

APPROVALS - FORWARD TO

Last Updated on: 8/1/2008

East Carolina UNIVERSITY Approvals - Requisitions

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requisition Requisition outlook

+ Click to filter requisitions

Show requisition details

Assign Substitute Apply Action to Selected PR(s) Approve/Complete [Go]

- My PR Approvals

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
226111 view	Active	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD	Approve	<input type="checkbox"/>

Assign Substitute Apply Action to Selected PR(s) Assign [Go]

- Organization: 230601 (AF Purchasing): (All Values)

Results per page 10 Requisitions Found: 4 Page 1 of 1

Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
227082 view		Not Assigned	Normal	8/1/2008 3:03 PM	Chuck Boulineau	3,575.79 USD	Assign	<input type="checkbox"/>
227081 view		Not Assigned	Normal	8/1/2008 3:02 PM	Chuck Boulineau	558.35 USD	Assign	<input type="checkbox"/>
227074 view		Not Assigned	Normal	8/1/2008 2:58 PM	Chuck Boulineau	565.76 USD	Assign	<input type="checkbox"/>
226111 view	Bridget Brown	Assigned	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD		

1. The following steps will show how to forward a requisition to another Division Approver for this Org folder in the event you cannot complete the approval. Click on the requisition # in **My PR Approvals** folder.

East Carolina UNIVERSITY Summary - Requisition 226111

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requisition Requisition outlook

Available Actions: Approve/Complete Step Approve/Complete Step Return to Shared Folder Place PR on Hold **Forward to...** Add Notes to History Copy to New Cart [Go]

Requisition PR Approvals PO Preview History

Summary FOAPAL / Ship Codes Supplier Info Taxes/S&H

Hide header Hide value descriptions

General	Internal Note	Order Info
Priority: Normal Department: AF Materials Management Prepared by: Barbara Ellis Cart Name: 2008-07-30 ellisb 02 Accounting Date: no value	Internal Info: Business Purpose / Note to Approver Internal attachments: add attachment...	Order Info: Backup Required: X, Backup Type: None, Pricing Ref #: no value, Special Instructions: None, Notes to Suppliers: no note, Attachments for all suppliers: add attachment..., PO Clauses: 001 Tax Exempt, 002 NC T&C ref, 003 ECU PO conditions

FOAPAL / Ship Codes

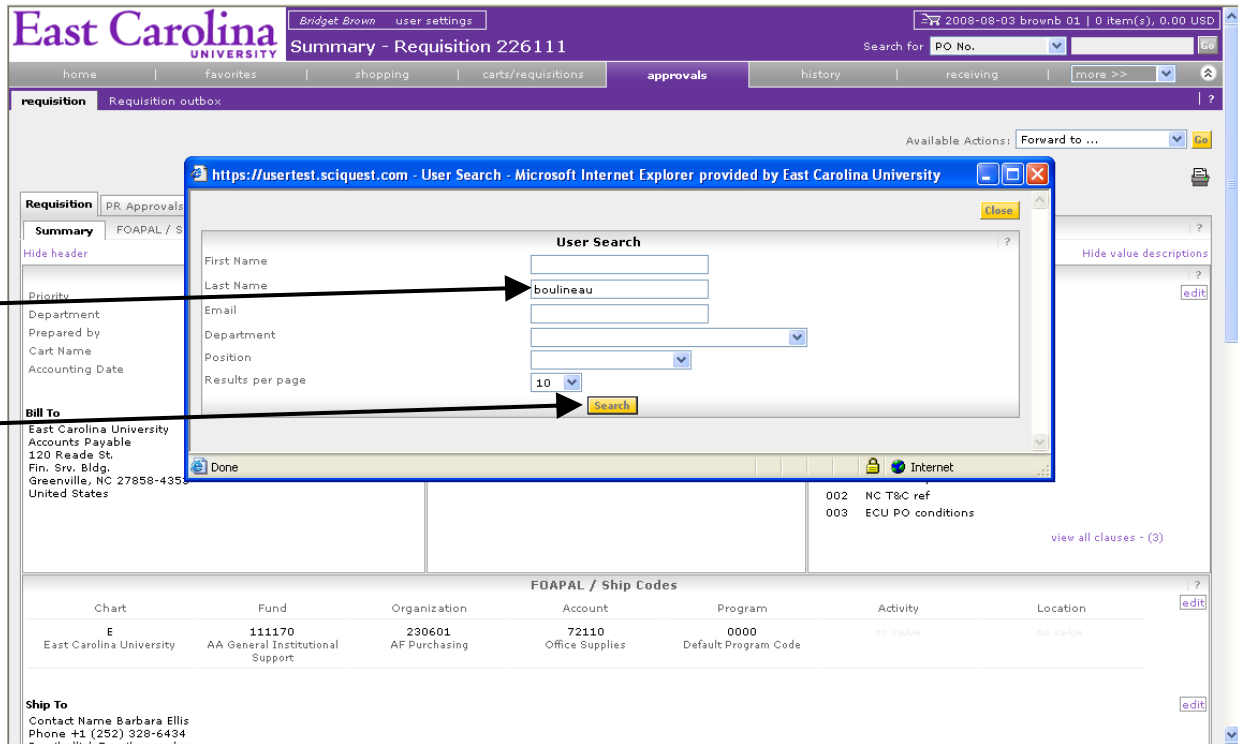
Chart	Fund	Organization	Account	Program	Activity	Location
E East Carolina University	111170 AA General Institutional Support	230601 AF Purchasing	72110 Office Supplies	0000 Default Program Code	no value	no value

