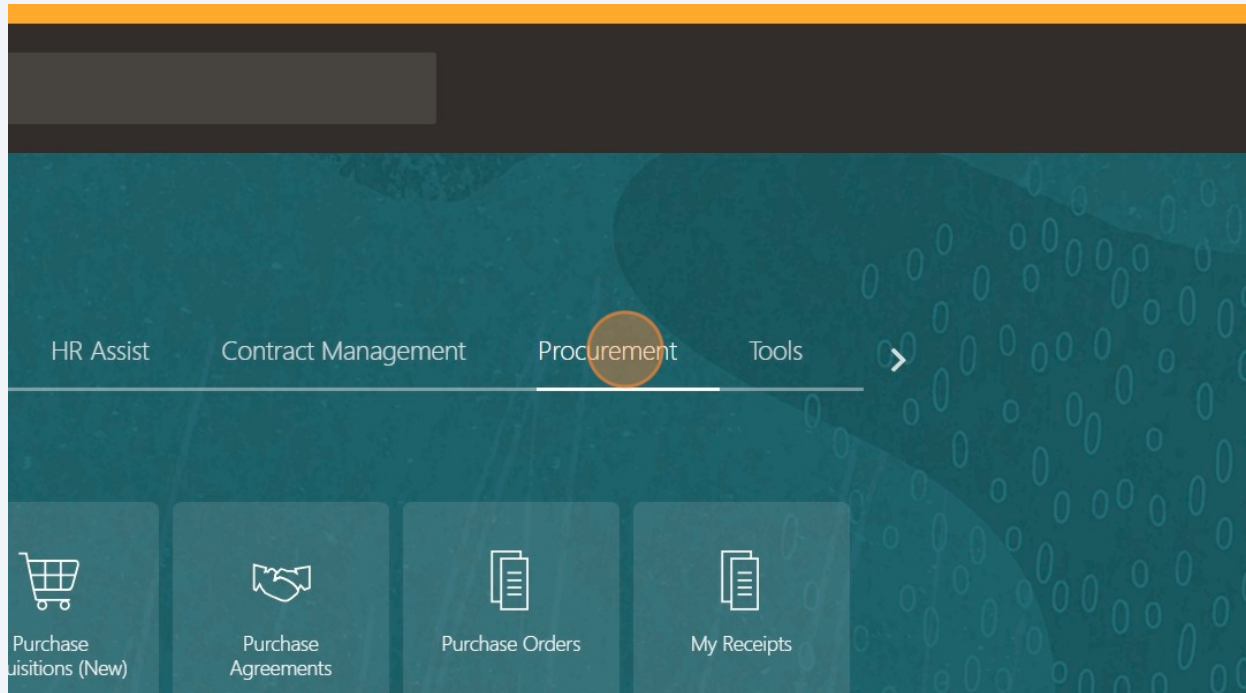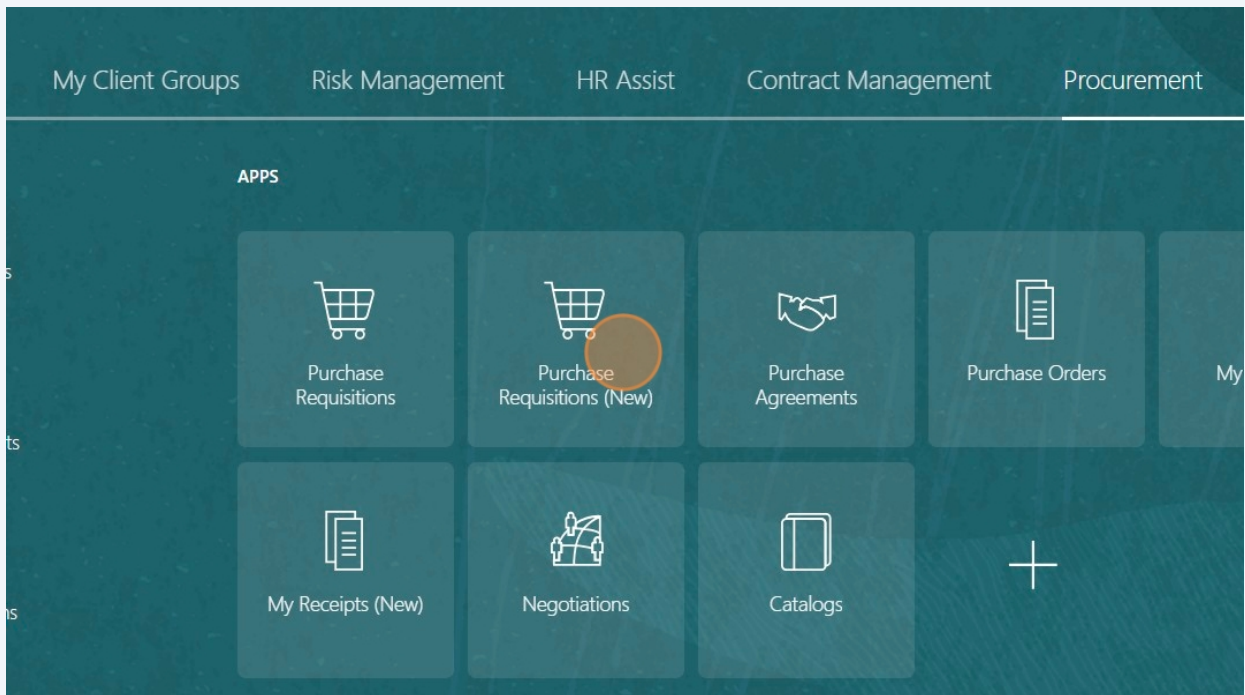# Viewing