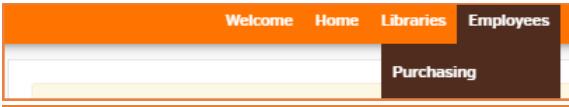
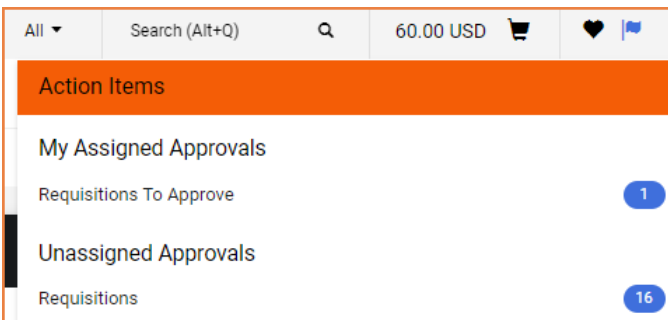
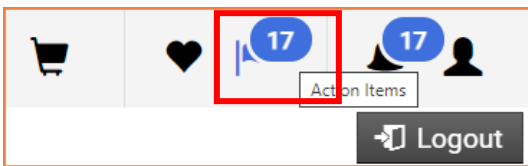


Requisition Approval

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo



To view the requisitions that are in your queue for approval. Select the Action Items flag in the upper right corner. Select "Requisitions" for all requisitions waiting on your approval or "Requisitions to Approve" for requisitions you have assigned to yourself while waiting on more information.



Available Actions

There are several actions you can take directly from the **My Approvals** screen:

Approve - You can click the checkmark to approve the document. If the document is in another folder, but is eligible to be assigned to you, the button will default to Assign. You can click the silhouette button to assign the document to yourself for approval.

The Action Menu - The action menu allows you to perform an action on one or more documents. Available options include Assign, Approve, Forward and more.

Select a **Requisition** by clicking in the text box. The open the drop down menu at the button of the screen for more options.

MY PR APPROVALS

| REQUISITION NO. | SUPPLIERS | ASSIGNED APPROVER | PR DATE/TIME | REQUISITIONER | AMOUNT | | |
|-----------------|---|-------------------|---------------------|----------------|------------|--|--|
| 151034696 | Amazon Capital Svcs dba Amazon Business | Melanie Kalb | 11/10/2021 4:56 PM | Jeanne Berry | 225.00 USD | | |
| 150973963 | Newark element14 | Melanie Kalb | 11/12/2021 10:32 AM | Mary Toth | 2.96 USD | | |
| 151122772 | Danna Sundet | Melanie Kalb | 11/12/2021 2:59 PM | Norine McElroy | 300.00 USD | | |

PURCHASING REVIEW

| REQUISITION NO. | SUPPLIERS | ASSIGNED APPROVER | PR DATE/TIME | REQUISITIONER | AMOUNT | | |
|-----------------|---|-------------------|---------------------|----------------|------------|--|--|
| 151034696 | Amazon Capital Svcs dba Amazon Business | Melanie Kalb | 11/10/2021 4:56 PM | Jeanne Berry | 225.00 USD | | |
| 150973963 | Newark element14 | Melanie Kalb | 11/12/2021 10:32 AM | Mary Toth | 2.96 USD | | |
| 151122772 | Danna Sundet | Melanie Kalb | 11/12/2021 2:59 PM | Norine McElroy | 300.00 USD | | |

Select an action

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

Requisition Overview

Review the information and make updates if needed.

Requisition - 143171122

View header line details

Click tabs to add or view information

Click any edit icon to change information

Open Actions menu for selected

General

Status: Pending

Submitted: 4/21/2021 11:54 AM

Cart Name: 2021-04-21 TLC068 02

Description: no value

Priority: Normal

Prepared by: Teresa Coss

Blanket PO:

Business Unit: BGSUN

Shipping

Ship To: ATTN: Teresa Coss, 515g Huntington Building, Room: Front Desk, Bowling Green State University, Bowling Green, OH 43403, United States

Ship Via: Best Carrier-Best Way

Shipping Acct #: no value

Requested Delivery Date: no value

Billing

Bill To: http://www.bgsu.edu/finance-and-administration/controller.html, Bowling Green, OH 43403, United States

Billing Options

Accounting Date: 4/21/2021

Total (225.00 USD)

Submitted: 11/10/2021 4:56 PM, Jeanne Berry

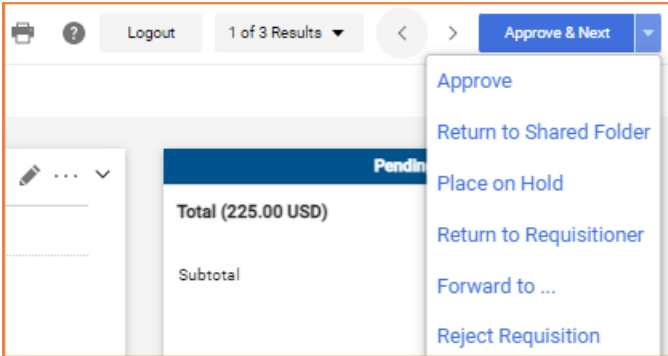
Submitted: 11/12/2021 10:32 AM, Mary Toth

