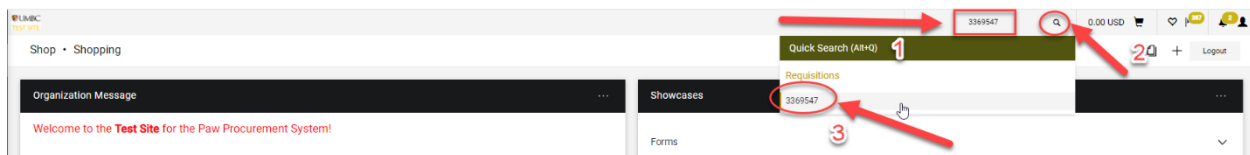# Approving Requisitions

After the "Requester" submits a shopping cart as a requisition, Paw Procurement will route the requisition to the department's financial Approver. The system sends an email notification to the approver when a requisition is pending approval.

To approve requisitions by email, open the email and select the **Take Action** button (See Setting Up Email Approval Code to enable this button). This will open a detailed summary of the requisition and allow you to immediately approve/reject, assign to yourself (in order to make edits/comments), or send it back to the requestor after entering your approval code.

It should be noted that all edits and comments for the requisition are only able to be made after logging in to PPS, and are not able to be made directly from the email. If the requisition no longer has an **Approve** option available, it has already been approved by someone else with financial approval authorization for the department. The additional approvers appear under the **Other Approvers** section.

To approve requisitions from the Paw Procurement System, locate the requisition by using the search box.
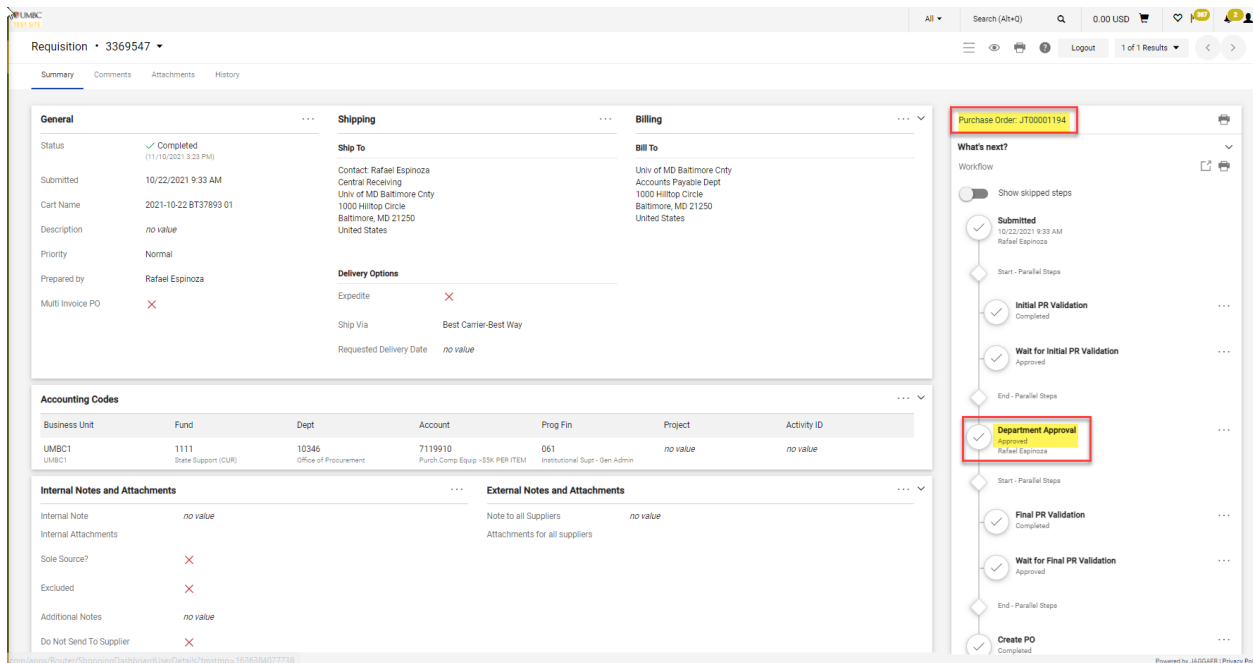

