Log into 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 Agency Procurement Approver 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 the **Object** name.

Review the payment information contained in the purchase requisition. As the Procurement Agency Approver, you can make updates to **any** field within a purchase requisition.

▲ Note that as the Agency Procurement Approver you are responsible for selecting any **Purchasing Options** that should be applied to the purchase requisition.

▲ Note that as the Agency Procurement Approver you may need to update the **Order Supplier** if one has not already been selected. This can be accessed by clicking the **Pencil** (✏️) icon next to a line item, and selecting an **Order Supplier** from the drop-down menu.
How to Approve a Purchase Requisition
(Agency Procurement Approver)

Step-by-Step Instructions for Approving a Purchase Requisition

After you have made the appropriate updates to the purchase requisition, if it is justified, click the **Approve** button to send the purchase requisition to the next step in the approval workflow.

If the Requester’s 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 emailed 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**).