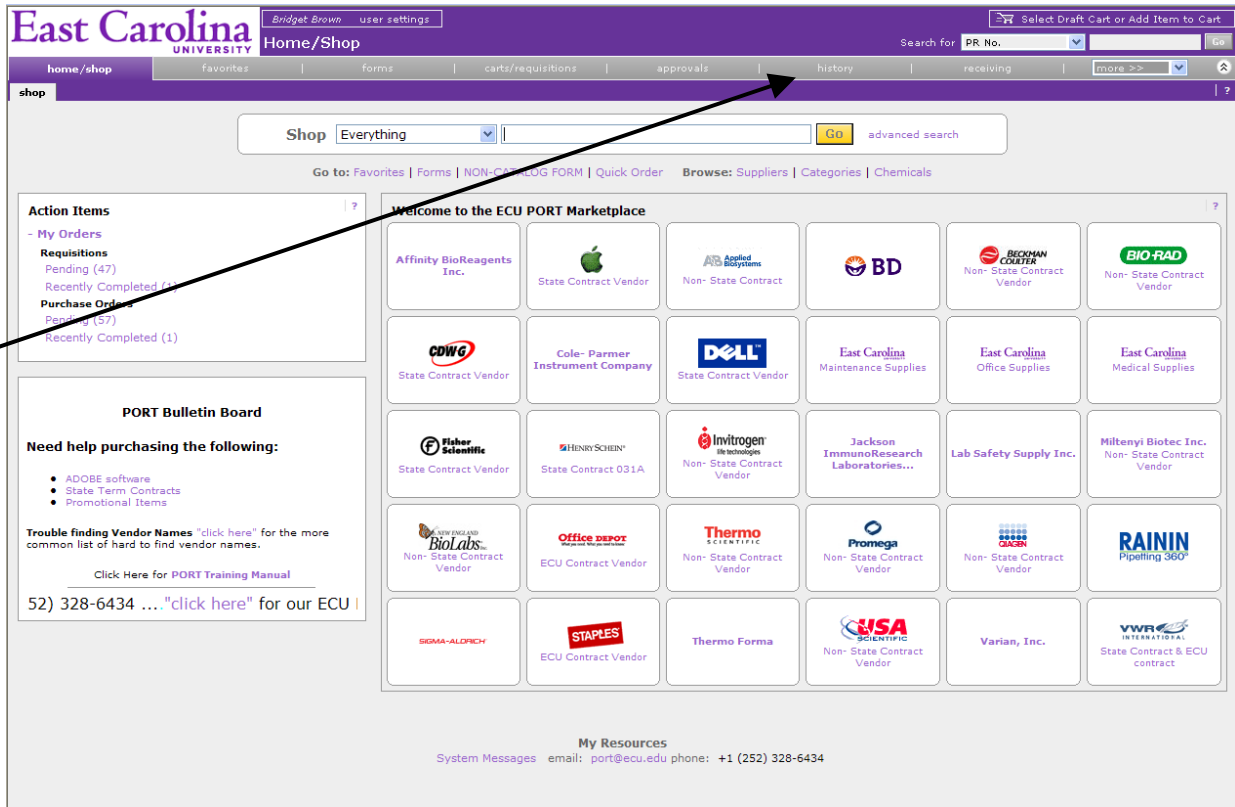
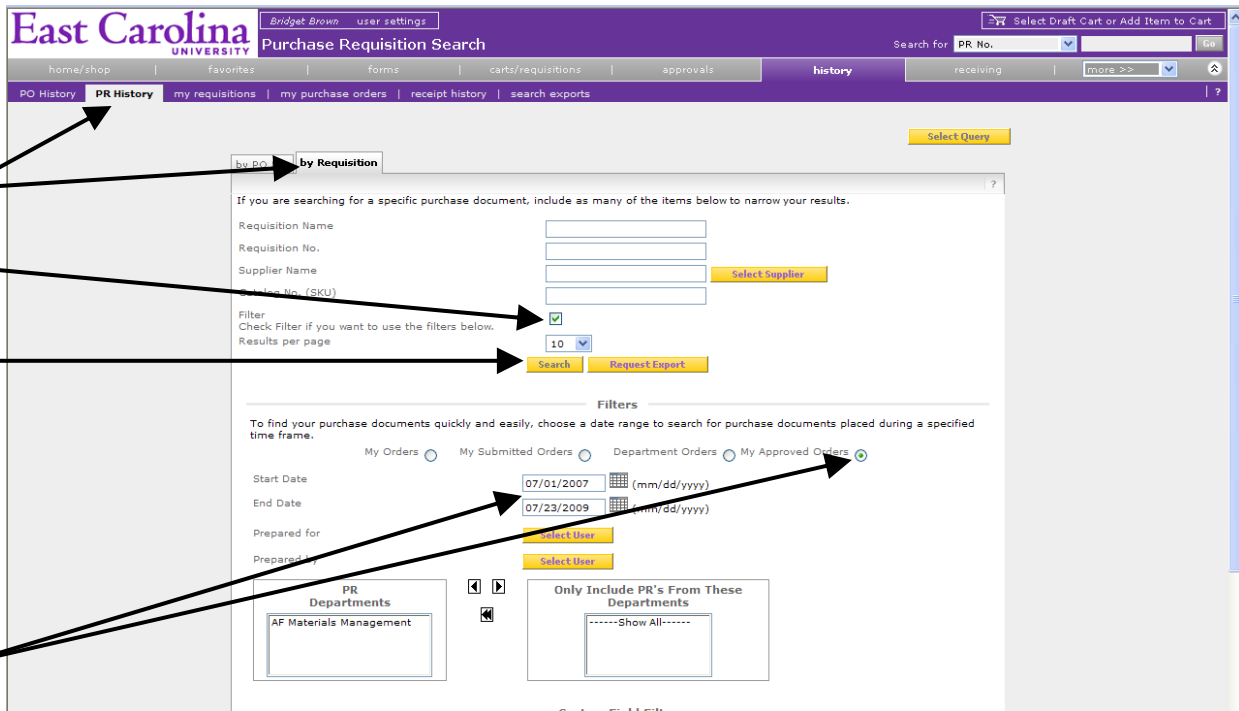