Workflow for Requisitions
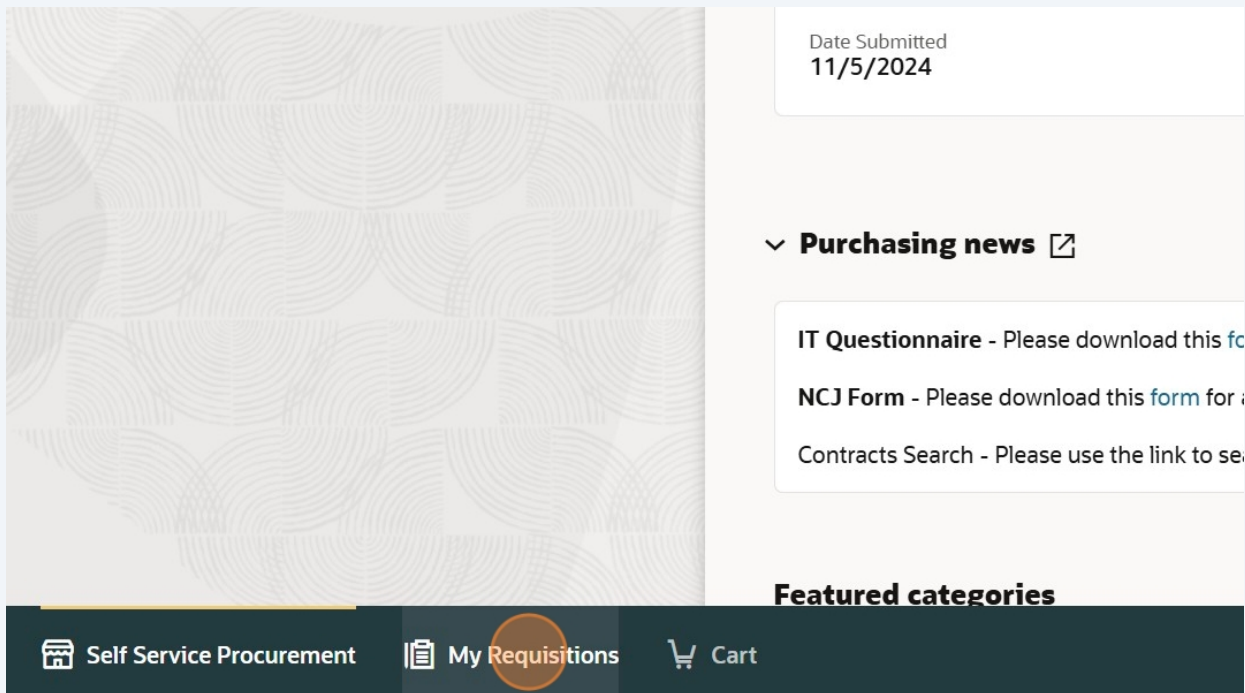
1 Click "Procurement"
