Purchasing – Approving a Requisition

For employees approving a requisition.

Purpose:	Approve a requisition.
How to Access:	Log into the Stratus application. Select the Procurement task in the Navigator.
Helpful Hints:	Be sure to keep in mind thatSupporting documents and other necessary information can be attached.
Procedure:	Complete the following steps to approve a requisition:

1. If you have a requisition to approve, you will receive a bell notification.

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	Good morning, Card Holder!	
	Me Payables Procurement Tools Others	
	APPS	
	Expenses +	

NOTE: If you have an expense report to approve, you will also receive an email. Refer to the appendix at the end of this document for further instructions on approving a requisition via email.

2. Within the Bell notification in Stratus, click on the name of the appropriate requisition you wish to approve.



Last Revised on 6/16/22

	Notifications	Show All
	Q Search	
Good morning, (ACTION REQUIRED Approve Requisition REQ0000118	18 minutes ago
Me Payables Procure	Jeffery Sutton Approve	Reject Yesterday
APPS	Approval of Invoice 53239 from Century Distributors, Inc (-14.50 USD) Lauren Rowe Approve	Reject
_	ACTION REQUIRED Approval of Invoice 66173 from Century Distributors, Inc (79.34 USD)	Yesterday
– +	Lauren Rowe Approve	Reject
Expenses	Approval of Invoice 53239 from Century Distributors, Inc (-14.50 USD) Lauren Rowe Approve	Reject
	ACTION REQUIRED	3 days ago

3. This will bring up the requisition details. From here you can view the requisition image, approve, reject, or click on actions in the top right corner. Stratus checks the budget before the requisition is submitted for approval. Approvers should also confirm that the purchase is appropriate for their department, the price is fair and reasonable, the accounts are correct, and the transaction is in the correct fiscal year.

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	Approval History		
	4/18/22 9:48 AM		

NOTE: Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.

Delegate – delegate approval to someone else to approve the requisition on your behalf.

Reassign – reassign approval to someone else to approve the requisition on your behalf.

Route Task – will require you to approve the requisition, then can be routed to an additional person to review/approve.

Renew – restart the workflow if it has expired.

Add Comments – adds comments to the requisition.

Add Attachments – adds attachments to the expense report.

Add Assignee – add someone else to review the requisition approval.

4. When you have reviewed the requisitions and are ready to approve, click Approve.

Approve Requisition REQ0000118 - Work - Microsoft Ed	ge	-	٥
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	Approval History		
	4/18/22 9:48 AM Assigned to Card Holder		

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the requisition instead of approving.

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4/18/22 9:48 AM			-

Appendix – Approving a Requisition via Email

For employees approving a requisition via email notification.

1. When a requisition is submitted for approval, it is routed to the Cost Center Manager's Notification Bell, and they are sent an email. To approve a requisition via email, navigate to Outlook and open the approval email. At the top of the email, you can see the amount, the requester, and a description of the purchase. You will also see three tabs that allow the user to Approve, Reject, or Request Information about the transaction.



2. Scrolling down, you can see more information, including the justification, distribution, in words and numbers, and the budget date. After reviewing the information, if you are ready to submit, click Approve.

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3. The system will return the screen below. Click Send and the task will be complete.

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Subject Approve Requisition REQ0000292 Please type your comments above this line Note: You can also add attachments to the task by attaching them to this email. Do not edit below this line Approve : [[NID]] : WV03IidFhOq1ADK6xFZ6fbH5XSojK6/MBAjs/9YMZ8PLyVA5qnY3tULeCeMgCPyAMuL-H-vKW8GqnmDlh6tZp3rQJp1tw4bn9Py0fnrQePqzdzvSTrjIlks/PiABXUz4 : [[NID]]					
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