# Approve Requisitions

After a requisition is saved and submitted, it enters CUNY approval workflow. CUNYfirst routes the request to approvers within the approver list. Approvers can view a requisition's history, amend (with security access) or reject the requisition, attach supporting documentation and return the requisition to the originator, or approve and release the requisition.

| Step | Action |
|---|---|
| 1. | An email is sent to the approver with a link directly to the **Requisition Approval** page Worklist item which is accessible if the approver is logged in. |
| 2. | If not already logged in, then the approver will log in to CUNYfirst.<br>Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar:<br>• Enter your Username and Password and click the **Log In** button.<br>• From the **Enterprise Menu**, select the **Financials Supply Chain** link. |
| 3. | Alternatively, navigate to: ***Homepage > Worklist***.<br>***Note: The Worklist link appears on every page in CUNYfirst on the Universal Navigation Header.*** |
| 4. | In either case, click the link that corresponds to the Requisition ID to process. |
| 5. | On the **Requisition Approval** page, select the ☐ checkbox/es of the line/s that require approval.<br>***Note: Applicable lines for an approver are highlighted.*** |
| 6. | To review more information, select the **Item Description** link and/or the **Line Details** button. |
| 7. | Click the window's **Close** button to return to the **Requisition Approval** page. |
| 8. | In the **Review/Edit Approver's** section, click the ▷ expand icon to view the approval path of this requisition line. |
| 9. | As needed, enter text in the **Approver Comments** field.<br>***Note: It is highly recommended to enter comments when the Requisition is Approve.***<br>***Note: Department Manager Approval 1 may request the Department Manager Approval 2 with editing capabilities to make minor changes apart from quantity, price or Chartfields in the comments field.*** |
| 10. | The Requester's Department Manager Level 2 Approver, may use the **Edit Requisition** button to edit and save the Requisition.<br>***Note: Editing the quantity, price, or Chartfields will reinitiate the Approval workflow.*** |
| 11. | When the requisition qualifies for approval, select the ☐ checkbox to the left of the line/s and then click the **Approve** button. The requisition lines will be available for the next approver. |
| 12. | Alternatively, when the line needs to be deleted, click the **Deny** button.<br>***Note: It is required to enter comments when the Requisition is Deny.***<br>***Note: The Requester is notified by email and the entire Requisition is re-routed to the Requester for editing or cancelling.*** |
| | **End of Procedure.** |

Back to Table of Contents