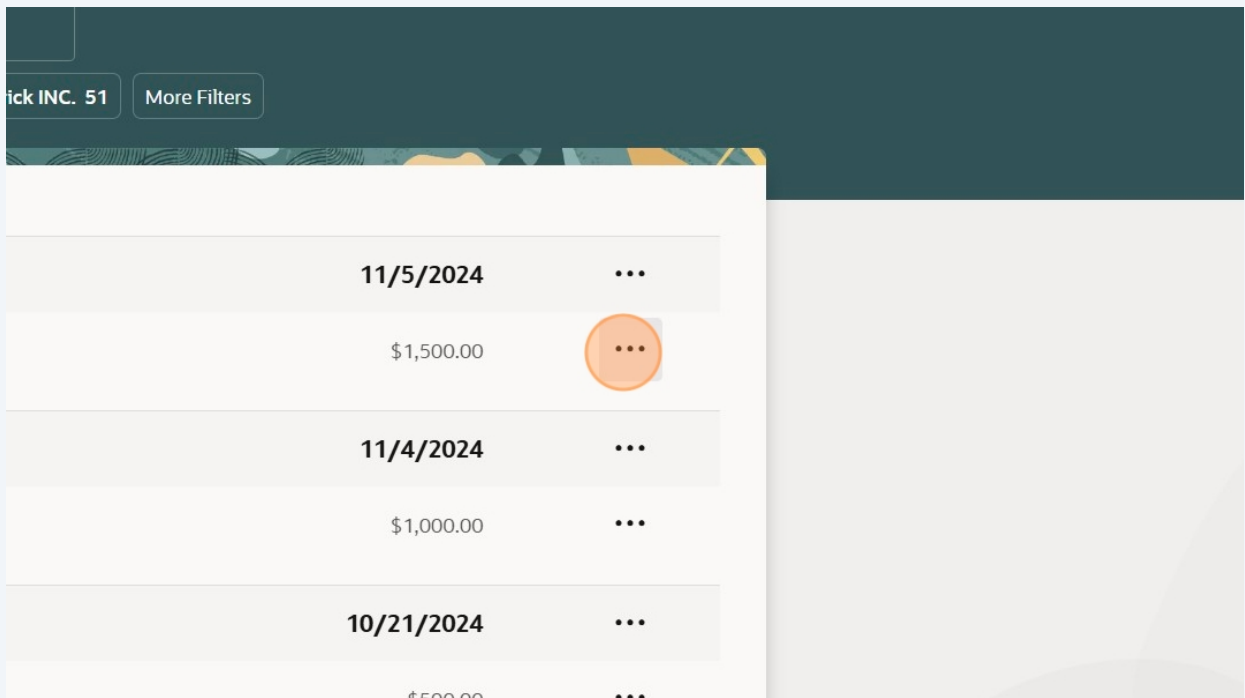
2 Click Purchase Requisitions (new)

