



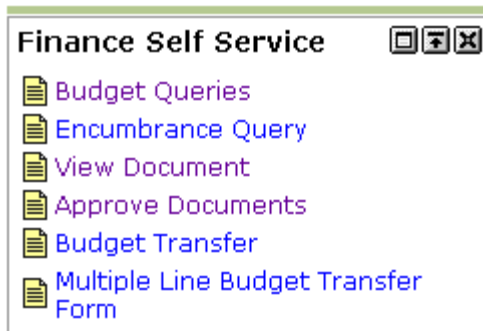
# Approve Requisition (Finance Self-Service)

**Business Services → Procurement**



This form is used to approve completed purchase requisitions that encumber funds against your FOAPALs.

- Log into  and select the  tab
- Click **Approve Documents** from the Finance options in self-service.



The next page will look like this:

**Personal Information** **Employee** **Finance**

Search

## Approve Documents

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**Enter Approval Parameters**

User ID

Document Number:


Documents for which you are the next approver

All documents which you may approve

- Click the **Submit Query** button to view documents for which you are the next approver.

## Approve Documents

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 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

### Queried Parameters

User ID: MMOUSE1 Mickey Mouse  
Document Number:  
Documents Shown: Next Approver

### Approve Documents List

Next Approver	Type	NSF Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ			PCHICKEN	750.00	DOC	<a href="#">R0000012</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ			PCHICKEN	150,000.00	DOC	<a href="#">R0000015</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

- Click on **RXXXXXXX** to view requisition.
- Click on **History** to view approvals submitted before you.
- Click **Approve** to approve the requisition.
- Click **Disapprove** to not approve the requisition.

In the event you approve the requisition, the following will appear on your screen:

## Approve Document

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### Document Information

Document Number: R0000015 Type: REQ  
Change Seq# Sub#  
Amount: 150,000.00

### Comment:

This document has been approved.

- Type additional comments in the text box.

This document has been approved. This is great to have this ordered.

- Click the **Approve Document** button to finalize the approval.

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Document R0000015 has your approval.

- Click **Continue** to return to the remaining documents waiting for approval.

In the event you disapprove the requisition, the following will appear on your screen:

## Disapprove Document

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### *Document Information*

Document Number: R0000012	Type: REQ
Change Seq#	Sub#
Amount: 750.00	

**Comment:**

Approval has been denied.

Disapprove Document

Cancel

- Type additional comments in the text box.

Approval has been denied. We do not have money in our budget this year for this purchase. Please wait until next fiscal year.

- Click **Continue** to return to the remaining documents waiting for approval.

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Document R0000012 has been disapproved by you.

