How to Approve and Budget Check a Requisition

1. Main Menu Folder (1) → Purchasing Folder (2) → Requisitions Folder (3) → Add/Update Requisitions (4) → Find an Existing Value tab (5) → Enter Requisition ID (6) → Click Search (7)

2. The requisition status should be “OPEN”. You’ll need to click on the “APPROVE” Button (1—green check mark icon)
3. The requisition status should change to “APPROVED” and the red X will show up. Now you’ll need to click on “BUDGET CHECK” button (1—excel spreadsheet with magnify glass icon)

4. The Budget Check status should change to “VALID”. Now your requisition has successfully Approved and Budget Check.