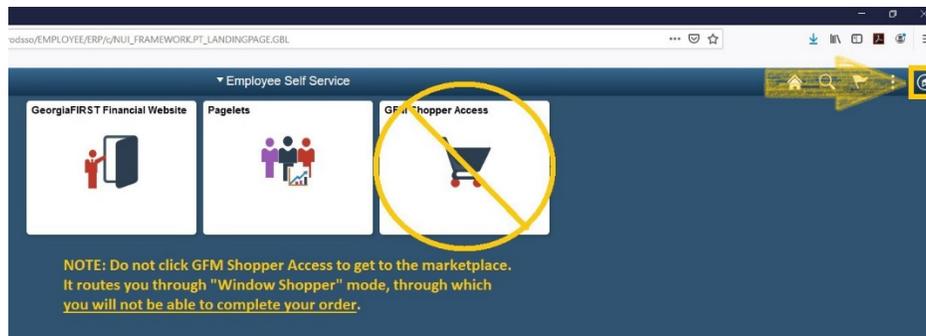


How To Approve a Requisition

The following steps will show approvers how to find and approve requisitions pending their approval in PeopleSoft. To sign in as an approver, users must [have access to PeopleSoft's ePro module](#).

Note: Purchases are made using taxpayer dollars and grant funding, so approvers are set in place to make sure all purchases are properly submitted, necessary, and allowable.

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. In the NavBar menu, click Navigator > eProcurement > Manage Requisition Approvals.
4. On the next page, click Search (you do not need to clear out any of the values). Any requisitions pending your approval will appear (as shown below).

Manage Requisition Approvals

▼ Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID Requisition Name

Business Unit *Status

Date From Date To

Requester Entered by

[Show Advanced Search](#)

Requisitions

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

▼ Expand All ▲ Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
▶ <input type="text" value="Pending"/>	0000522975	Blackbaud Data Enrichment Subs	43000	05/16/2018			7900.00 USD
▶ <input type="text" value="Pending"/>	0000523036	RPF-Ow/fit Promotional	43000	05/17/2018			1598.99 USD
▶ <input type="text" value="Pending"/>	0000523184	HPE-BSN JT	43000	05/21/2018			3158.96 USD
▶ <input type="text" value="Pending"/>	0000523186	ActiGraph OTF Ingram	43000	05/21/2018			1911.00 USD
▶ <input type="text" value="Pending"/>	0000523201	E Sam / Auto Shop LEDs	43000	05/21/2018			2680.00 USD

- Click on a requisition ID to bring up more information about that requisition. Upon review, you can approve or deny it*.

**If you are denying a requisition, you must leave a comment noting why (missing documentation, not an allowable purchase, etc.).*

Status Pending
Priority Medium
Budget Status Not Checked

Total Amount 287.88 USD

Requester's Justification

Edit Requisition View printable version

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	
1	HP 504A Black Toner Cartridg...	STAPLE-CAT-001	2.0000	EA	143.84000	USD

Select All / Deselect All

View Line Details Approve Deny

Review/Edit Approvers

Department and Proj. Approval

- Once you select an action, you will be redirected to a page that confirms your selection. If you have more requisitions to review, scroll to the bottom of page and click **Return to Approve Requisitions** or **Previous/Next in List**.

If you have any questions, please submit a service request via service.kennesaw.edu/ofs.