

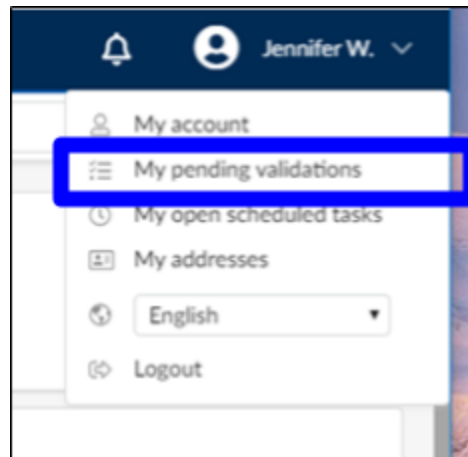
1017 Reqs/POs - Approving

This document is a quick reference guide for users who need to review and approve purchase requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

There is a single workflow for reviewing and approving purchase requisitions. This workflow includes budget validation checks through an AFIS interface, and a defined approval path that is catered towards each agency's needs. The approval workflow will account for all necessary approvals and once the approvals have been completed, a purchase order will be automatically created.

Approving Requisitions

1. Approvers receive an email notification that a requisition is pending approval. Click the correct hyperlink to log into APP (<https://appstate.az.gov> for Okta users or <https://app.az.gov> for non-Okta users).
2. Once logged in you will be on your APP homepage. Navigate to the top right drop down next to your profile icon and select **My pending validations**.



3. Open the requisition by selecting the **Pencil** icon.
4. Review the information in the following sections: **Header**, **Delivery** and **Items (including Budget Information)**. **Please note this is read-only information.**
5. To modify the **Budget Information**, select the **Pencil** icon for each line item requiring an update.

- A pop up window will appear. From this page the approver can adjust the **Item/Service, Costs and Budget Information**.

Budget Information

Budget Allocation - Minimum Required Fields For Successful Encumbrance

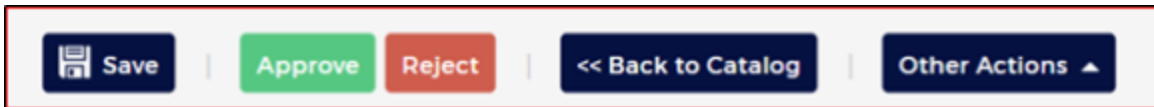
- If allocation elements, Accounting Template or Function are blank, then dimensions marked as bare minimum to process - the requisition will be mandatory in APTS
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (APTS - Department)

Allocations

Filled In: Percentage Amount Remaining To Allocate: 0.0000 %

%	Pretax Amount (USD)	Object	Organization	D. Agency	Budget Fiscal Year	Accounting Template	Function	Unit	Sub Unit	Fund	Sub Fund	Appropriation	Depart
100.00 %	4,098,700		K, 12 Academic Standards	Arizona Department of Education									

- Once complete, select **Save & Close**.
- Once the entire review is complete, select **Approve** or **Reject** (If you Select **“Reject”** a Comment is required before you can select **Confirm** in the Comment box).



- Once you have approved the requisition, it will move to the next approver or become a purchase order. To check the status of a requisition, you can navigate to the **Workflow** tab of the requisition to see where it is in the process.

