

# PROCUREMENT: Requisition Approval

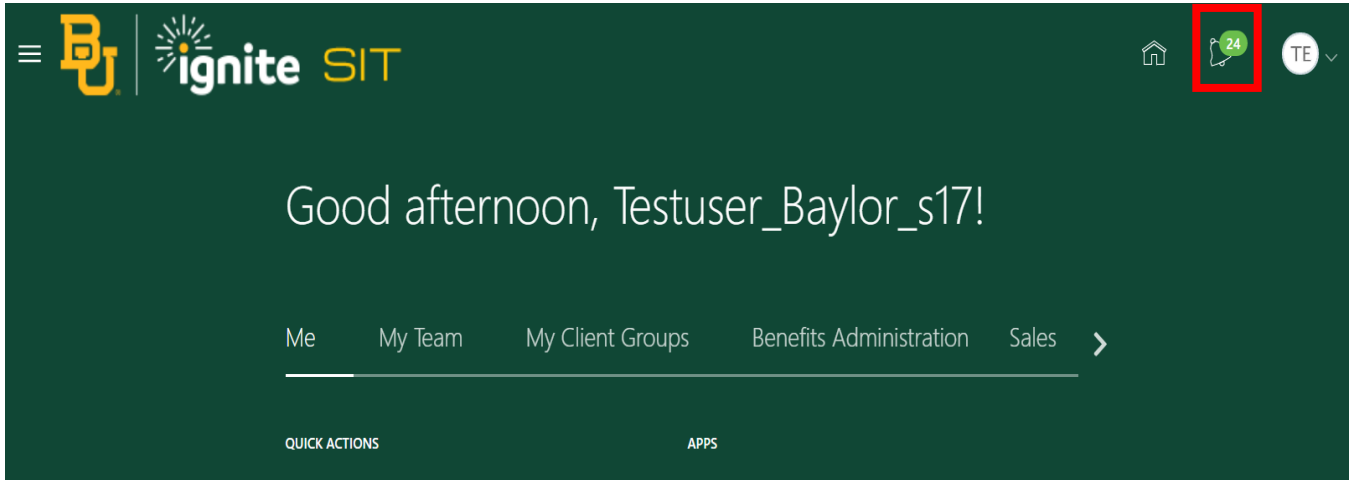
## Overview

- This job aid is intended for all requisition approvers, as defined below:
  - Requisitions under \$25,000 need to be approved by the Department Approver.
  - Requisitions between \$25,000 and \$100,000 need to be approved by the Department Approver **and** the Division Approver.
    - *Note: For requisitions that fall between these amounts, 3 competitive bids are required. Please attach them as supporting documentation when creating the requisition).*
  - Requisitions over \$100,000 need to be approved by the Department Approver, Division Approver, **and** the University Approver.
- Approval criteria:
  - Is the purchase a good use of Baylor's funds?
  - Is the purchase in accordance with Baylor's policies?
  - Is a contract already in place for the requested goods and services?
  - Is the chart of accounts string entered correctly?
  - Is the delivery location correct?
  - Are additional reviews needed?
  - Are additional quotes or bids required for the purchase?
- This job aid shows how to:
  - Approve, Reject, Delegate, Reassign, Route Task or Edit the Requisition from the notification bell
  - Approve or Reject from the email

# PROCUREMENT: Requisition Approval

## I. Approving a Requisition via Ignite

1. Upon logging into your account, the **notification bell** icon will display new items that require your attention.



2. Click on the **notification bell** icon and select the **requisition** that is pending your approval.



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3. On the new page, review the requisition information. If all the information is correct and ready for approval, click **Approve**. Refer back to the **Overview** on page 1 for what an approver should review with each requisition.

Approve Requisition REQ0090618 Actions ▾ Approve Reject

Requisition Approval  
**\$5.63**  
**Wright, Richard**  
BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black

Requisition: [REQ0090618](#)

**Lines**

BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK)	\$5.63
1 x \$5.63	
Charge Account: 110-11300-100-1000000-93800-701-0000-00000-00000	

**Approval History**

Assigned to Buffy Nehring 02/17/2022 4:42 PM

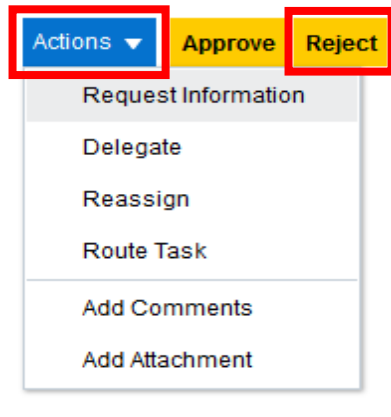
Submitted by Richard Wright 02/17/2022 4:42 PM

[REQ0090618.pdf](#)

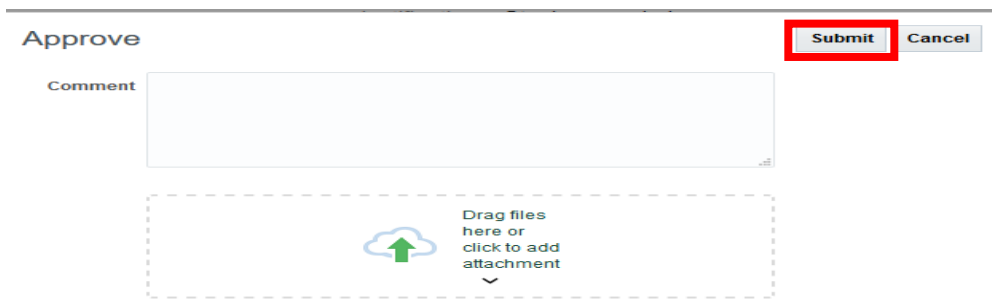
[Edit Requisition](#)

- a. The approver may also **Reject**, use the **Actions** dropdown for more options, or select **Edit Requisition** to open and make changes to the Requisition if needed.
  - i. **Request Information:** Do not use this option! If additional information is needed, Reject, and add comments for the employee to add more information then resubmit.
  - ii. **Delegate:** Pass the task to someone else to act on your behalf, but the task is still assigned to you.
  - iii. **Reassign:** Reassign the task to someone you select.
  - iv. **Route Task:** Add additional approvers to the requisition.
  - v. **Add Comments:** Insert comments pertaining to the requisition.
  - vi. **Add Attachment:** Add attachment pertaining to the requisition.

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4. Once the Approve button is selected, this pop-up will appear. The approver can add comments or attachments then click **Submit**.



5. Notification results for requisition:
  - a. The *Shopper* will receive a notification on their **notification bell** icon once their purchase requisition has been acted upon by the approver. The notification will detail the status of the requisition, such as approved or rejected.
  - b. If approved, the purchase requisition will then be sent to Procurement for purchase order creation and dispatch to the supplier.



# PROCUREMENT: Requisition Approval

## 2. Approving a Requisition via Email

1. Approvers can also approve requisitions through email. Approvers will receive an email stating a requisition requires their approval. The approver can **Approve or Reject**, via the email notification. Refrain from using the Request Info button.

