



Requisition Approval




The Requisition Approval tip sheet is for Managers.

Those with the requisition approver role receive an Inbox notification when a requisition is ready to review.

1. Select the Workday **Inbox** icon.
2. Select a **Requisition**.
3. Review the requisition to see details on the goods or services requested.
4. Select one of the following actions to complete your review.

NOTE: If the option you want doesn't display, select the button with three dots.

Approve	Moves the requisition forward to the next step in the business process.
Send Back	Sends the requisition back to the original requestor. Add a reason for the requestor to understand why the requisition was returned. Select Submit .
Cancel	Displays the next Inbox item.

NOTE: To delegate a requisition, select the Task Actions gear  when reviewing the requisition and select **Delegate**.

If the requisition is approved, Purchasing completes sourcing to Purchase Order. The Purchase Order is issued to the Supplier for fulfillment.