



How To Approve Requisitions

When a requisition requires your approval, you will receive an email with the subject “Approval needed for Requisition”

 purchasing@cei.edu |  Heidi Moore
Approval needed for Requisition 0001502

Phish Alert V2

Requisition Number 0001502


Requisition Status Not Approved
Requestor Name Heidi Moore
Initiator Name Heidi Moore


Requisition Date 06/21/21
Desired Date 07/21/21
Vendor ID and/or Name 0113250 Compunet Inc
AP Type AP Accounts Payable
Requisition Total \$4,500.00
Ship to MC College of Eastern Idaho

Item 1
Item Description description
Vendor Item
Quantity 1.000
Unit of Issue YR Year
Price 4,500.0000
Extended Price 4,500.00
GL Account Number 10-01-08-30200-5207 Information Technology : IT Software Cont
Project ID


Log into Self Service


Select Financial Management

 **Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

 **Financial Management**
Here you can view the financial health of your cost centers and your projects.

Select Approve Documents

 **Approve Documents**
Here you can approve a list of financial documents.

 **Budget to Actuals**
Here you can view the financial health of your cost centers.

All the requisitions that require your approval will be listed.

Approve Documents

To view the requisition, click on the requisition number.

Requisitions

Approve	Next Approver	Requisition / Vendor	Date	Total	Override Budget?
<input checked="" type="checkbox"/>	<input type="text"/>	0001486 Smith Chevrolet Co Inc	2/4/2021	\$35,995.00	<input type="checkbox"/> ?
<input type="checkbox"/>	<input type="text"/>	0001485 Office Depot	2/4/2021	\$6,719.86	<input type="checkbox"/> ?
<input type="checkbox"/>	<input type="text"/>	0001484 Dell Marketing Lp			
<input type="checkbox"/>	<input type="text"/>	0001483 Catered Your Way			<input type="checkbox"/> ?

If the requisition is acceptable, select the Approve Box

Select Submit at the bottom of the page.

If you would like to see the requisition, select on the requisition number. A new window will open with the requisition details.

Requisition 0001485

Status	Not Approved	Date	2/4/2021
Vendor	0112552 Office Depot	Status Date	2/4/2021
Amount	\$6,719.86	Desired Date	3/17/2021
Maintenance Date	2/4/2021	AP Type	AP Accounts Payable
Initiator	Emma J. Getliff		
Requestor	Emma J. Getliff		
Associated Documents			
Attachments	No Attachments		

Printed Comments

14 Office Chairs for Business Office 10-01-07-10200-5400
Vendor#112552

Approvers

Approval Date

Heidi Moore	Awaiting Approval
Hope Noe	Awaiting Approval

Internal Comments

Line Items	Description	Quantity	Unit	Price	Extended Price
1	WorkPro® 12000 Series Mesh/Fabric Mid-Back Manager's Chair, Black/Chrome	14	EA	\$479.9900	\$6,719.86