Click the **Dropdown menu** at the top right of your screen (or go to the corresponding section of your dashboard). Click on "Approve"
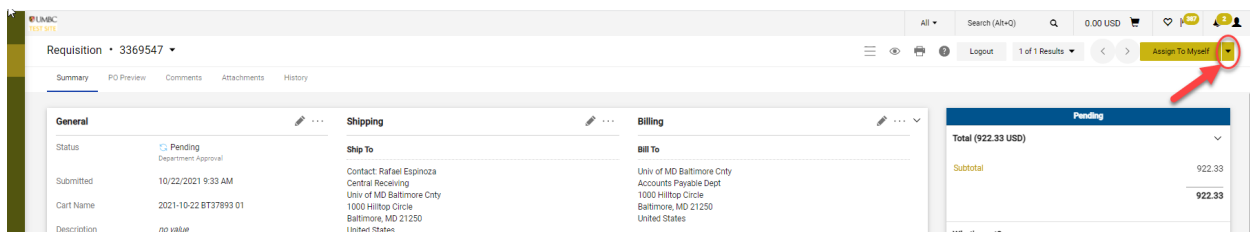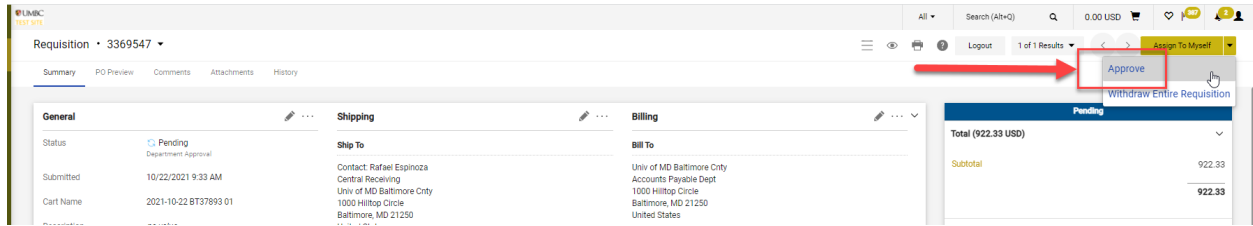
Once approved, the requisition will eventually become a Purchase Order (PO) as shown above.

