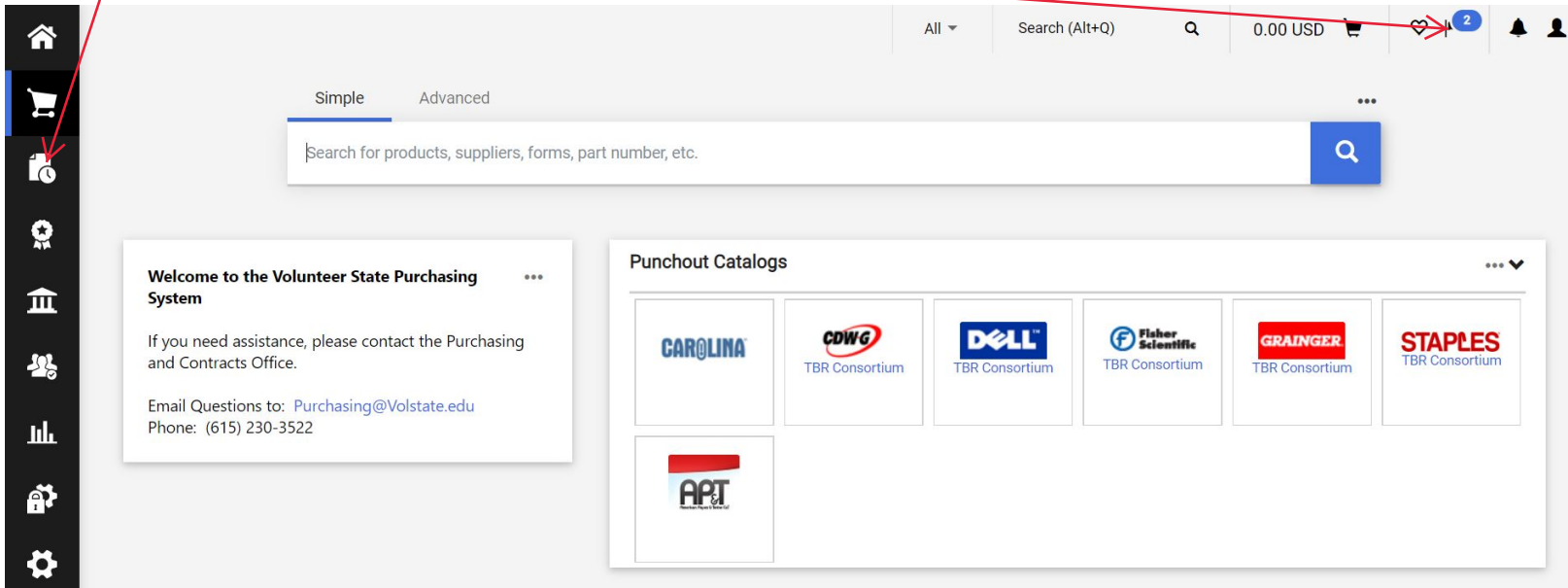


Approving Requisitions

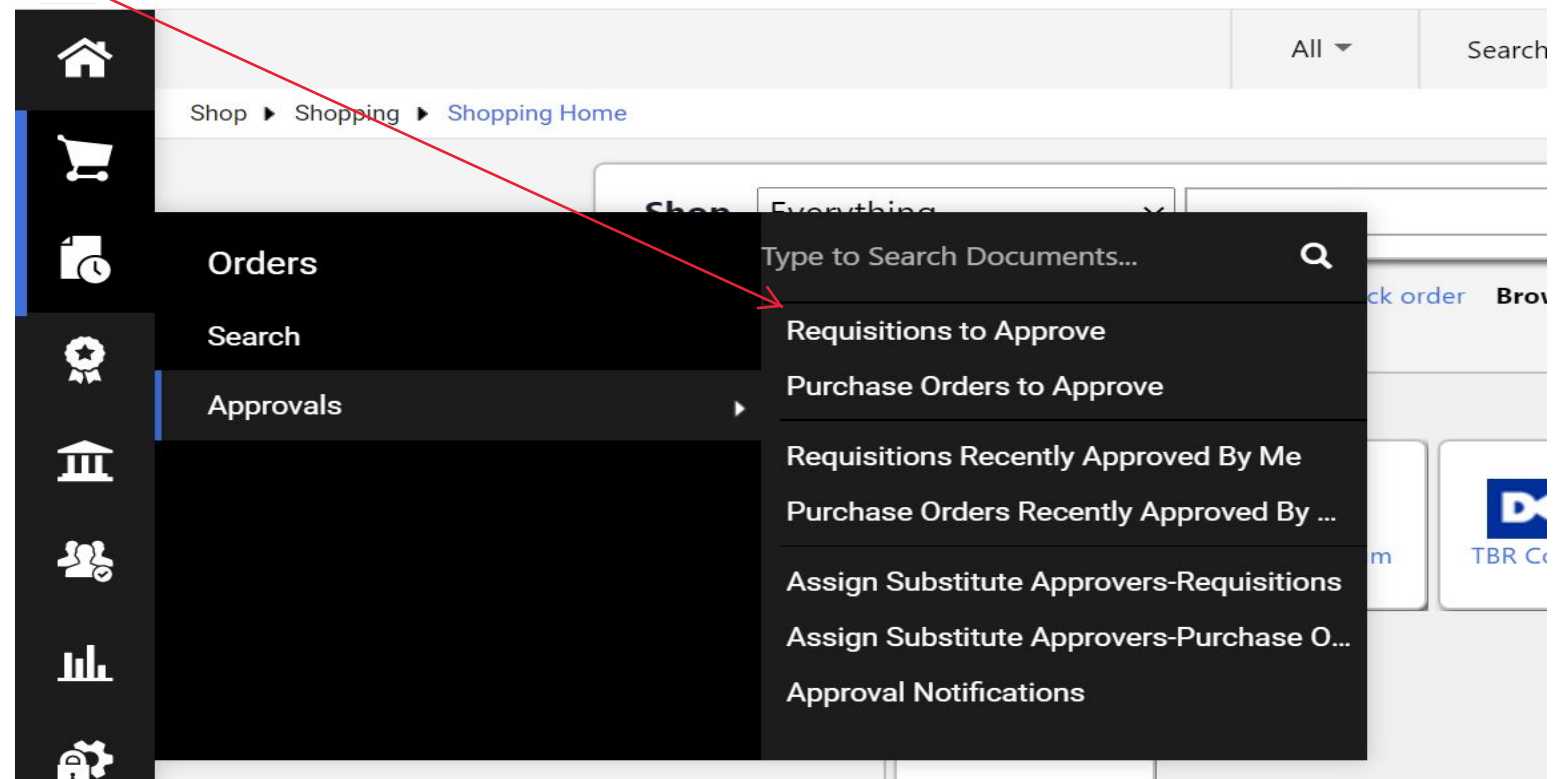
Reviewing requisitions waiting for approval

1. Select from approval tab on menu ribbon or

2. Select Approvals from Action Items box



3. Select Requisitions to Approve



4. Once the requisition is shown, it should be "assigned" to you. This will allow more functions to be available. Check the action box then select "Go" to "assign" in drop down.

Total Results Found: 6 All Dates

Sort by: Results per folder: 20

Hide requisition details

Fiscal Year End [3 results]

Purchasing Approval [3 results]

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
132631681	Blackbaud	Not Assigned	6/8/2020 11:06 AM	Suzanne Davidson	11,257.00 USD	<input type="button" value="Approve"/> <input type="checkbox"/>
Requisition Name		2020-06-08 SDAVIDSON10 25		Folders 15 Days in folder [Purchasing Approval]		
No. of line items		1				
This PR has notes		✓				
132632420	Omnigo Software LLC	Not Assigned	6/8/2020 11:16 AM	Suzanne Davidson	15,521.00 USD	<input type="button" value="Approve"/> <input type="checkbox"/>
Requisition Name		2020-06-08 SDAVIDSON10 29		Folders 15 Days in folder [Purchasing Approval]		
No. of line items		2				
