Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

How to Approve an Emergency Purchase Requisition (State Accounting Manager)

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 State Accounting Manager 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 emergency purchase requisition. If a Controlling Board number has not already been created in OAKS for the emergency purchase, create a new Controlling Board number in OAKS based on the information in the purchase requisition.

⚠️ The Controlling Board number will become available to use in Ohio Buys one business day after it is created in OAKS.

To add the controlling board number to the purchase requisition in Ohio Buys:

1. Navigate to a line item at the bottom of the purchase requisition and click the **Pencil** (✏️) icon to open it.
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2. On the right side of the item page, click on the **Controlling Board Number** drop-down. Begin typing in the associated controlling board number and select it from the list when it appears.

3. Apply the Controlling Board number to additional line items in the purchase requisition as needed.

After the Controlling Board Number has been applied to the purchase requisition, click **Approve** to approve it.

If any aspect of the purchase requisition requires further revisions, 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 emailed to the Requisitioner.

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