You can also use the menu on the left and go to **Orders -> Approvals -> Requisitions to Approve**.
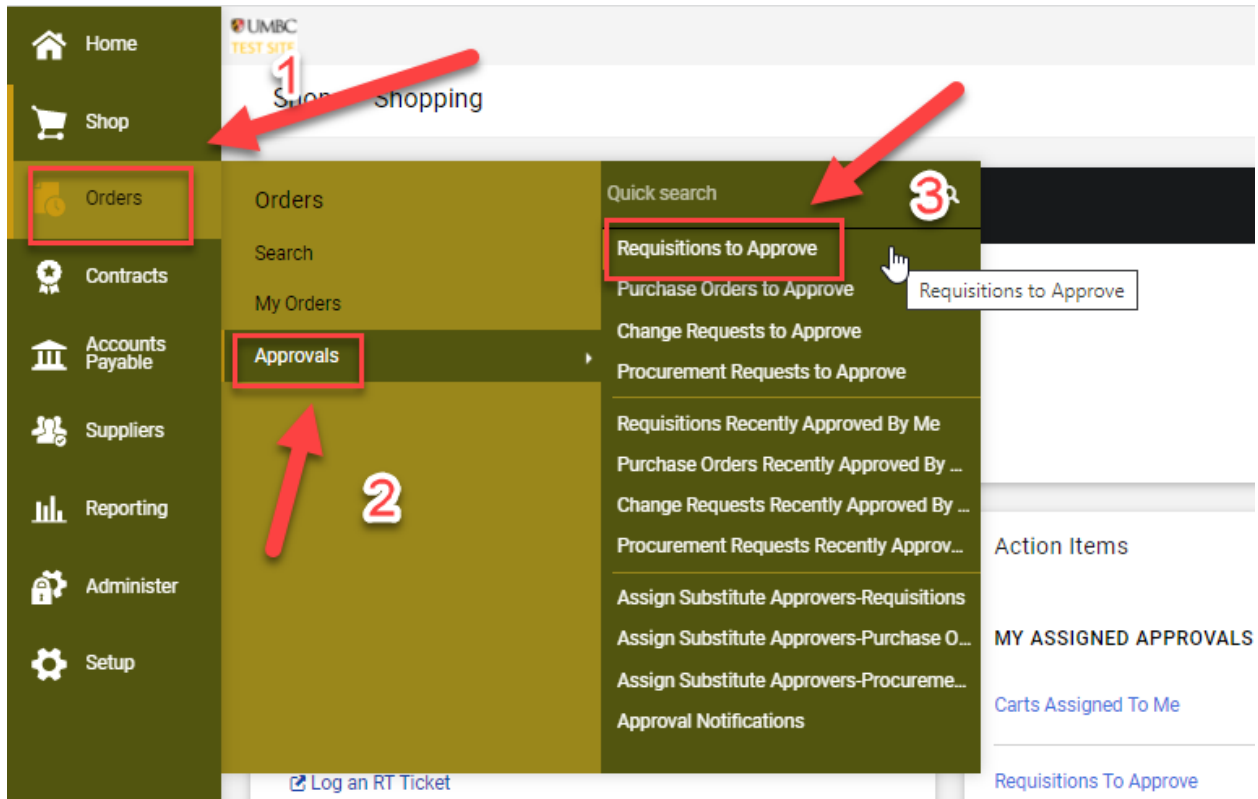
The requisitions will be organized into folders that you can filter and also organize as a list. Assign a requisition to yourself in order to edit, approve/reject, or return it (requisitions you cannot assign or approve have already been taken by someone else).
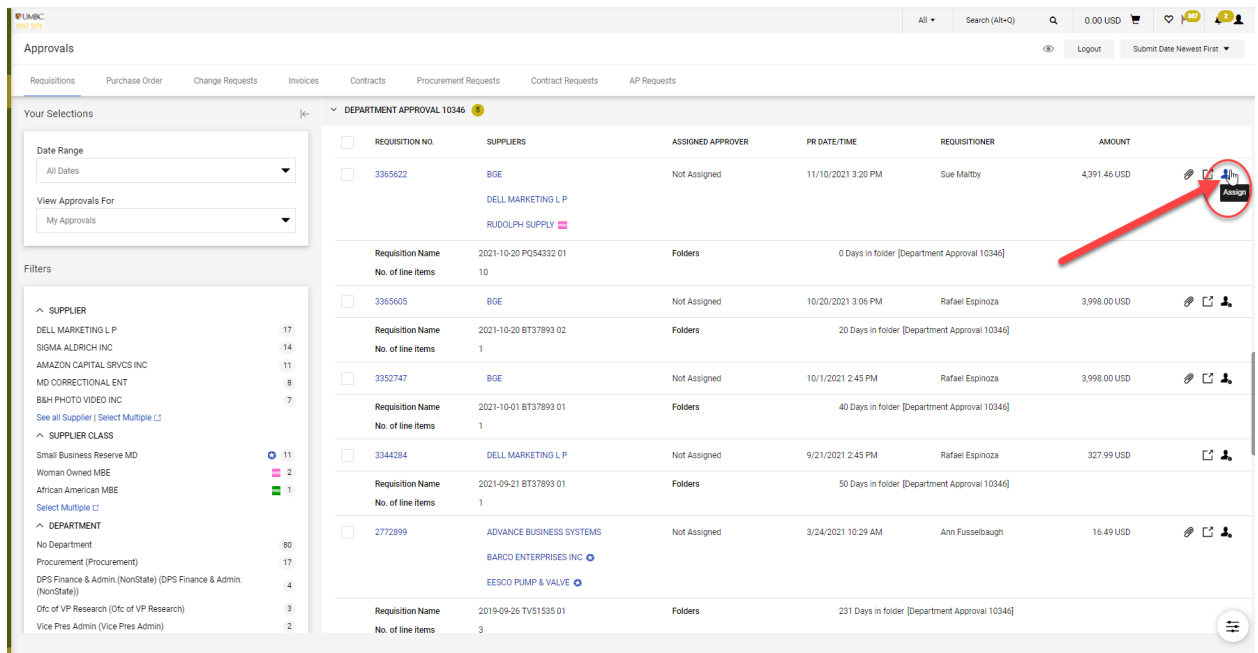
All ▾   Search (Alt+Q)   0.00 USD 🛒   ♡ 🔖 👤

