

How to Insert an Additional Approver in Requisition

Click **Preview Approvals**.

Approval Justification

Enter approval justification for this requisition

This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

Check Budget Pre-Check Budget Budget Checking Status: **Valid**

Submit Save Before Submit Add More Items **Preview Approvals**

Click the green plus symbol  to add an Approver.

Note: You may add an Approver/Reviewer to the front or end of the workflow by clicking the  before or after the existing Approver.

Favorites Main Menu Employee Self-Service Procurement Requisition

ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02/08/2016 11:46:40 All Search Advanced Search

Preview Approvals

Requested For: Business Services-Gen Number of Lines: 2
Total Amount: 1,150.00 USD

Requisition Name: Computer for Professor Davis
Requisition ID: 0000000143
Business Unit: SY769
Status: Open Approval Justification: This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.
Priority: Medium
Budget Status: Valid

Purchasing Approval

Computer for Professor Davis: Initiated 

UNTS Buyer Approval
Not Routed
Multiple Approvers Purchasing Approval 

UNTS Dept ID - ePro

Line 1: Initiated 

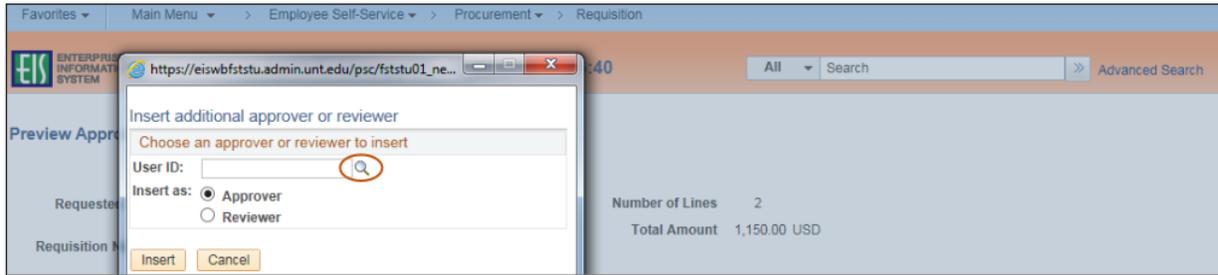
Dell Desktop Computer
UNTS Department Approval
Not Routed
Asher, Donna Brooks Manager Fiduciary Approval  

Line 2: Initiated 

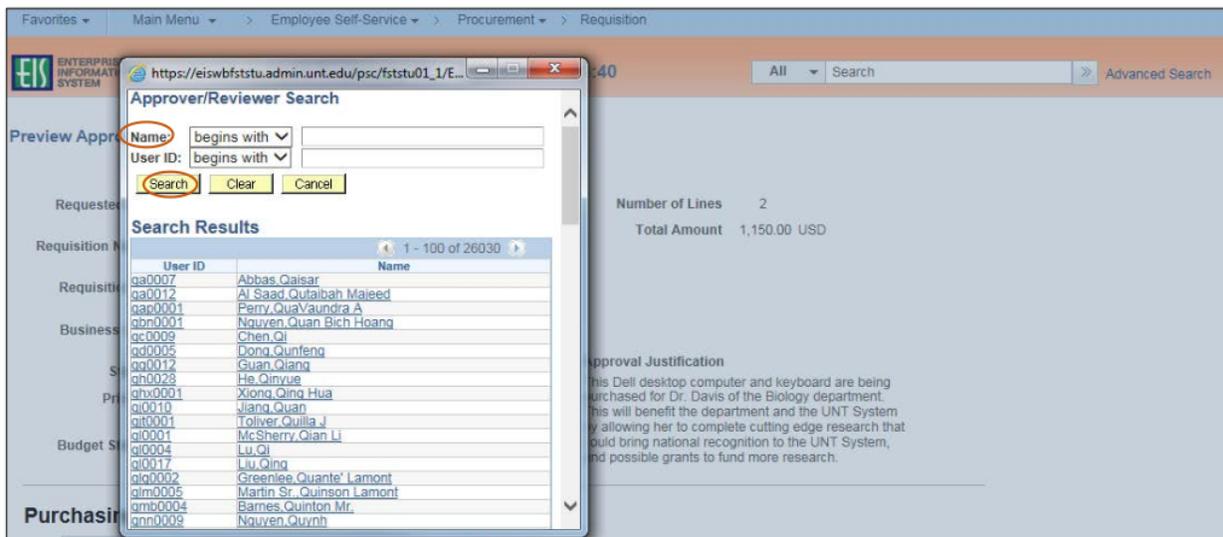
Dell Keyboard
UNTS Department Approval
Not Routed
Asher, Donna Brooks Manager Fiduciary Approval 

