Returning Requisitions to Shared Approval Folders

A requisition that is pending approval will appear in a shared folder for anyone with the authorization as an approver for the department. Assign a pending requisition to yourself to signal to others that you are working on it. Your assigned requisitions will appear in your **My Approvals** folder (you can quickly access this folder by using the menu on the right to go to **Orders -> Approvals -> Requisitions to Approve**).



If you decide that you are not the correct person to approve the requisition, click the check box on the left side of the requisition number and choose the **Select an action** dropdown menu. Click the **Return to Shared Folder** option.

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