

APPROVALS - RETURN TO SHARED FOLDER

Last Updated on: 8/1/2008

East Carolina UNIVERSITY Approvals - Requisitions

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requisition Requisition outlook

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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
227082 view	Active	Normal	8/1/2008 3:03 PM	Chuck Boulineau	3,575.79 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	Bridget Brown	Assigned	Normal	8/1/2008 3:03 PM	Chuck Boulineau	3,575.79 USD		<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		Not Assigned	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD	Assign	<input type="checkbox"/>

1. The following steps will show how to return a requisition to the shared Organization folder in the scenario where you do not have time to complete the approval. Click on the requisition # in **My PR Approvals** folder.

East Carolina UNIVERSITY Summary - Requisition 227082

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requisition Requisition outlook

Available Actions: Approve/Complete Step **Go**

Approve/Complete Step
Return to Shared Folder
 Place PR on Hold
 Forward to ...
 Add Notes to History
 Copy to New Cart

Requisition PR Approvals PO Preview History

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

Hide header

General	Internal Info	Order Info
Priority Normal edit Department AF Materials Management Prepared by Chuck Boulineau Cart Name 2008-08-01 boulineauc 01 Accounting Date no value	Internal Info edit Business Purpose / Not an Approver no note Internal attachments add attachment...	Order Info edit Backup Required X Backup Type None no backup 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 view all clauses - (3)

Bill To [edit](#)

East Carolina University
 Accounts Payable
 120 Reade St.
 Fin. Srv. Bldg.
 Greenville, NC 27858-4353
 United States

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	1700	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies	Institutional Support		

Ship To [edit](#)

Contact Name Chuck Boulineau
 Phone +1 (919) 328-1924

2. Select **Return to Shared Folder** as the Available Actions.
3. Click on the **Go** button.

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East Carolina UNIVERSITY Approvals - Requisitions

Search for PO No.

2008-08-03 brownb 01 | 0 item(s), 0.00 USD

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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 Requisitions Found: 0 Page 1 of 1

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
							<input type="checkbox"/>

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

- Organization: 230601 (AF Purchasing): (All Values) 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		Not Assigned	Normal	8/1/2008 3:08 PM	Barbara Ellis	213.42 USD	Assign	<input type="checkbox"/>

4. Notice that the requisition has been removed from the **My PR Approvals** folder and is now in the **Organization** folder.
5. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.