My Client Groups Risk Management HR Assist Contract Management Procurement

APPS

Purchase Requisitions

Purchase Requisitions (New)

Purchase Agreements

Purchase Orders

My Receipts (New)

Negotiations

Catalogs

3 Click "My Requisitions"

Date Submitted
11/5/2024

∨ **Purchasing news** ◻

IT Questionnaire - Please download this fo

NCJ Form - Please download this form for

Contracts Search - Please use the link to se

Featured categories

🏬 Self Service Procurement   📋 My Requisitions   🛒 Cart

4 Click the three dots next to the line item

ick INC. **51** | More Filters

11/5/2024	•••
$1,500.00	•••
11/4/2024	•••
$1,000.00	•••
10/21/2024	•••
$500.00	•••

5 Click "View Approvers"

| 11/5/2024 | ••• |
| $1,500.00 | ••• |

View Line Details
View Approvers
Edit
Withdraw
Cancel

| 10/21/2024 | ••• |
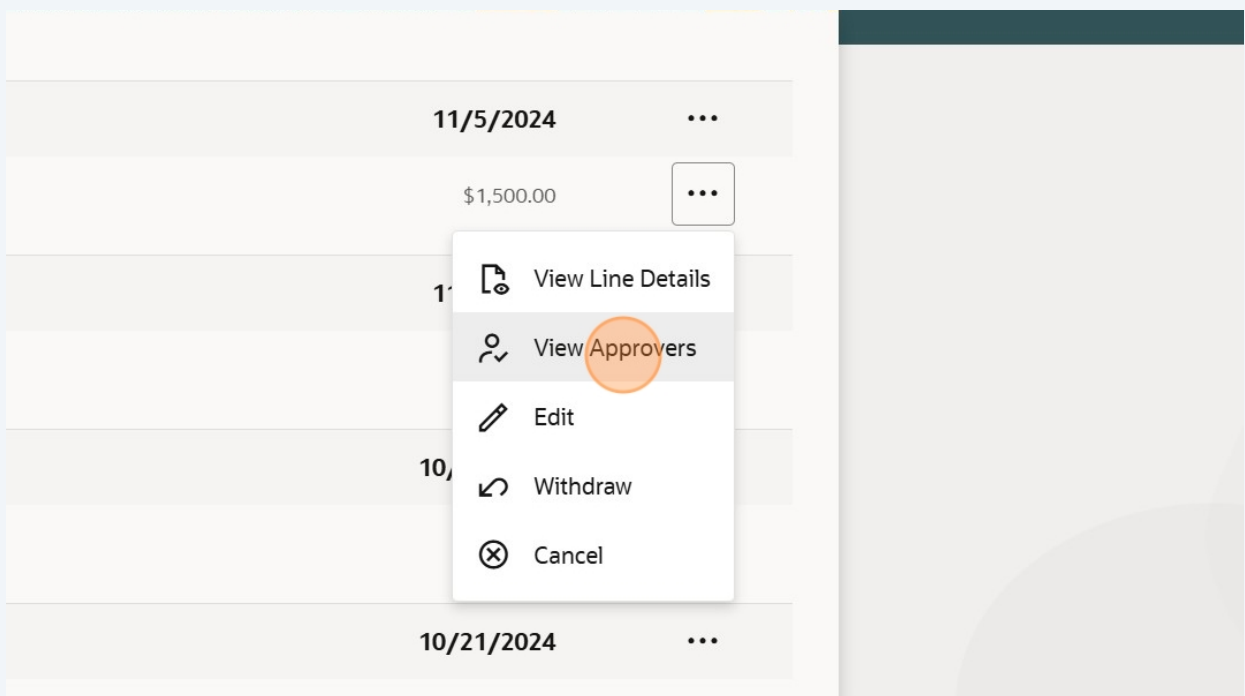
6 Here you will see all of the approvers

ellist   Business Unit **UT System BU**   Description **Test for approvals**

sponder Wins

rst Responder Wins

eassigned to

der Consensus   11/5/2024 6:40 PM

178.pdf   11/5/2024 6:40 PM