

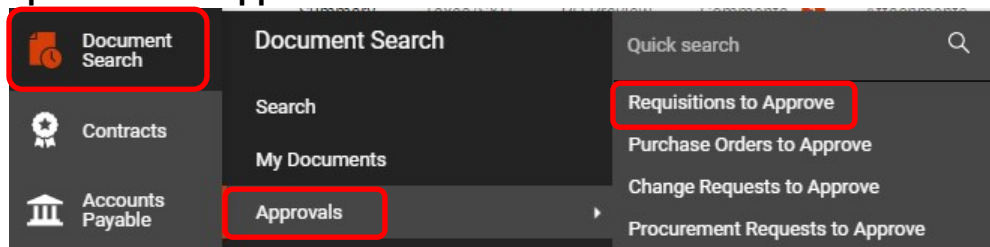
Approving a Requisition

Which Requisitions Require Approval?

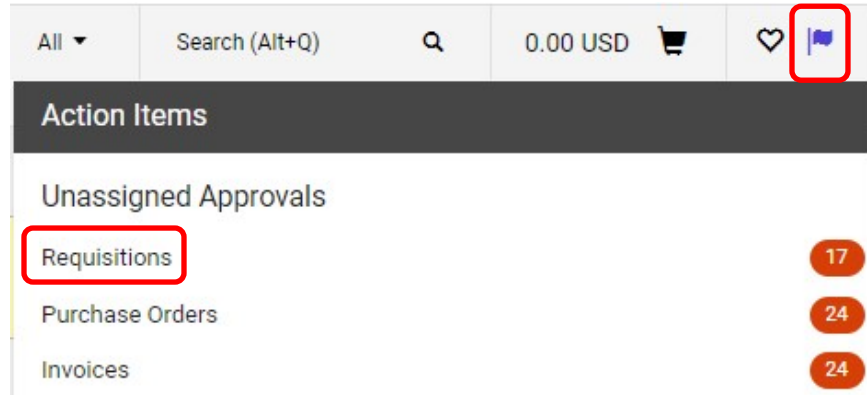
All requisitions greater than \$5,000 will require approval from a Budget Authority and Business Center at the very least. When a requisition is fully approved, the system will automatically flip the requisition into a Purchase Order, which is sent to the supplier to fulfill the order.

Accessing a Requisition that Requires Your Approval

1. To access a requisition that requires your approval while you're in BennyBuy, first navigate to your requisition approval queue. This can be done by clicking on the **Document Search** tab on the left side menu, then **Approvals**, then **Requisitions to Approve**.



2. Or, you can select the flag icon in the upper right hand corner. From the drop down menu, select **Requisitions**.



3. Alternatively, if you received an email from the system indicating your approval is required, click the **View Requisition Approvals** link at the bottom of the email.

[View Requisition Approvals](#)

If you have any questions with regard to reviewing/approving this requisition, please contact the BennyBuy Support Team.

BennyBuy Help Desk:
+1 541-737-3830
eprocurement@oregonstate.edu

Approving a Requisition

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1. In your approval queue, click the document number for the requisition you wish to approve.

Results Per Page: 20 | Sort by: Total high to low | Page 1 of 1

Hide requisition details

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requestor	Amount	Action
2669134	Alex's Awesome Air Balloons INC	Not Assigned	5/22/2019 2:21 PM	Lane Byrnes	20,000.00 USD	Assign
Requisition Name: 2019-05-22 byrnes1 01		Folders: 776 Days in folder [410000 QBA Business Affairs requisition - 5]				
No. of line items: 1						
3219242	Stan Mikita Donuts	Not Assigned	6/24/2021 9:30 AM	Lane Byrnes	10,100.00 USD	Assign
Requisition Name: 2021-03-24 byrnes1 02		Folders: 12 Days in folder [410000 QBA Business Affairs requisition - 5]				
No. of line items: 2						
3024993	Stan Mikita Donuts	Not Assigned	7/30/2020 10:47 AM	Lane Byrnes	10,000.00 USD	Assign
Resubmitted requisition						
Requisition Name: 2020-07-30 byrnes1 01		Folders: 341 Days in folder [410000 QBA Business Affairs requisition - 5]				
No. of line items: 1						

2. Review the requisition in full. Much of the information regarding the order will be on the Summary tab including Shipping/Billing addresses, Accounting Codes, Notes and Attachments, and the line items for the order. If needed, you can view other sections of the requisition by using the menu along the top of the document.

Requisition • 2669134 ▾

[Summary](#) [Taxes/S&H](#) [PO Preview](#) [Comments](#) 1 [Attachments](#) 1 [History](#)

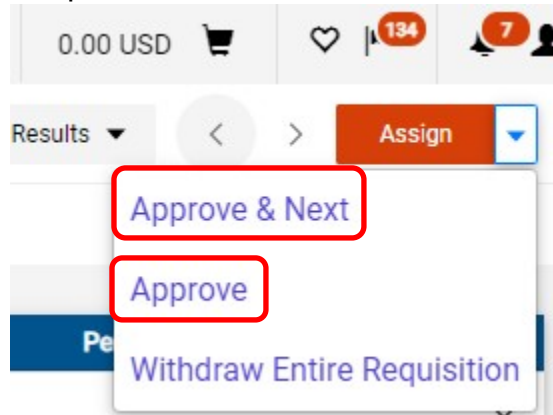
3. When you are ready to approve, click the dropdown arrow next to the **Assign** button in the upper right hand corner.

0.00 USD 134 7

Results ▾ [Assign](#) ▾

Approving a Requisition

4. In the dropdown menu that appears, select either **Approve** or **Approve & Next** to approve the requisition. Please note that if you select **Approve & Next**, the system will approve the requisition you're currently on and move you to the next one in your approval queue.



5. The document has now been approved for your approval step.

