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.

Requisition Overview

Review the information and make updates if needed.
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.
You will then proceed to enter your Approval Code and either Approve or Assign to myself to return the requisition back to the requestor.

![Approval Request for Requisition# 27591309](image)