This PR has notes		✓				
132926655	Jobelephant	Not Assigned	6/17/2020 9:56 AM	Aimee Birdwell	40,000.00 USD	<input type="button" value="Approve"/> <input type="checkbox"/>
Requisition Name		2020-06-17 ABIRDWELL4 01		Folders 8 Days in folder [Purchasing Approval]		
No. of line items		1				
This PR has notes		✓				

5. After you have reviewed the requisition, the available actions can be seen in the drop down. Select the desired action and hit "Approve & Show Next".

Requisition : 132632420 1 of 2 Results

Summary Taxes/S&H PO Preview Comments Attachments History

General

Status: Pending
Purchasing Approval (Molly Rowden)

Submitted: 6/8/2020 11:16 AM

Cart Name:

Description: no value

Prepared by:

PO Clauses: Add

Shipping

Ship To:

Attn:

Building: 1480 Nashville Pike

Room: Dept: Information Technology Services

Shipping and Receiving

Gallatin, TN 37066

United States

Billing

Bill To:

Volunteer State Community College

Accounts Payable

1480 Nashville Pike

Gallatin, TN 37066-3188

United States

Credit Card Info: No credit card has been assigned.

Billing Options: Accounting Date 7/1/2020

Pending

Total (15,521.00 USD)

Subtotal: 15,521.00

What's next?

Workflow:

Submitted: 6/8/2020 11:16 AM

Banner Budget Authoriz... Completed