



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Varies

DATE DEVELOPED: 07/15/2021

REVISED DATE:

SUBJECT: Simplified General Approval

Approve Requisitions, Check Request, Budget Change Request, Journal Entry, and Mileage

Tabs on Top

Requisition Approval (#) – # is how many need approval

Not-To-Exceed Approval (#) – we are not using at this time

Blanket/Project Approval (#) – we are not using at this time

****Requisitions are line items. Requisitions entered together for the same vendor form a Cart****

Click on a Requisition (line Item) to approve. You can approve items from any computer with an internet connection

Blue buttons below – you can approve by line, cart or all

Requisition Details - Details by line item

Cart Details - Details for cart with all requisitions (line items) listed for review

Select All - Selects all items

View – See details of the item selected

Approve/Approve Selected/Approve All – Approve Individual or All Requests

Reject/Deny/Void – Use these if you do not want to approve the request. Voids cannot be resubmitted. Reject/Deny return item to requestor and they can make changes.

Hold/Unhold – Select to add a Hold Reason. The item can no longer be approved.

Notes – View/Add Notes
Approval is complete!