Approve Purchase Requisition

This How-To Guide explains how managers **Approve Purchase Requisitions**.

Start Here

1. Open **Google Chrome** and navigate to Workday
2. If prompted, login with your **College email and password**
3. On your Workday homepage, click the **Requisition** under **Awaiting Your Action.** (Click **Go to My Tasks** to view all tasks, if needed.)
4. Review all lines to ensure that the correct information has been entered:
   - **Header info:** requisition number, requester, date, and amount.
   - Select **Shipping Address** heading to verify.
   - Select **Information** to view memos to suppliers or approvers.
   - **Goods/Services:** Review each line item (scroll to the right to see full details).

     Note:
     - Depending on where the Requestor charged the items and what Spend Categories were selected, not all Budget Worktags will be populated.
     - If the costs have been split, select the number under Splits to see Worktags.
   - **Attachments**: Review the quote or supporting document to make sure it matches what the requestor entered.
5. Select one of the following actions:
   - **Approve**
   - **Send Back** if additional documentation, explanation, or changes are needed. Include a **Reason,** then **Submit**.
   - **Add Approvers** if additional review is needed.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.