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 Agency Final 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 on the Object name.

Review the information contained in the purchase requisition. If the requisition is justified and the details are satisfactory, click the Approve button to approve it. As the Agency Final Approver you cannot make any edits to a purchase requisition.

If the purchase requisition is not justified, or 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 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).