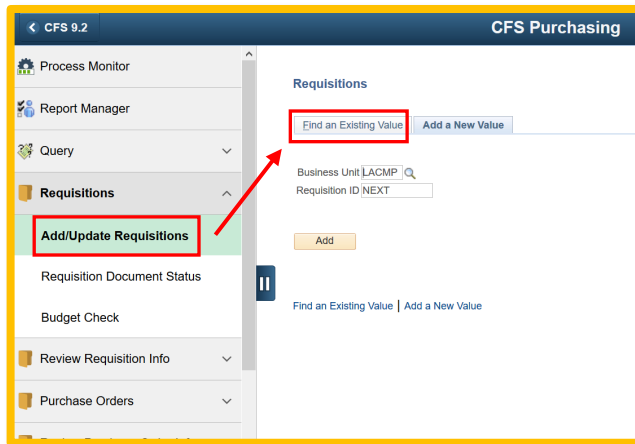FINANCIAL OPERATIONS PLANNING

Approve a Requisition

NOTE: Before you begin, you must have the 8 digit requisition number.

Click on either the CFS End User or Purchasing navigation tile and navigate to Add/Update Requisition.

1. Click on 'Find an Existing Value'.

Requisition ID: enter your 8 digit requisition number and click on 'Search'.

Requisition page (Business Unit has changed to LACMP)

IMPORTANT: Do not click on ✖ unless you need to cancel the requisition.

Verify the purchase requisition information. Once you are ready to approve the requisition:

Status: Open   **To approve the requisition, click on** ☑, status will change to 'Approved'.

Budget Status: Not Chk'd - click 🔍 to budget check, status will change to 'Valid'. NOTE: This process can take some time, you will see 'Processing' flashing on the right side of the page.

Requisition page (Business Unit has changed to LACMP)

Click on 'Save'. The requisition is now approved.