Submitted: 11/12/2021 2:59 PM, Norine McElroy

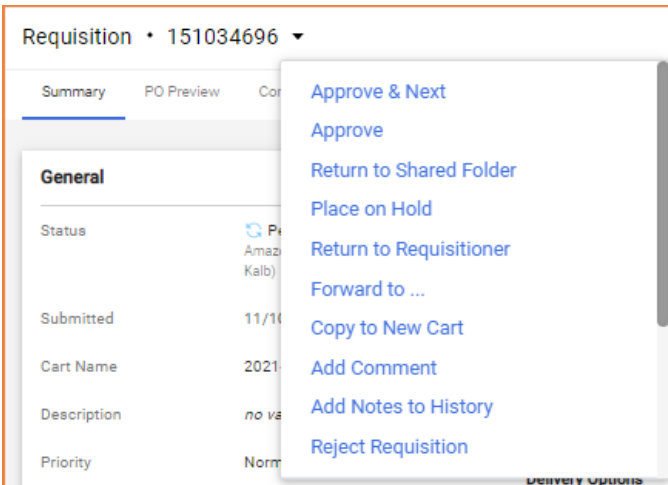
Budget Admin Approval: Approved, Larry Smith

Approve & Show Next

Select **Approve & Next** and move to the next document in your approvals folder. **Note:** If you have multiple documents to approve, the Approve & Show Next button is displayed by default. If you want to approve the open document only, click the drop down icon next to the button and select **Approve**.

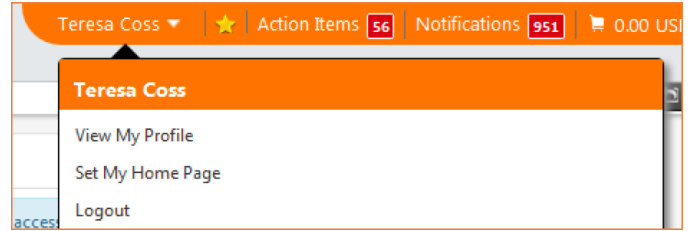


To view more options you can click on the dropdown to the right of **Requisition**.

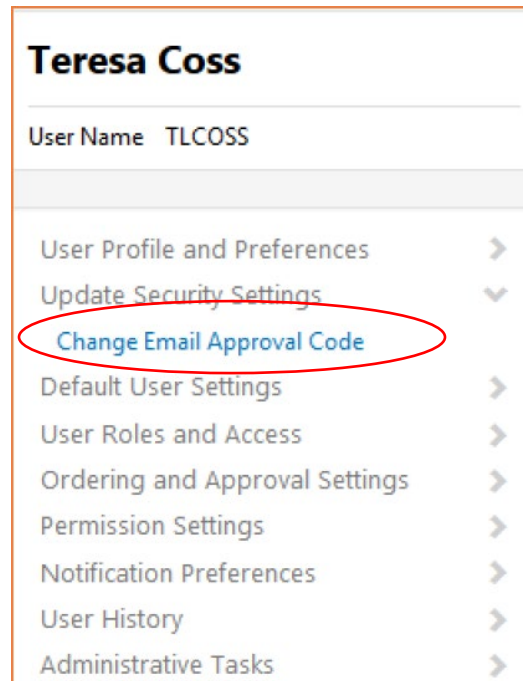


Email Approval

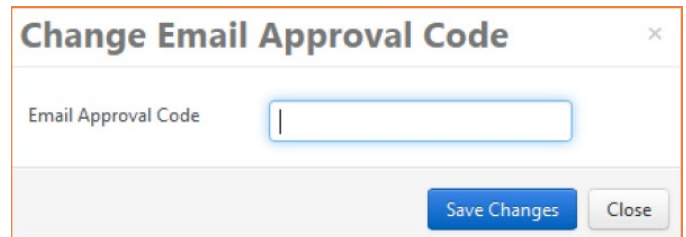
To enable the ability to approve requisitions via email, click on your name in the upper right corner, select View My Profile.



On the left navigation select Update Security Settings > click on Change Email Approval Code.



Enter an email approval code. The code may be a combination of characters, numbers and letters and with a minimum length of 6 characters.



When you have a requisition to approve you will receive an email as shown below. Click on the Take Action button at the bottom of the email.

New Pending Approval for Requisition# 27591309

falconspurch@bgsu.edu

Sent: Wed 2/8/2012 11:00 AM

To: Maureen Ireland

Approval Request for Requisition# 27591309

Dear Maureen Ireland,

The requisition listed below has been submitted for your approval.

Summary

Folder: Purchasing Review
 Prepared by: Linda Szych
 Cart Name: 2012-02-08 LSZYCH 02
 Requisition No.: 27591309
 Priority: Normal
 No. of line items: 1

TOTAL: 409.95 USD

Details

School Outfitters LLC


Item 1 (Non Catalog Item)

Description: Graphics Magnetic Whiteboard-Music Staff Lines-
 Aluminum Frame 4'Hx 8'W
 Catalog Number: MAR-PR-408-MS
 Quantity: 1
 Unit Price: 409.95 USD
 Ext. Price: 409.95 USD
 Size/Packaging: 1/EA
 Commodity Code: 10000000

TOTAL: 409.95 USD

Accounting Codes

Business Unit GL: BGSUN - BGSUN
 Speedchart: 117000CRSE - Musical Arts Dean-CRSE
 Fund: 13000 - Course Fees - BG Campus
 Dept: 117000 - Musical Arts Dean
 Project/Grant:
 Activity:
 Function: 4000 - Academic Support
 PC Business Unit:
 Account: 53100 - Office Supplies*
 Program: 9010 - Departmental Program #9010
 Budget Reference:

Ready to approve, reject or assign this document to yourself  [Take Action](#)

You will then proceed to enter your Approval Code and either Approve or Assign to myself to return the requisition back to the requestor.

Actions

Approval Code *

Comment

Assign to myself

Approve