Return Apply Approval Changes

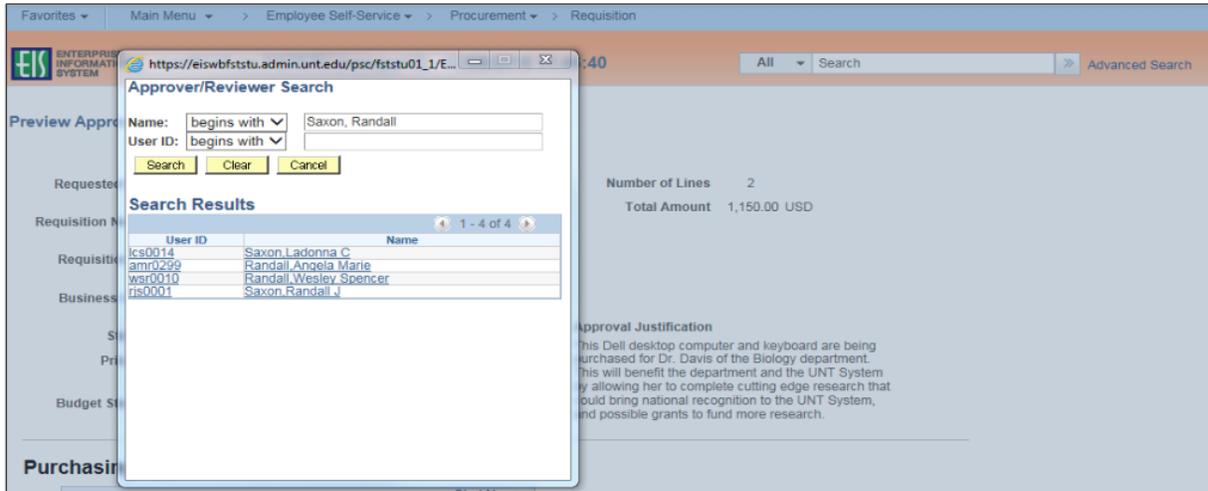
Click on the magnifying glass beside the blank User ID field.



Enter a full or partial name (Last Name, First Name) into the Name field.
Click Search.

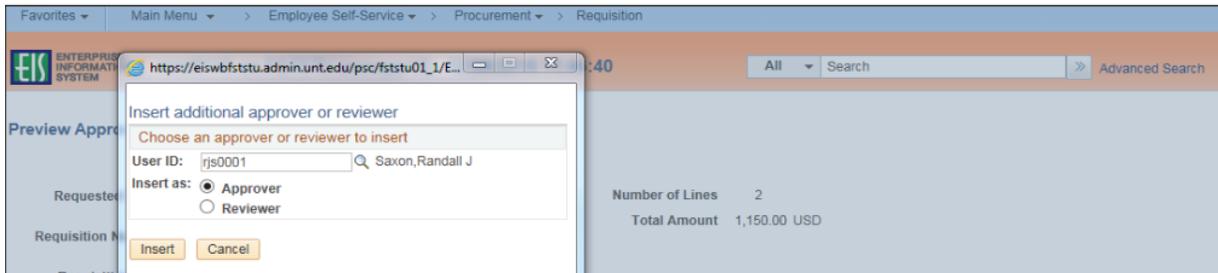


Select the appropriate Name or User ID for the Approver/Reviewer you want to insert.

