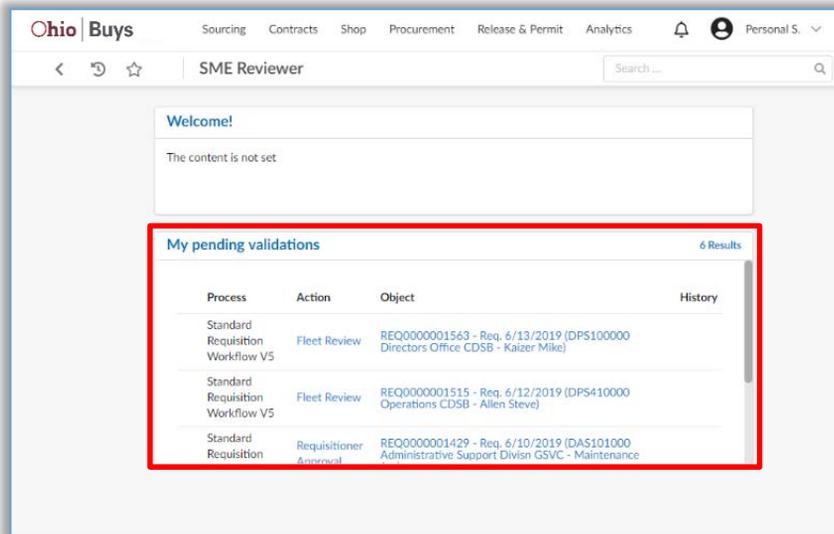


Step-by-Step Instructions for Approving a Purchase Requisition

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.



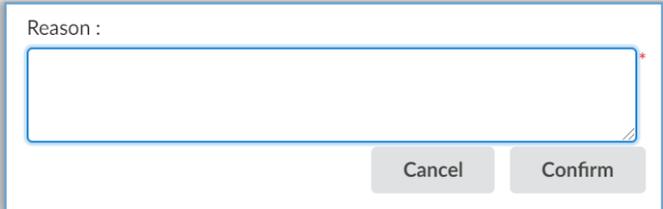
Approve

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



Reject

▲ 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.



Reason :

Cancel Confirm