



View Approved Requisitions (Banner)

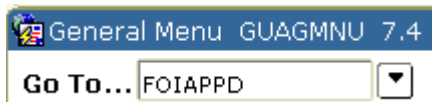
Finance → Purchasing

This form is used to view document information on approved purchase requisitions.

FOIAPPD Form

Log into Banner and do the following:



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



The next screen will display requisitions that have been approved:

A screenshot of the Banner system's 'Approved Document Query' screen. The window title is 'Approved Document Query FOIAPPD 7.0 (EUTR)'. Below the title bar is a table with the following data:

Document Type	Document Type Description	Document Number	Submission Number	User ID	Bank Code	Activity Date
REQ	Requisition	R0000004		JOHNSONKL		17-APR-2008

- Select the document you want to view by highlighting the line.
- Go to **Options** and select **Query Document** to view document information.
- Click **Next Block**  through the screens to view all pages of information.
- Exit**  to return to FOIAPPD form.
- Continue to view additional documents by selecting a different line and following the previous instructions.

Refer to:

- Log into Banner