Ship To: Contact Name Barbara Ellis, Phone +1 (252) 328-6434

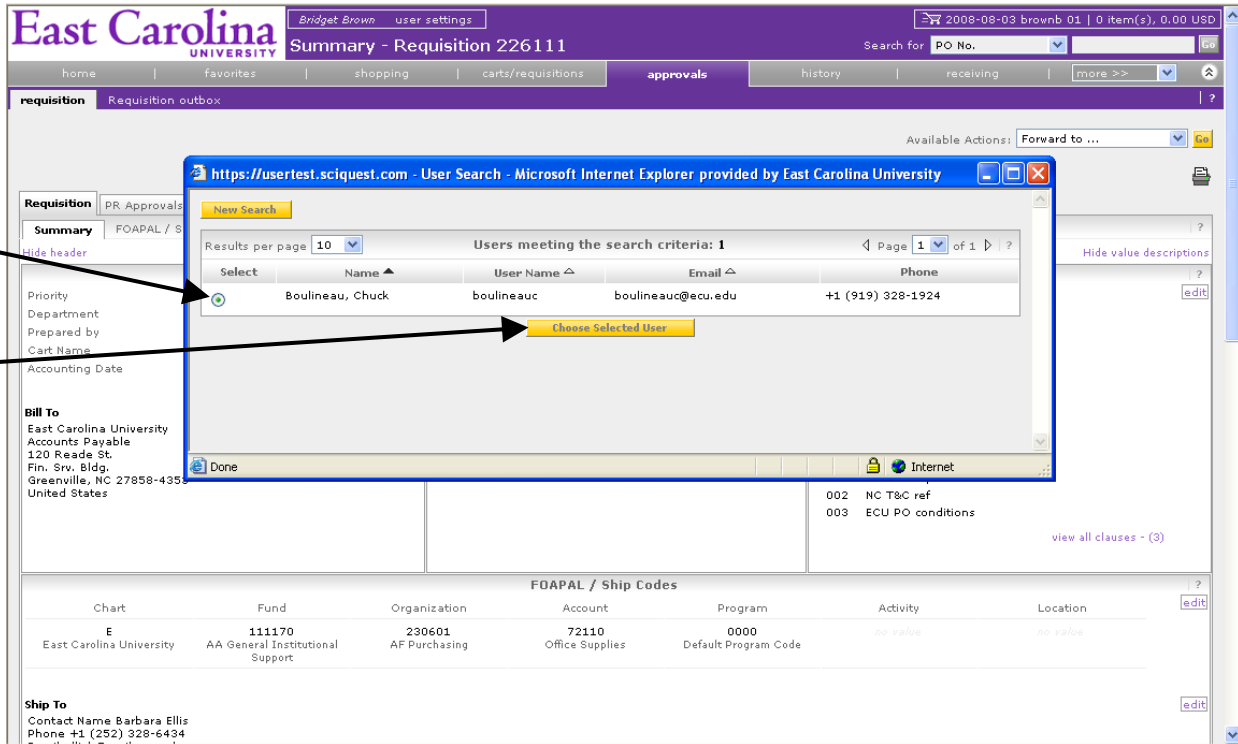
2. Select **Forward to...** as the **Available Actions**.
3. Click on the **Go** button.

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4. Enter the **Last Name** of the Division Approver in the **User Search** pop-up.
5. Click the **Search** button.



6. Select the **radio** button for the Division Approver.
7. Click the **Choose Selected User** button.

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East Carolina UNIVERSITY Summary - Requisition 226111

Available Actions:

Add Note

To Chuck Boulineau
I cannot complete this requisition. Please review and approve.

938 characters remaining expand | clear
Maximum allowed characters are 1000
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Forward Cancel

8. Enter the note to the other approver in the **Add Note** pop-up.

9. Click the **Forward** button.

8. Enter the note to the other approver in the **Add Note** pop-up.

9. Click the **Forward** button.

East Carolina UNIVERSITY Approvals - Requisitions

12. Click on the **East Carolina University** icon to return to the home page.

10. Notice that the requisition is not listed in **My PR Approvals** folder.

11. The requisition is now assigned to the selected Division Approver.

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226111	Assigned	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD		<input type="checkbox"/>

10. Notice that the requisition is not listed in **My PR Approvals** folder.

11. The requisition is now assigned to the selected Division Approver.

12. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.