



# How Does My Requisition Get Approved?

# Fully Approved Requisition

**Requisition Approval**

**Confirmation**

✓ 0000000052 has been approved.

**Review/Edit Approvers**

**Supervisor Approval**

Requisition 0000000052: **Completed** [View/Hide Comments](#)

**Supervisor Approval**

**Approved**

✓ [Ena Jordan](#)  
Supervisor by UserID  
4/16/2012 - 6:57 PM

**Comment History**

**Department/Category Approval**

**Line 1: Approved** [View/Hide Comments](#)  
PILOT PEN

**Department Approval**

**Auto Approved** → **Approved**

✓ [Ena Jordan](#) → ✓ [Alison Young](#)  
ePro Dept Manager Approval 1 → ePro Dept Manager Approval 2  
4/16/2012 - 6:57 PM → 4/16/2012 - 7:17 PM

**Comment History**

**Line 2: Approved** [View/Hide Comments](#)  
PENCIL

**Department Approval**

**Auto Approved** → **Approved**

✓ [Ena Jordan](#) → ✓ [Alison Young](#)  
ePro Dept Manager Approval 1 → ePro Dept Manager Approval 2  
4/16/2012 - 6:57 PM → 4/16/2012 - 7:17 PM

**Comment History**

- ❖ Once Requisition is **fully Approved (all approvals are green)**, it can be *budget checked (batch/manual)* and then sourced to **Purchase Order**.

# Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

**Please Contact:**

**Purchasing at**

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