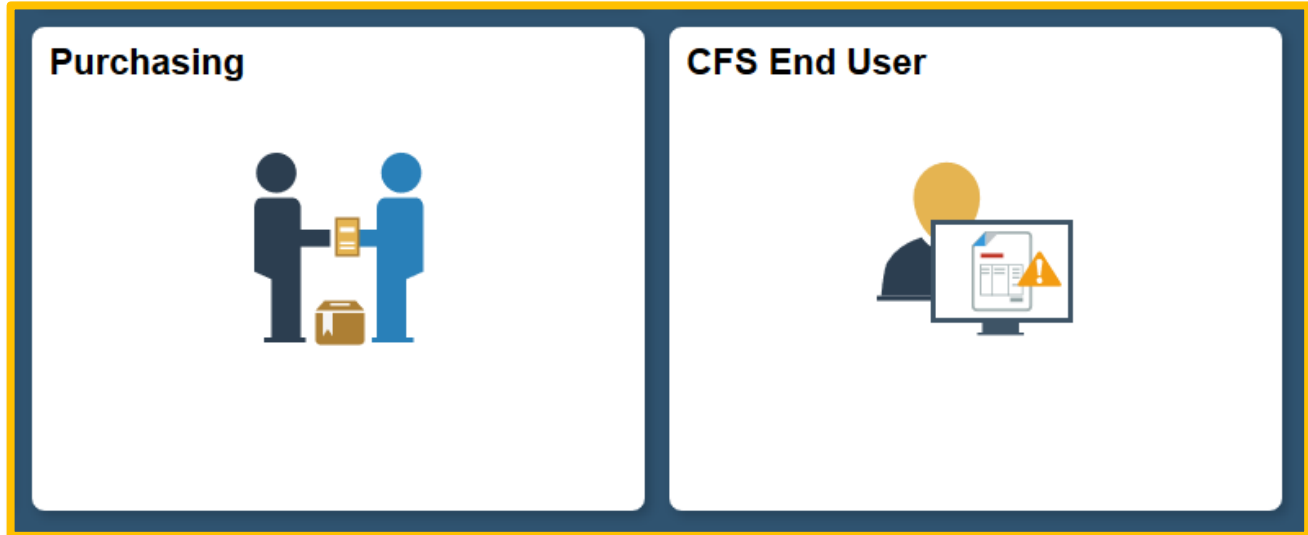
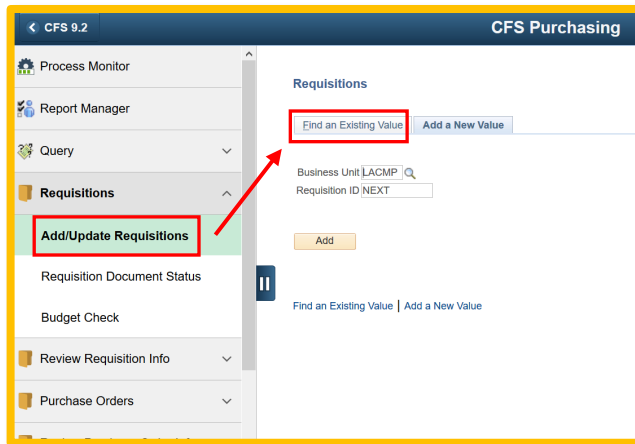


Approve a Requisition

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'.

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit =

Requisition ID begins with

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing

Case Sensitive

Basic Search

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

Requisition page (Business Unit has changed to LACMP)

Maintain Requisitions

Requisition

Business Unit: CSULA Status: Open

Requisition ID: 0000001049 Budget Status: Not Chk'd

Hold From Further Processing

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)

Requisition

Business Unit: CSULA Status: Approved

Requisition ID: 0000001068 Budget Status: Valid

Hold From Further Processing

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