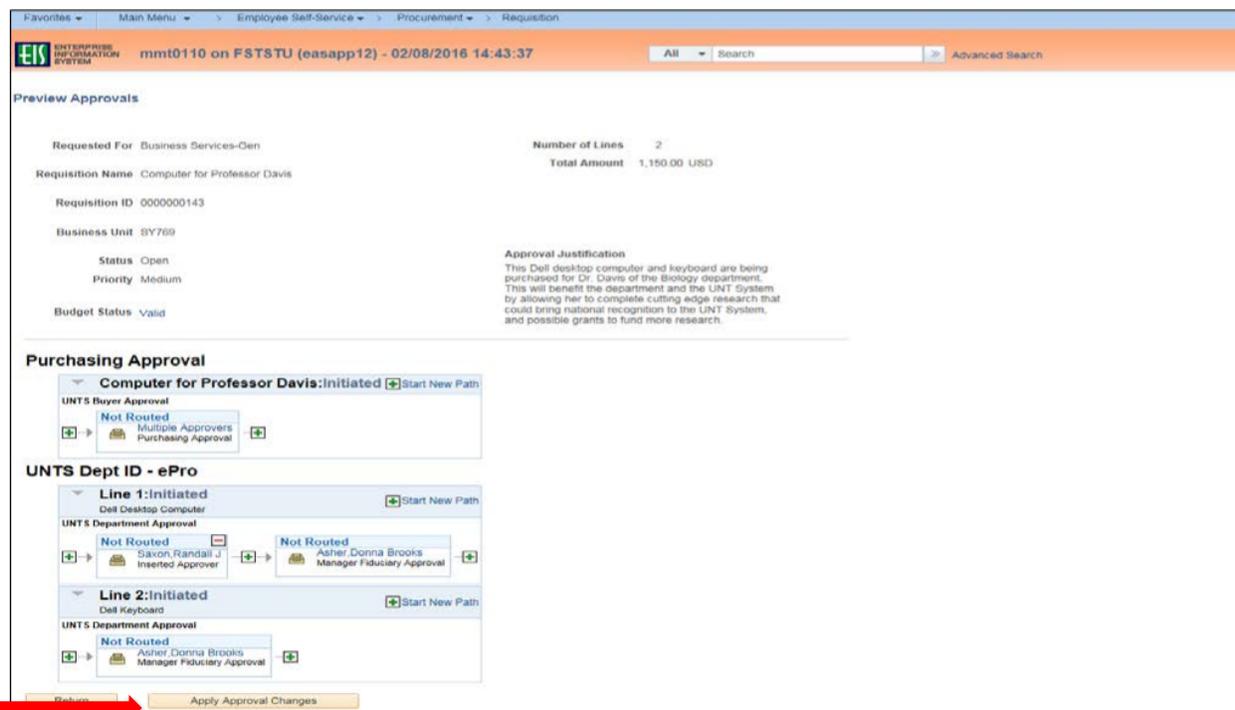


Click **Insert**.

Note: If you would like to insert someone as a Reviewer of the requisition instead of as an Approver, select the **Reviewer** option.



Click **Apply Approval Changes**



. Click **Return**.

The screenshot displays the UNTS Enterprise Information System interface for a requisition. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', 'Procurement', and 'Requisition'. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/08/2016 14:43:37'. A search bar is present with 'All' and 'Advanced Search' options.

Preview Approvals

Requested For: Business Services-Oen
Number of Lines: 2
Total Amount: 1,150.00 USD

Requisition Name: Computer for Professor Davis
Requisition ID: 0000000143
Business Unit: 5Y760
Status: Open
Priority: Medium
Budget Status: Valid

Approval Justification
The Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

Purchasing Approval

Computer for Professor Davis: Initiated [Start New Path]

UNTS Buyer Approval
Not Routed
Multiple Approvers
Purchasing Approval

UNTS Dept ID - ePro

Line 1: Initiated [Start New Path]
Dell Desktop Computer

UNTS Department Approval
Not Routed
Saxon, Randall J. inserted Approver
Not Routed
Asher, Donna Brooks
Manager Fiduciary Approval

Line 2: Initiated [Start New Path]
Dell Keyboard

UNTS Department Approval
Not Routed
Asher, Donna Brooks
Manager Fiduciary Approval

Buttons: Return, Apply Approval Changes

Click **Submit**

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 1,150.00 USD
Pre-Encumbrance Balance Not Available

Shipping Summary

Edit for All Lines

Ship To Location BSCA 400
Address UNT System Business Service Center
Send to: invoices@untsystem.edu
1112 Dallas Dr., Ste. 4000
Denton, TX, 76205
Attention To Business Services-Gen
Comments

Requisition Comments and Attachments

Enter requisition comments

Dept. Contact: Sarah Jones | Contact Phone: 940-555-5555 | Contact Email: sarahjones@unt.edu
Special Instructions: Please email the address above when the order ships
Attachments: Refer to any attachments such as contracts or quotes

Send to Supplier Show at Receipt Show at Voucher [Edit more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

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Check Budget Pre-Check Budget Budget Checking Status **Valid**

Submit Save Before Submit Add More Items Preview Approvals

Budget check must be **VALID** in order to successfully submit.