Overview

- This job aid is intended for all requisition approvers, as defined below:
  - If a requisition is under $25,000 it will need to be approved by the Department Approver.
  - If a requisition is between $25,000 and $100,000 it will need to be approved by the Department Approver and the Division Approver.
  - If a requisition is over $100,000 it will need to be approved by the Department Approver, Division Approver, and the University Approver.

- Approval criteria:
  - Is the purchase a good use of Baylor's funds?
  - Is the purchase in accordance with Baylor’s policies?
  - Is a contract already in place for the requested goods and services?
  - Is the chart of accounts string entered correctly?
  - Is the delivery location correct?
  - Are additional reviews needed?
  - Are additional quotes or bids required for the purchase?
I. Approving a Requisition via Ignite

1. Upon logging into your account, the **notification bell** icon will display new items that require your attention.

2. Click on the **notification bell** icon and select the **requisition** that is pending your approval.
3. On the new page, review the requisition information. If all the information is correct and ready for approval, click Approve. See the overview page for what an approver should look for with each requisition.

   ![Image of Requisition Approval form]

   a. The approver may also Reject or select the Actions dropdown for more options, if needed, on this page.

   i. **Request Information**: Request additional information needed to decide whether to approve or reject

   ii. **Delegate**: Pass the task to someone else to act on your behalf, but the task is still assigned to you

   iii. **Reassign**: Reassign the task to someone you select

   iv. **Route Task**: Add additional approvers to the requisition

   v. **Add Comments**: Insert comments pertaining to the requisition

   vi. **Add Attachment**: Add attachment pertaining to the requisition

   ![Image of Actions dropdown menu]
4. On the pop-up, the approver will add comments or attachments and click **Submit**.

```plaintext
Approve

Comment

Submit Cancel

Drag files here or click to add attachment
```

5. Notification results for requisition:

   a. The *Shopper* will receive a notification on their **notification bell** icon once their purchase requisition has been acted upon by the approver. The notification will detail the status of the requisition, such as approved, rejected, or additional information requested.

   b. If approved, the purchase requisition will then be sent to Procurement for purchase order creation and dispatch to the supplier.

```plaintext
Notifications

Search

FYI

Requisition REQ0000575 Rejected
Testuser_PO_s5

FYI

Approve Requisition REQ0000575
Testuser_PO_s5

Show All

Yesterday

Yesterday
```
2. Approving a Requisition via Email

1. Approvers can also approve requisitions through email. Approvers will receive an email stating a requisition requires their approval. The approver can **Approve**, **Reject**, or **Request Info** via the email notification.