Assigning a Requisition to “Myself” and Approving a Requisition

In This Guide
- Reviewing requisitions for approval
- Assigning requisitions to yourself
- Approving requisitions

Procedure
1. Hover over the Orders Tab on the left. Hover over Search, then click Requisitions.

2. Choose the appropriate requisition.

3. Click Assign to Myself in the top right.
Assigning a Requisition to “Myself” and Approving a Requisition

4. Review the requisition for accuracy. Click the drop down arrow in the top right. Click Approve to approve and stay within the requisition. Click Approve & Next to approve and move to the next requisition in line to be approved.

You have successfully assigned, reviewed, and approved a requisition.