

## Approval Notification (Banner)

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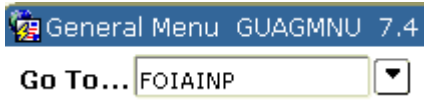
Finance → Purchasing

This form is used to view purchase requisitions awaiting your approval that encumber funds against your FOAPALs.

### FOIAINP Form

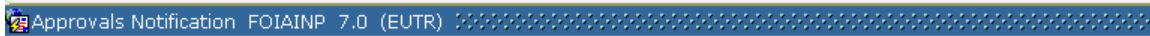
Log into Banner and do the following:

- Type *FOIAINP* in the **Go To** field, and press <Enter>.



General Menu GUAGMNU 7.4  
Go To... FOIAINP

The next screen will display your **User ID**:



Approvals Notification FOIAINP 7.0 (EUTR)

Number of Documents	Document Type	Message
3	Requisition	Awaiting your review

Refer to:

- Log into Banner
- Approve Requisition

