Step-by-Step Instructions for Approving a Purchase Requisition

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 Copy Review, Fleet Review, Printing Review, or OBM Personal Services Review 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.

Review the information contained in the purchase requisition as it relates to your area of subject matter expertise. If the requisition is justified and the details are satisfactory, click the Approve button to approve it.

If the purchase requisition is not justified, click Reject. 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.

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).