Log in to Ohio Buys. The My Pending Validations window on the Ohio Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of EITC Analyst, EITC Supervisor or DAS Approver role as applicable to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click on the **Object name**.

**EITC Analysts/Supervisors**

1. After reviewing the contents of the IT purchase requisition, navigate to the **IT Review** tab.

2. Review the comments contained in the IT Review Blog. When you have finished, return to the **Purchase Requisition** tab.

3. Document all the key points in the IT Review Blog and make a recommendation on the purchase requisition in the **IT Release and Permit Recommendation** section.

4. Select the **Save** button.
After you have added your commentary to the purchase requisition, and if the purchase requisition is justified, select the **Approve** button to send the purchase requisition to the next step in the approval workflow.

If the purchase requisition is not justified, select the **Reject** button. This sends the request back to the Requisitioner for revisions as needed.

▲ If you reject a purchase requisition, you will be asked to type the reason for the rejection in a pop-up comment box. These comments will be sent via email to the Requester.

**DAS DCPO**

1. Once the purchase requisition has received approvals from the EITC Analyst and Supervisor navigate to **IT Release and Permit Recommendation** to review the conclusions of the IT reviewers.

2. If the IT reviewers have determined that the purchase requisition is justified, click **Approve**.
Approve a Purchase Requisition  
(IT Purchase Requisition >$25,000)

Step-by-Step Instructions for Approving a Purchase Requisition

DAS DCPO

A Release and Permit number will be assigned automatically. To view the release and permit information, navigate to the **Release and Permit** tab of the purchase requisition.

▲ Note that depending on the value of the purchase requisition, it may advance to the DAS CIO, DAS CPO and DAS Director for additional approvals. All of these approvers should review the contents of the IT Release and Permit Recommendation section and click either Approve or Reject as appropriate.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).