**How to Approve a Purchase Requisition**

**This is a guide for campus users who are the fund managers for funds.**

1. The requisitions are entered in WD by Procurement based on the request email that is sent to [procurement@mines.edu](mailto:procurement@mines.edu).
2. Fund Managers need to approve Purchase Requisitions in WD.
3. Go to Workday, there should be an area titled Awaiting Your Action

A picture containing text, screenshot, font, algebra

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1. Click on the item to approveA yellow text on a white background

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2. What to review for accuracy:
   1. The funding, the spend category, the dollar amounts, and attachments.

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* 1. Scroll to the right for the funding information.
  2. Will have to click on the Attachment carrot to see all attachments.
     1. The documents will include the initial request, the quote, any additional quotes (if over $10,000), any other pertinent information.
  3. There is the process history at bottom.
  4. If everything is correct, click Approve.
  5. If there is something wrong, click Send Back.
     1. If you Send Back, a Comment is required, explain what is incorrect about the requisition.
     2. The requisition will be returned to Procurement to fix the issue.
     3. Once the issue is fixed, it will get sent back to the Fund Manager for review and approval. All approvals processes are restarted.