1. You will receive an email informing you that you have a requisition to review.
2. The email will contain the link to take you to the requisition.
3. Log in using your Elon username and password.
4. The Purchase Requests requiring your attention will be listed here. *This screen will show the date you received the requisition (Modified), the requestor, number of line items in the request, total amount of the request, the date the goods/services are required, and the date the request was created.* Click on the pen & paper icon to open the purchase request.
5. This page will show you all the information about this purchase request:
   a. Initiator, to whom the product is to be delivered, required delivery date and budget year
b. Vendor Name, Product information (quantity, description, price information), any applicable discounts, labor and/or shipping charges and total purchase cost.
6. This will indicate if the purchase is for any type of Technology product or if Grant funds are being used.
7. **Budget Code** – This is the budget being charged for this purchase. If you need to change the budget code or add more codes proceed to step 8 below.
8. **Change budget code** – As the Approve you have the ability to change the budget code or add more codes. To change the code check the box and the budget code field will allow you to make changes. To add codes (split the purchase among multiple budget codes) see step 9 below.
9. **Add Budget Codes** – To add budget codes (split the purchase among multiple budget codes) click this box. Additional lines to add more budget codes will appear. You must type in the 12 digit budget code as well as the exact dollar amount to be assigned to each budget code. These two totals must be equal.
10. **Attachments** – Click on the attachment link to view the attached supporting documentation

11. **Initiator Comments** - Any non-printed comments the initiator has included with this requisition will show here
12. Once you have reviewed the requisition and any supporting attachments, you have the option to: Approve the requisition (see step 13), Deny the requisition (see step 15), or Return the requisition to the initiator (see step 16).
13. **Approve Requisition** – To Approve the requisition click the “Approve” button. A check box appears asking if the requisition needs to be forwarded for additional approval. If the requisition does not need additional approvals, click “Submit” and the requisition will be forwarded to Purchasing to create the Purchase Order. If the requisition does need additional approvals see step 14 Below.
14. **Additional Approvals** – If the requisition requires additional approvals check this box. The “Next Approver” box appears. Type in the name of the next approver and click on the check names icon. If you have any comments for the next level approver and/or Purchasing, you can enter them in the “Comments” box. Then click the “Submit” box. The Approval Status will change from “Pending” to “Approved.”
15. **Deny Requisition** – If you need to deny the approval of the requisition, click the “Deny” button then click the “Submit” button. A denial notification will be sent to the initiator of the requisition. You can also put comments as to the reason of your denial in the “Comments” box. Approval Status will be changed to “Denied”.
16. **Return Requisition** – If you need to return the requisition to the originator for changes, click the “Return” button. A “Comments” box will appear where you can insert comments to the originator as to the changes that need to be made. Then click the “Submit” button. The requisition will be returned to the initiator to allow them to make the requested changes and resubmit for approvals. Approval Status will be changed to “Return”.

17. After you have Approved, Denied or Returned the requisition, it will be removed from the “Pending Purchase Requests” list. Only requisition requiring your attention will appear on this list.