Overview

- This job aid is intended for all requisition approvers, as defined below:
  - Requisitions under $25,000 need to be approved by the Department Approver.
  - Requisitions between $25,000 and $100,000 need to be approved by the Department Approver and the Division Approver.
    - Note: For requisitions that fall between these amounts, 3 competitive bids are required. Please attach them as supporting documentation when creating the requisition.
  - Requisitions over $100,000 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?

- This job aid shows how to:
  - Approve, Reject, Delegate, Reassign, Route Task or Edit the Requisition from the notification bell
  - Approve or Reject from the email
1. 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. Refer back to the Overview on page 1 for what an approver should review with each requisition.

![Requisition Approval](image)

The approver may also Reject, use the Actions dropdown for more options, or select Edit Requisition to open and make changes to the Requisition if needed.

- **Request Information**: Do not use this option! If additional information is needed, Reject, and add comments for the employee to add more information then resubmit.
- **Delegate**: Pass the task to someone else to act on your behalf, but the task is still assigned to you.
- **Reassign**: Reassign the task to someone you select.
- **Route Task**: Add additional approvers to the requisition.
- **Add Comments**: Insert comments pertaining to the requisition.
- **Add Attachment**: Add attachment pertaining to the requisition.
4. Once the Approve button is selected, this pop-up will appear. The approver can add comments or attachments then click **Submit**.

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 or rejected.
   b. If approved, the purchase requisition will then be sent to Procurement for purchase order creation and dispatch to the supplier.
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 or Reject, via the email notification. Refrain from using the Request Info button.