
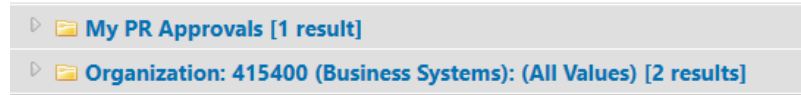


Approve Requisitions

 Only persons with the Approver Role can approve requests

Step-by-step guide

1. On the YoMart Shopping-Home Page select **Orders Approvals Requisitions to Approve**
2. If needed use the **Filter My Approvals** box in the left-hand pane to filter the approval type
3. Click on the **Approval Folder** to expand it



4. Click on the **Requisition/Form Number** to open the request



5. Verify the request is appropriate and correct
6. Approval options and Workflow steps are located on the right-side of the Requisition

Pending

Total (26.33 USD)	▼
Subtotal	26.33
Shipping	0.00
Handling	0.00
	26.33

Assign To Myself ▼

What's next? ▼

Workflow 🖨️

Show skipped steps

- ↓

Submitted

10/17/2019 12:04 PM

Anna Bajka - Sys Admin
- ↓

Banner Budget Authorization

Completed

System

...
- **Org Approval**

Active

...
- ↓

Form Approval

Future

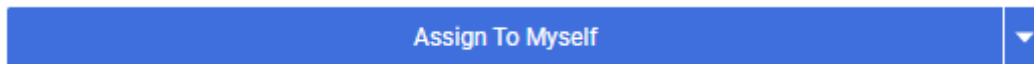
...
- ↓

Acct Validation

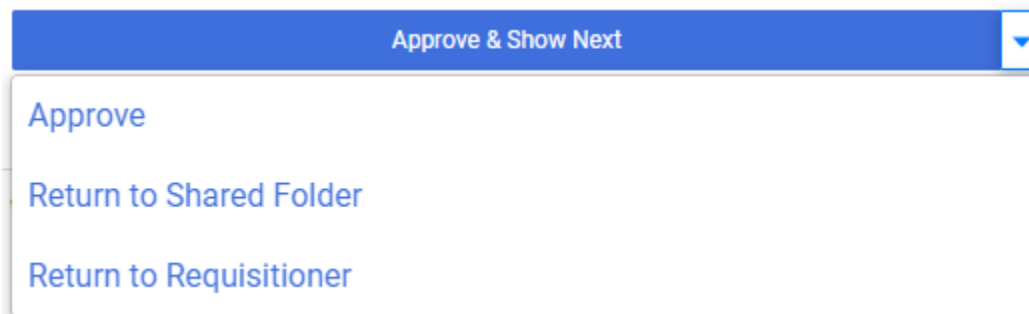
Future

...

7. Click the **Assign to Myself** button



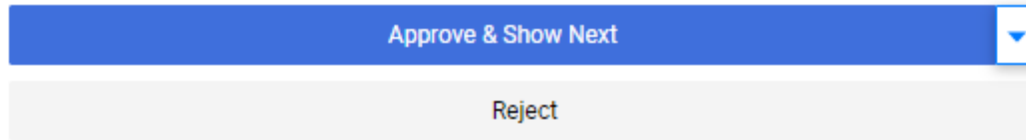
8. Select the **appropriate action** for the specific requisition by clicking an option from the dropdown



If the request is to be **APPROVED**- Click **Approve & Show Next** or select **Approve** from the dropdown

If the request is to be **RETURNED**- Select **Return to Requisitioner**

9. If the request is to be **REJECTED**- Click the **Reject** button



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