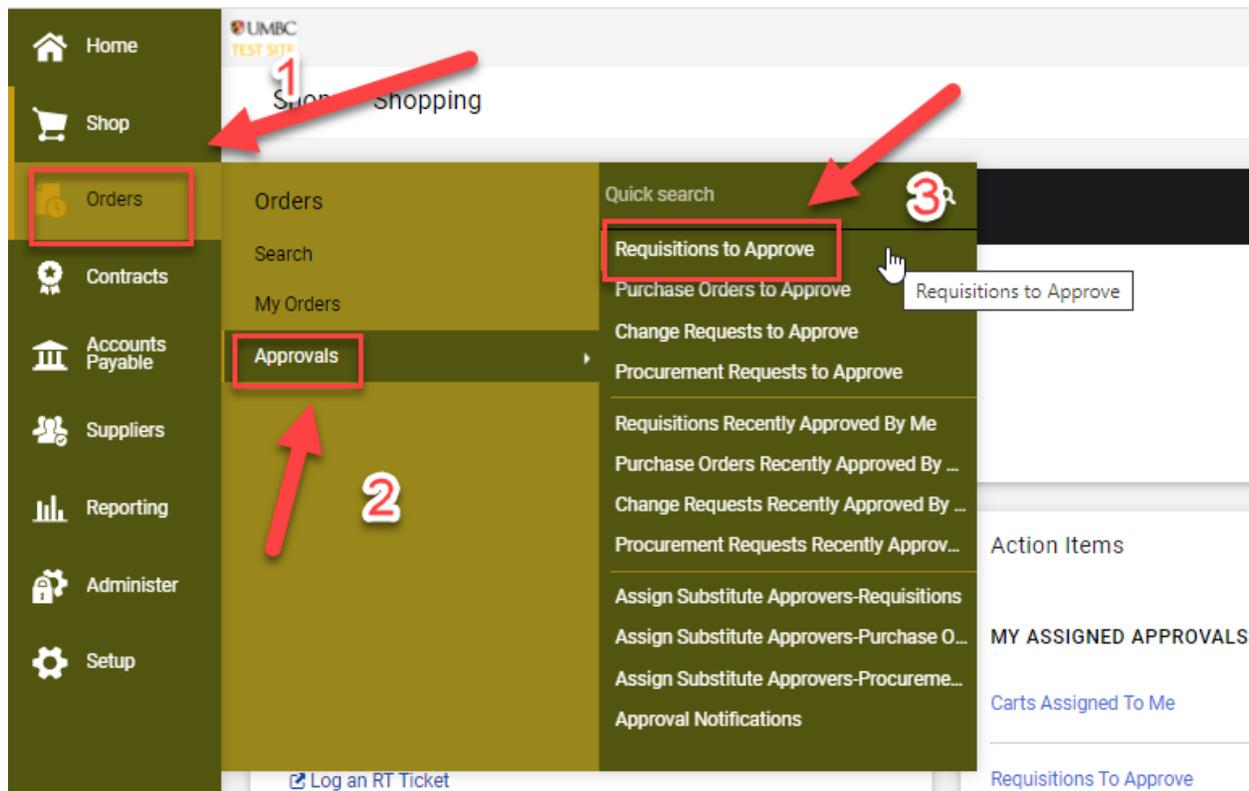


# Returning Requisitions to Shared Approval Folders

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.

**Approvals**

Requisitions | Purchase Order | Change Requests | Invoices | Contracts | Procurement Requests | Contract Requests | AP Requests

0 Days in folder [Buyer Review IT Equipment & Supplies]

**Your Selections**

Date Range: Last 7 days

View Approvals For: My Approvals

**Filters**

- SUPPLIER**
  - DELL MARKETING L P: 6
  - BGE: 4
  - RUDOLPH SUPPLY: 4
  - XEROX CORP: 4
  - Select Multiple
- SUPPLIER CLASS**
  - Woman Owned MBE: 4
- DEPARTMENT**
  - Office of Procurement (Office of Procurement): 5
  - Procurement (Procurement): 1
  - Select Multiple
- CURRENT WORKFLOW STEP**
  - Department Approval: 2
  - Buyer Review: 1
  - Select Multiple
- PREPARED FOR**
  - Sue Maltby: 5

**BUYER REVIEW SMALL GOODS**

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<input type="checkbox"/> 3365622	BGE DELL MARKETING L P RUDOLPH SUPPLY	Not Assigned	11/10/2021 3:20 PM	Sue Maltby	4,391.46 USD
Requisition Name: 2021-10-20 PQ54332 01 No. of line items: 10 Folders: 0 Days in folder [Buyer Review 0100000-0199999] 0 Days in folder [Buyer Review 0200000-0299999] 0 Days in folder [Buyer Review IT Equipment & Supplies]					

**DEPARTMENT APPROVAL 10346**

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<input checked="" type="checkbox"/> 3397966	DELL MARKETING L P	Not Assigned	11/10/2021 3:55 PM	Rafael Espinoza	1,385.21 USD
Requisition Name: 2021-11-10 BT37893 01 No. of line items: 1 Folders: 0 Days in folder [Department Approval 10346]					
<input type="checkbox"/> 3397898	DELL MARKETING L P	Not Assigned	11/10/2021 3:35 PM	Sue Maltby	327.99 USD
Requisition Name: 2021-11-10 PQ54332 01 No. of line items: 1 Folders: 0 Days in folder [Department Approval 10346]					

1 ITEMS SELECTED

Select an action

2

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**Approvals**

Requisitions | Purchase Order | Change Requests | Invoices | Contracts | Procurement Requests | Contract Requests | AP Requests

0 Days in folder [Buyer Review IT Equipment & Supplies]

**Your Selections**

Date Range: Last 7 days

View Approvals For: My Approvals

**Filters**

- SUPPLIER**
  - DELL MARKETING L P: 6
  - BGE: 4
  - RUDOLPH SUPPLY: 4
  - XEROX CORP: 4
  - Select Multiple
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  - Woman Owned MBE: 4
- DEPARTMENT**
  - Office of Procurement (Office of Procurement): 5
  - Procurement (Procurement): 1
  - Select Multiple
- CURRENT WORKFLOW STEP**
  - Department Approval: 2
  - Buyer Review: 1
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- PREPARED FOR**
  - Sue Maltby: 5

**BUYER REVIEW SMALL GOODS**

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1 ITEMS SELECTED

Select an action

- Assign
- Approve/Complete
- Forward
- Return to Shared Folder
- Place PR on Hold
- Add Notes to History