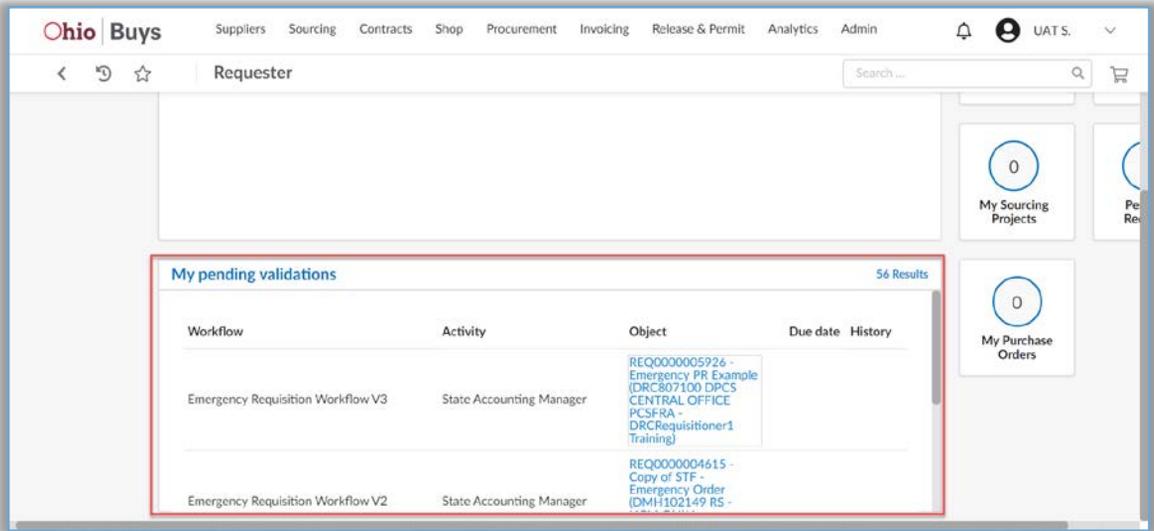


## Step-by-Step Instructions for Approving a Purchase Requisition

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 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.

1



2

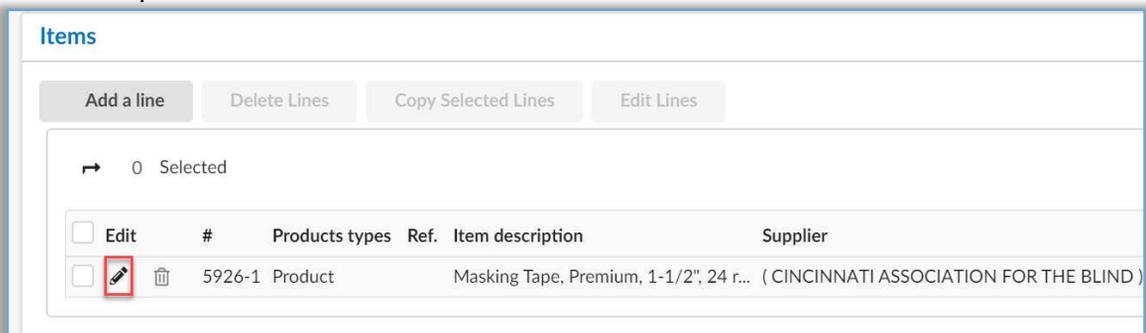
Review the information contained in the emergency purchase requisition. If a Controlling Board number has not already been created in OAKS for the emergency purchase, create a new Controlling Board number in OAKS based on the information in the purchase requisition.

- ▲ 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:

3

- 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

A screenshot of a web form element. It features a rectangular box with a light blue border. At the top of the box, the text "Controlling Board Number" is displayed in a dark grey font. Below this text is a white input area with a small downward-pointing arrow on the right side, indicating it is a drop-down menu.

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

4

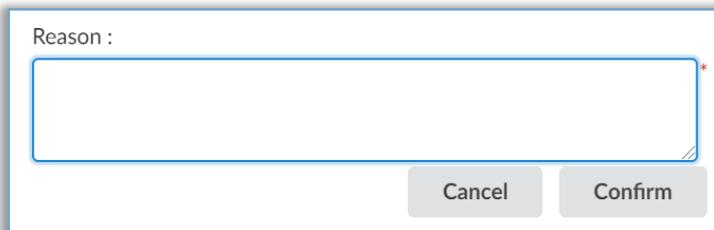
After the Controlling Board Number has been applied to the purchase requisition, click **Approve** to approve it.

A green rectangular button with rounded corners and a thin white border. The word "Approve" is centered on the button in a white, sans-serif font.

If any aspect of the purchase requisition requires further revisions, click **Reject**. This sends the request back to the Requisitioner for revisions as needed.

A red rectangular button with rounded corners and a thin white border. The word "Reject" is centered on the button in a white, sans-serif font.

- ▲ 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.

A screenshot of a pop-up comment box. It has a light blue border and a white background. At the top left, the text "Reason :" is displayed. Below this is a large, empty rectangular text area with a blue border. At the bottom right of the text area, there is a small red asterisk. Below the text area are two buttons: "Cancel" and "Confirm", both in a light grey color with rounded corners.