# Approving or Rejecting a Purchase Requisition

Requisitions will appear in the approver's queue once all prior approvers have completed their approvals or if the approver is the gateway approver once the requisition has been submitted for approval.

Materials → Procurement Planning → Purchase Requisitions → Approve Purchase Requisitions

1. This screen will appear once you select the Approve Purchase Requisitions application.
2. Click Count and the records in your approval queue will populate to the left. You can also enter the requisition number or approval title to search for records.
3. Click Find to pull in the record(s).
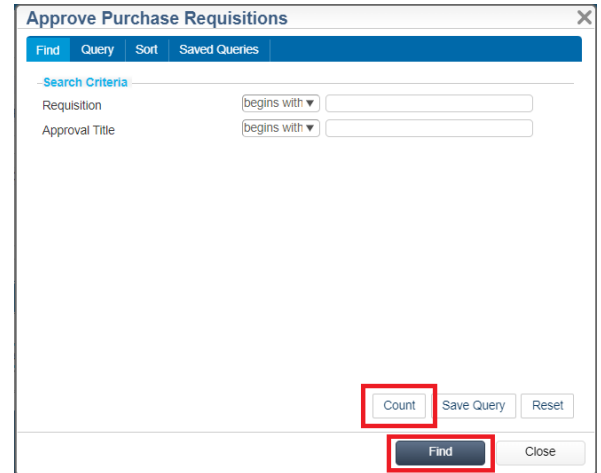
4. If the requisition opens in Table view, click the word Form to change it to Form view for better ease of viewing. Please review the requisition, including the details in the Header and the Line(s) and the Account(s) chosen for the requisition. Accounts can be accessed at the Accounts subtask on the bottom right of the Header.
5. Use the drop-down list to select the approval status of this requisition. Valid options are:
   - **Pending** — This indicates that this requisition is pending approval and cannot be turned into a purchase order.
   - **Approved** — This indicates that this requisition is approved for this approval title. It can be turned into a purchase order after all required approval titles give their approval.
   - **Rejected** — This indicates that this requisition was rejected during the approval process and can be corrected and submitted again.
6. You may also enter any notes as needed in the Req Approval Notes field.
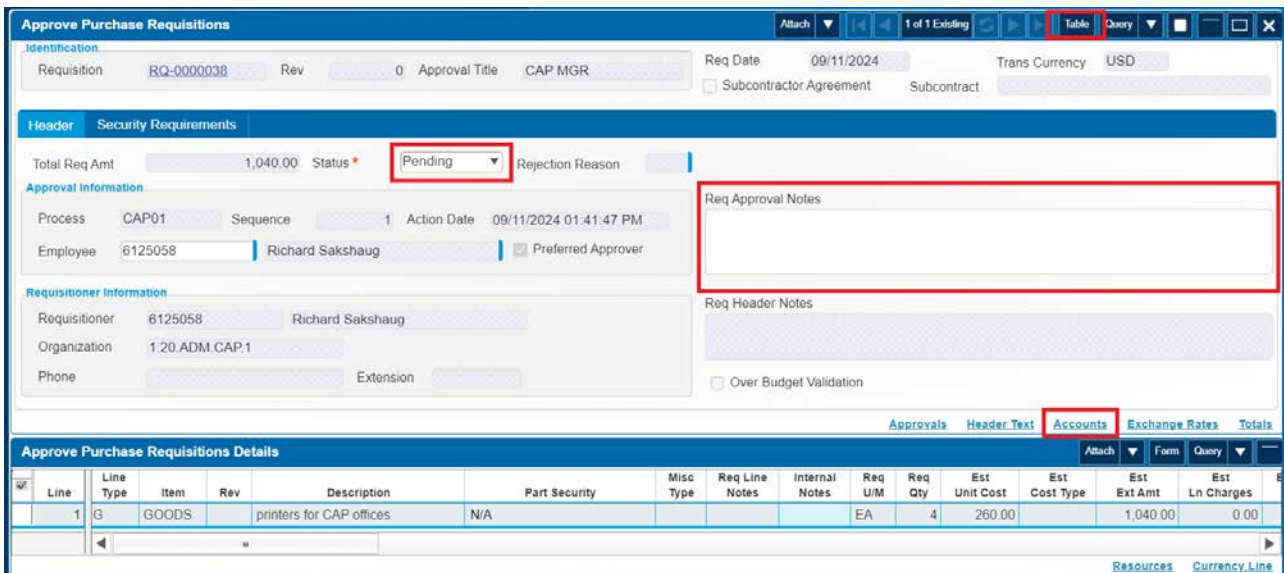
7. To reject a requisition, select Rejected from the Status drop down menu.

8. Enter or use Lookup 🔍 to select a Rejection Reason.

9. Enter any additional notes in the Req Approval Notes - Use this field to indicate to the requisitioner exactly what needs to be corrected before they resubmit for approval.

10. Click Save 💾 Save to complete the Approval or Rejection.