UNIVERSITY OF ILLINOIS SYSTEM

Approving a Requisition

If requisitions are awaiting your approval, the first time you attempt to open any Banner page, the **Approvals Notification** page *(FOIAINP)* will display listing those documents. You may click the **Close** button if you do not want to approve any requisitions at that time.

Step	Task
1.	Type *FOAUAPP* in the **Search** field and press **ENTER** to open the **User Approval Form**.
2.	Enter a specific requisition number to approve, if available, in the **Document** field, or leave this field blank to see all requisitions to approve. Click the **Go** button.
3.	Click the requisition that you would like to review. Click the **Detail** button to review the details of the order: a. Select **Related, Document Query.** Click the **Go** button. **Next Section** through the document to review the information. b. To review item text**, Next Section** through the document to the **Commodity/Accounting Information.** Click a commodity code and select **Related**, **Item Text, Next Section** to review Item Text, if included. Click the **Close** button when finished. c. To review document text, select **Related** and choose **Document Text, Next Section** to review Document Text, if included. Click the **Close** button when finished.
4.	Click the **Close** button when finished reviewing the requisition detail until you return to *FOAUAPP*.
5.	**Disapprove** or **Approve** the requisition. a. If you disapprove, click the **Disapprove** button, type the reason in the **Text** box and click the **OK** button. Disapproving changes the status of the requisition to "In Process" and the originator receives a message, along with the text explaining the reason. The originator can then make the necessary changes and resubmit the requisition for approval. b. If you approve, and have appropriate approval authority, click the **Approve** button to send the requisition to Purchasing.
6.	Click the **Close** button when finished to return to the main menu.