HISTORY MY APPROVED ORDERS

Last Updated on: 11/8/2010



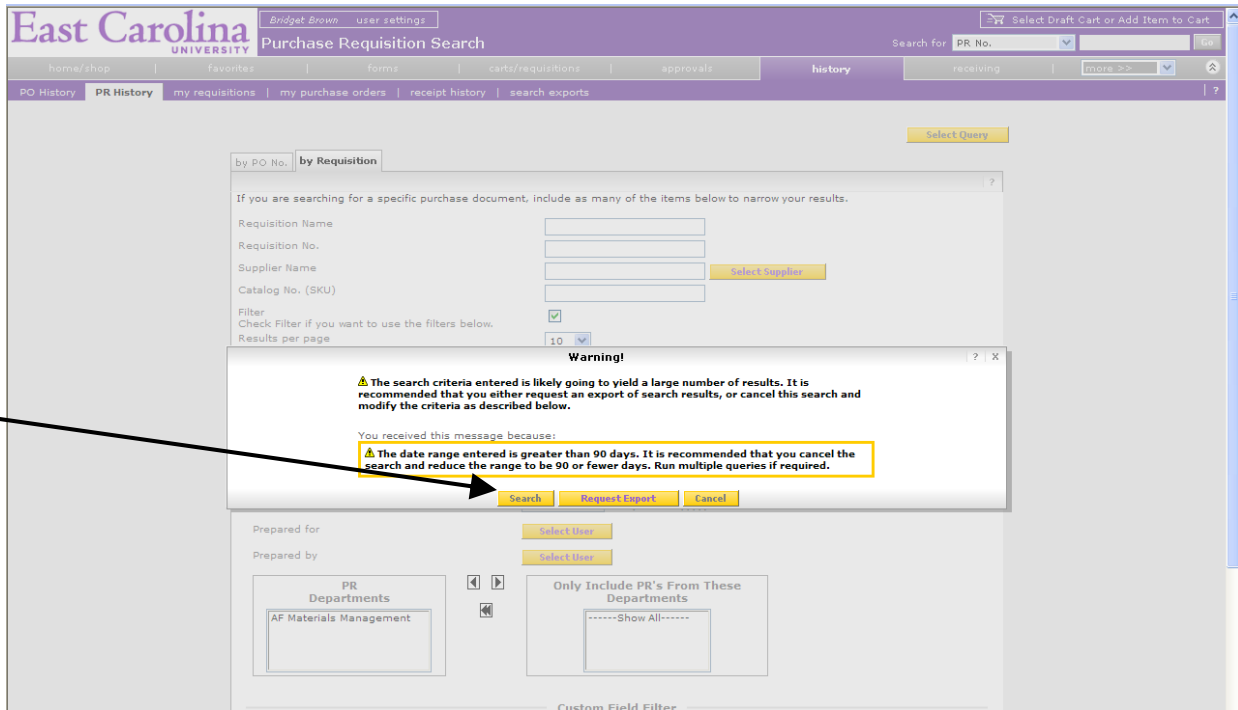
1. Click on the **History** tab.