Requisition · 3365622 ▾   ☰ 👁 🖨 ⓘ Logout   1 of 2 Results ▾   ‹ ›   **Approve & next** ▾

1

2 → Approve
Return to Shared Folder
Place on Hold
Return to Requisitioner
Forward to ...
Reject Requisition

Summary   PO Preview   Comments   Attachments ❶   History

General ✎ ⋯   **Shipping** ✎ ⋯   **Billing** ✎ ⋯ ⌄

Status	🔄 Pending
	Department Approval (Rafael Espinoza)
Submitted	11/10/2021 3:20 PM
Cart Name	2021-10-20 PQ54332 01
Description	no value
Priority	Normal
Prepared by	Sue Maltby
Multi Invoice PO	✕

Ship To
Contact: Sue Maltby
Central Receiving
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options
Expedite   ✕
Ship Via   Best Carrier-Best Way
Requested Delivery Date   no value

Bill To
Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Pending
Total (4,391.46 USD)   ⌄
Subtotal

What's next? ⌄
Workflow   ⬈ 🖨
⬤ Show skipped steps

✓ **Submitted**
11/10/2021 3:20 PM
Sue Maltby

Start - Parallel Steps

✓ **Initial PR Validation**
Completed   ⋯

✓ **Wait for Initial PR Validation**
Approved   ⋯

End - Parallel Steps

📍 **Department Approval**
Active
Rafael Espinoza

Accounting Codes ✎ ⋯ ⌄

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	1111	10346	7090200	061	no value	no value
UMBC1	State Support (CUR)	Office of Procurement	Office & Other Supplies	Institutional Supt - Gen Admin		

Internal Notes and Attachments ✎ ⋯   **External Notes and Attachments** ✎ ⋯ ⌄

Internal Note	no value			Note to all Suppliers	no value
Internal Attachments		Date	Add	Attachments for all suppliers	Add

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Requisition · 3365622 ▾   ☰ 👁 🖨 ⓘ Logout   1 of 2 Results ▾   ‹ ›   **Assign To Myself** ▾

Summary   PO Preview   Comments   Attachments ❶   History

General ✎ ⋯   **Shipping** ✎ ⋯   **Billing** ✎ ⋯ ⌄

Status	🔄 Pending
	Buyer Review
Submitted	11/10/2021 3:20 PM
Cart Name	2021-10-20 PQ54332 01
Description	no value
Priority	Normal
Prepared by	Sue Maltby
Multi Invoice PO	✕

Ship To
Contact: Sue Maltby
Central Receiving
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options
Expedite   ✕
Ship Via   Best Carrier-Best Way
Requested Delivery Date   no value

Bill To
Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Pending
Total (4,391.46 USD)   ⌄
Subtotal   4,391.46
                          4,391.46

What's next? ⌄
Workflow   ⬈ 🖨
⬤ Show skipped steps

✓ **Submitted**
11/10/2021 3:20 PM
Sue Maltby

Start - Parallel Steps

✓ **Initial PR Validation**
Completed   ⋯

✓ **Wait for Initial PR Validation**
Approved   ⋯

End - Parallel Steps

✓ **Department Approval**
Approved
Rafael Espinoza   ⋯

Accounting Codes ✎ ⋯ ⌄

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	1111	10346	7090200	061	no value	no value
UMBC1	State Support (CUR)	Office of Procurement	Office & Other Supplies	Institutional Supt - Gen Admin		

Internal Notes and Attachments ✎ ⋯   **External Notes and Attachments** ✎ ⋯ ⌄

Internal Note	no value			Note to all Suppliers	no value
Internal Attachments		Date	Add	Attachments for all suppliers	Add