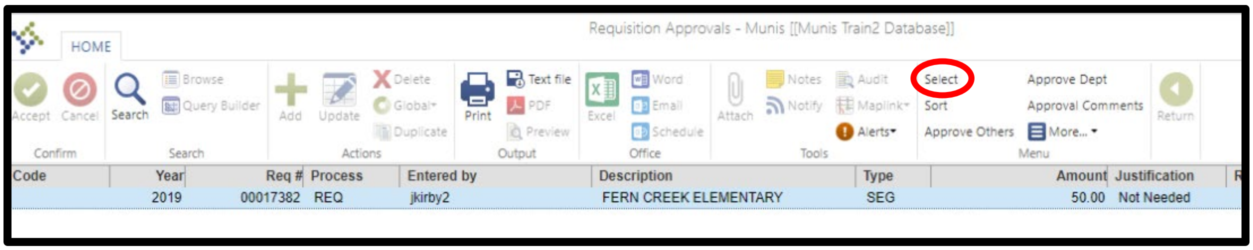
REQUISITION APPROVAL PROCESS

Here's what approvers should check:

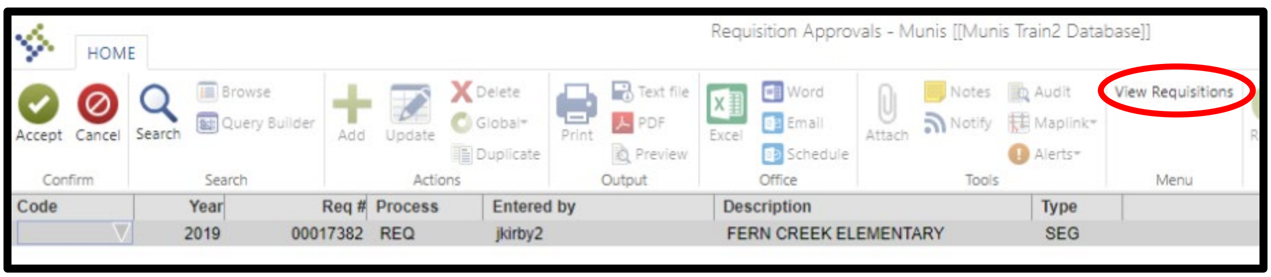
- Appropriate, good use of funds
- Allowable use of funds – grants, activity, etc.
- Correct accounting code
- Model procurement

Here's how to do it:

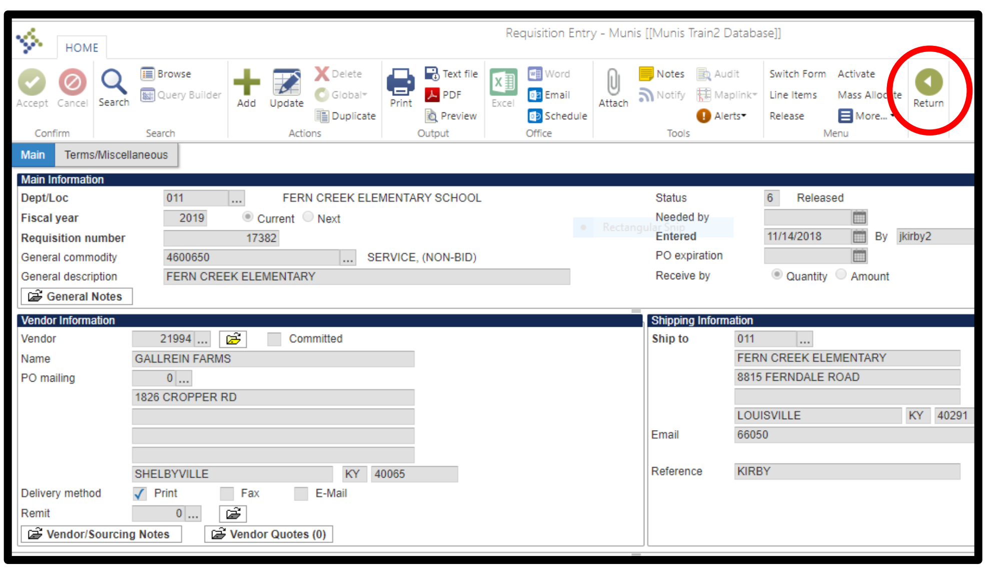
Go to your Tyler Menu – Click on **"Requisition Approval"** and highlight the appropriate requisition you would like to approve. Then Click on **"Select"** on your MUNIS toolbar:



Then click **"View Requisitions"** on the far-right of your toolbar:



Once the **Requisition Entry** screen pops up, check the account codes (click Line Items on top right), justifications (click General Notes on left), attachments or paperwork (Paper Clip top middle), allowable expense (grant matrix or contract), and appropriate use of funds (grant matrix or your judgment). Once you have checked all criteria, click **"Return"**.



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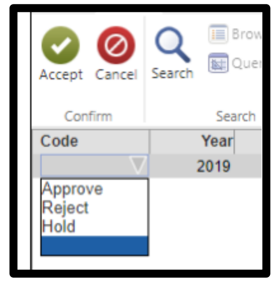
Under the Code column of the highlighted requisition, click the drop down box. Select **"Approve"** if no changes are needed to be made by the requisitioner.



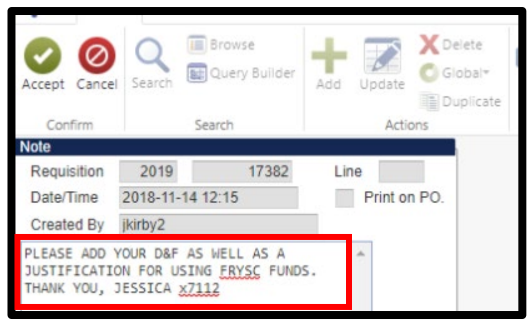
If the requisitioner needs to make changes or did not include all needed information, select **"Reject"**

When you click on **"Reject"** the pop-out box on the left will appear and you will select **"Yes"**

Click **"Add"** to open the note box and type your rejection.

NOTE: It is important that you always **<u>include your name and extension</u>** so the requisition knows who to call if they have questions.

Once you're finished, Click **"Accept"** then Click **"Return"**



Then you are sent back to the **Requisition Approval** Screen:

Click **"More"** on the MUNIS toolbar then click **"Process"** to complete your approval/rejection.