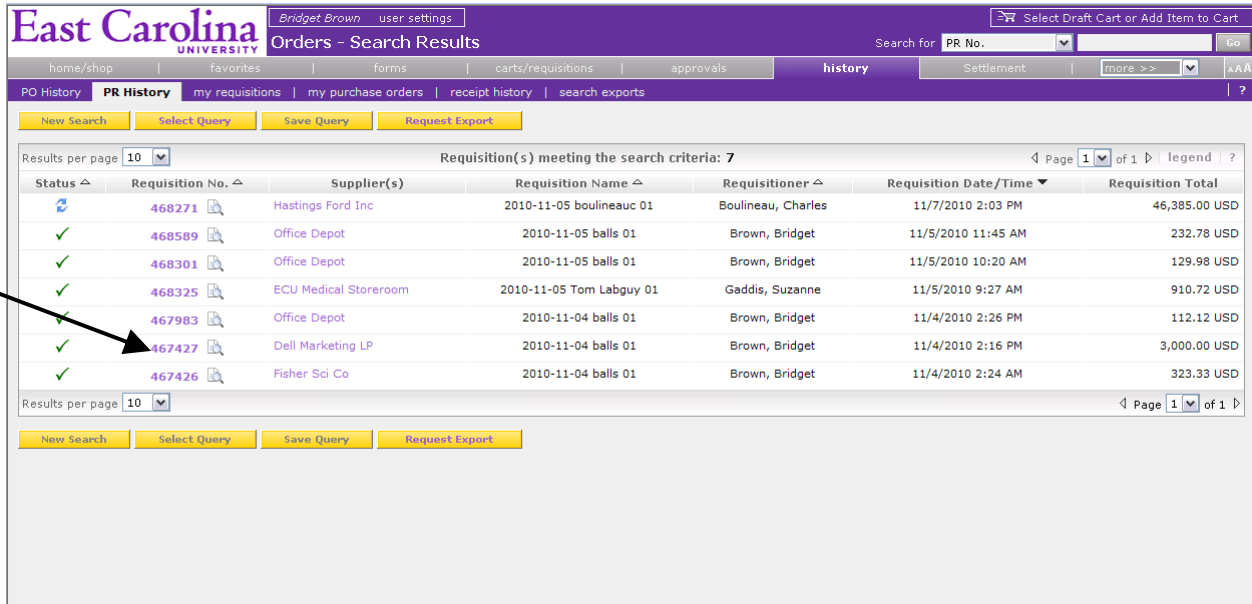
2. Ensure that the **PR History** and **by Requisition** tabs are selected.
3. Select the **Filter** check box.
4. Select **My Approved Orders** and **Start Date** and **End Date** for the requisitions.
5. Click on the **Search** button.

HISTORY MY APPROVED ORDERS

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6. Click the **Search** button.



7. Click on one of the **Requisition #s**.

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East Carolina UNIVERSITY Summary - Requisition 467427

Search for PR No. [] Go

home top favorites forms carts/requisitions approvals history Settlement more >> AAA

PO History PR History my requisitions my purchase orders receipt history search exports

Available Actions: Add Comment Go

Requisition PR Approvals Comments (1) Attachments History

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

Hide value descriptions

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72111	0000	no value	no value

Ship To
Contact Name Susan Ball
Phone +1 (252) 328-1008
Email balls@ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

8. From here you can review the requisition **Summary**, **FOAPAL/Ship Codes (document details)**, **PR Approvals**, **Comments**, **Attachments**, **History** and **Supplier Info**.
9. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.