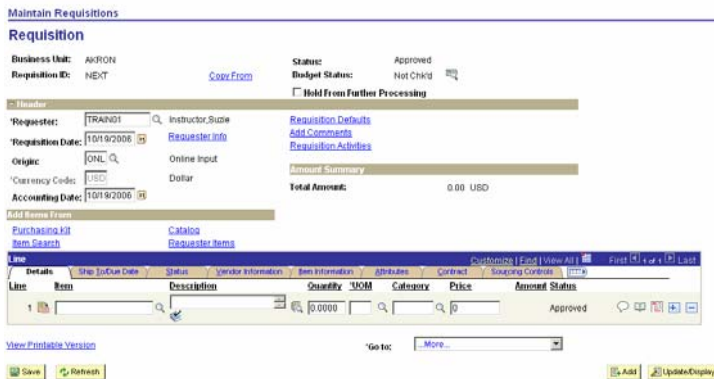


## Multiple Approvers

The ability to change Approvers when entering a PeopleSoft requisition is now available. Many Requestors input requisitions for different people within their departments and therefore, need to adjust the Approver based on the specific requisition and the speedtype being used. If your Department finds the need to utilize this feature, a new security form with the additional Approvers will need to be completed to update your PeopleSoft account. The security form can be found at <http://www.uakron.edu/busfin/purchasing/ElectronicForms.php>

What you do	What happens
1. Initiate a new requisition. (Using your PeopleSoft Version 8.9 Requisition manual.)  From the main menu, choose: <b>Purchasing</b>	
2. Click the <b>Add/Update Requisitions</b> link.  Click on the <b>Add</b> button.	The Requisition page displays.

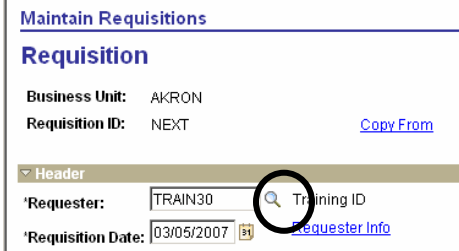
3. The Requisition page displays.



If you are using the default Approver (per the security form), then you do not need to do anything. The default Approver should be set up as the person who approves most of your requisitions.

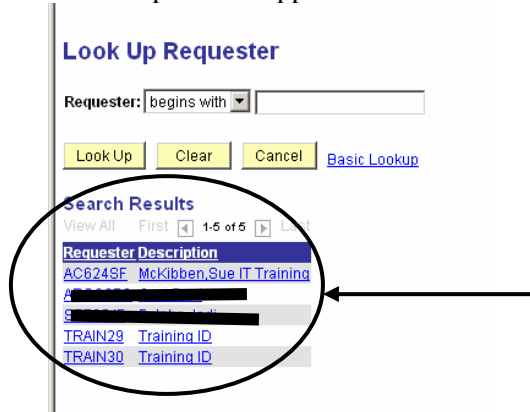
To make a change from the default Approver, you will use the **Requester** field.

4. Click on the **Requester Lookup** button to the right of the **Requester** field.



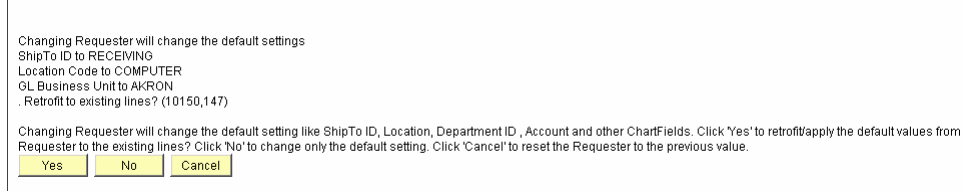
What you do	What happens
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5. A list of possible Approvers will be listed.



Select the name of the person, from the list that should Approve this specific requisition.

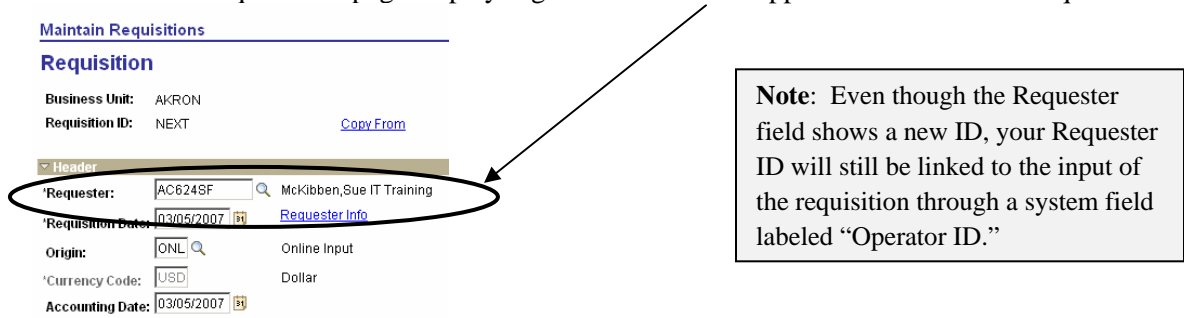
6. The following message displays:



Click on the **Yes** button.

**Note:** If you click on the **No** button, the default Ship To, Location Code, and Business Unit will not be updated. If you click on the **Cancel** button, the Approver will revert back to the default Approver and any change you made **will not** be saved.

7. The Maintain Requisitions page displays again with the new Approvers name in the Requester field.



Continue to enter the requisition per your PeopleSoft Version 8.9 Requisitions Manual.

8. If you need to recall this requisition for any reason, you can search by the Requisition ID number.

If you do not search by Requisition ID number, you will need to search by the Approvers ID or Name.