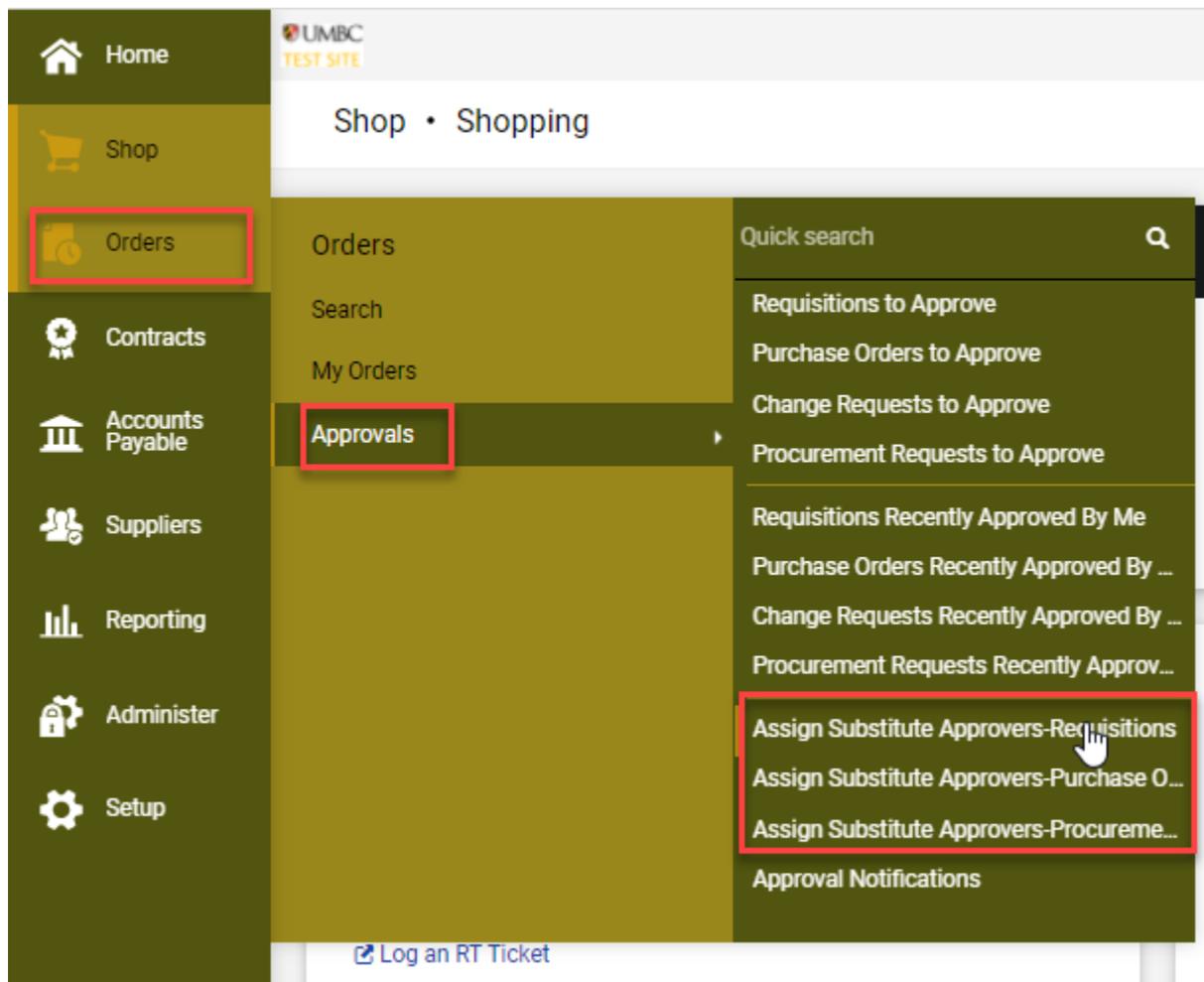
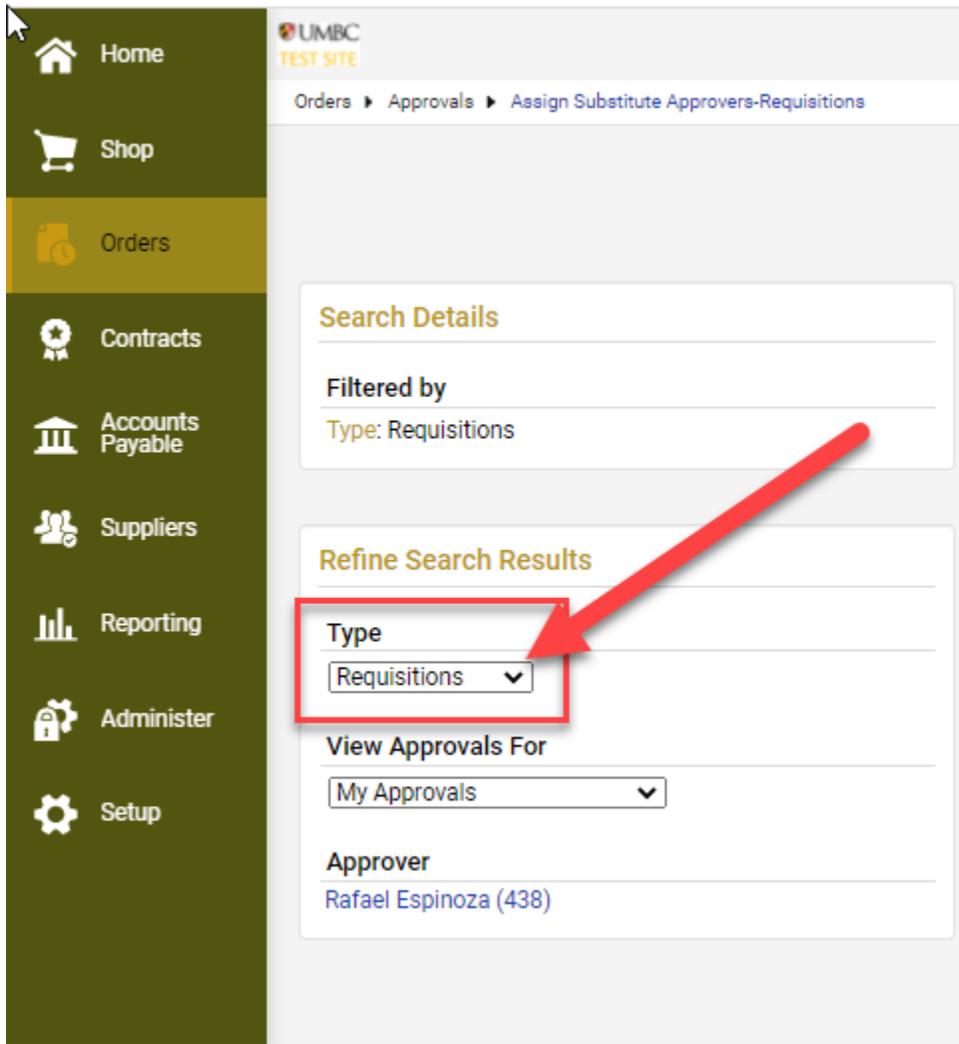


Assigning Substitute Approvers

If you will be out of the office and wish to have someone else approve transactions, you can designate another approver as your substitute. To designate another approver as your substitute, use the menu on the left and go to **Orders -> Approvals -> Assign Substitute Approvers**. This designation may be provided to different individuals if you approve multiple departments.



If you are an approver for multiple types of documents (i.e., Requisitions, Payment Requests, Invoices, Contracts), use the dropdown on the left to filter which folders you want to assign a substitute. *(You must repeat these steps if you are setting up a substitute approver for each of approval listed under Type).*



Click the **Assign** button next to the folder and in the pop up window, type in/search for the user you wish to be your substitute. You can also select the checkbox at the top to enter a date range that will apply to this specific substitution. Click the **Assign** button to confirm your selection. The above steps must be completed *prior* to entering any transaction in Paw in which a substitute approver is needed.

Showing 1 - 20 of 438 Results

Results Per Page [20]

All Folder Results

Sort by: Folder name ascending

Page 1 of 22

Assign Substitute to All Requisitions Folders | End Substitute for All Requisitions Folders

Folder Name	Approver	Substitute	Action
Buyer Review 0100000-0199999	Rafael Espinoza		Assign
Buyer Review 0200000-0299999	Rafael Espinoza		Assign
Buyer Review 0300000-0399999	Rafael Espinoza		Assign
Buyer Review 0400000-0499999	Rafael Espinoza		Assign
Buyer Review 0500000-0599999	Rafael Espinoza		Assign
Buyer Review 0600000-0699999	Rafael Espinoza		Assign
Buyer Review 0700000-0799999	Rafael Espinoza		Assign
Buyer Review 0800000-0899999	Rafael Espinoza		Assign
Buyer Review 0900000-0999999	Rafael Espinoza		Assign
Buyer Review 1000000-1099999	Rafael Espinoza		Assign
Buyer Review 1100000-1199999	Rafael Espinoza		Assign

Search Details

Filtered by
Type: Requisitions

Refine Search Results

Type
[Requisitions]

View Approvals For
[My Approvals]

Approver
Rafael Espinoza (438)

Assign Substitute

Include Date Range for Substitution

Substitute Name *

Type to filter...

* Required

Assign Close

Assign Substitute

Include Date Range for Substitution

Substitute Name *

Moss, Elizabeth

* Required

Assign Close

[Assign Substitute to All Requisitions Folders](#) [End Substitute for All Requisitions Folders](#)

Search Details

Filtered by
Type: Requisitions

Refine Search Results

Type
Requisitions

View Approvals For
My Approvals

Approver
Rafael Espinoza (438)

Substitute
Elizabeth Moss (1)

Showing 1 - 20 of 438 Results

All Folder Results

Substitution Actions

Results Per Page	Folder Name	Approver	Substitute	Action
20	Buyer Review 0100000-0199999	Rafael Espinoza	Elizabeth Moss	Remove <input type="checkbox"/>
	Buyer Review 0200000-0299999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0300000-0399999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0400000-0499999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0500000-0599999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0600000-0699999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0700000-0799999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0800000-0899999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 0900000-0999999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1000000-1099999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1100000-1199999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1200000-1299999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1300000-1399999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1400000-1499999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1500000-1599999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1600000-1699999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1700000-1799999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1800000-1899999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 1900000-1999999	Rafael Espinoza		Assign <input type="checkbox"/>
	Buyer Review 2100000-2199999	Rafael Espinoza		Assign <input type="checkbox"/>

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