

Reviewing and Approving Purchase Requisitions

This document is a quick-reference guide for users who need to review and approve purchase requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

There is a single workflow for reviewing and approving purchase requisitions. This workflow includes budget validation checks through an AFIS interface, and a defined approval path, that is catered towards each agency's needs. The approval workflow will account for all necessary approvers and once the necessary approvals for a purchase requisition have been completed, a purchase order will be automatically created.

Reviewing and Approving a Purchase Requisition

1. If you have received an email that notified you for your approval, click the hyperlink and log into the APP system. Upon successful log in, you will be taken to the requisition that needs your approval in APP.
2. Or, from any page in APP, navigate to the **Procurement** drop-down and select **Requisition Approvals**.
3. Open the purchase requisition that needs to be reviewed and approved by selecting the **Pencil** icon.
4. Review information in the **Header** along with **Delivery** and **Invoicing** information. Please note that this information is read-only.
5. If the budget information is to be modified, select the **Pencil** icon next to each line item to view and modify the **Budget Information**.

| # | Ref. | Item description | Supplier | Total Ordered Quantity | UOM | Price | Tax Amount | Total | Currency | Deliv. date |
|-------|---------|------------------|--|------------------------|------|-------|------------|-------|----------|-------------|
| 697-1 | 4412234 | Goodwill Signs | (Goodwill Industries of Central Arizona) Goodwill Industries of Central Arizona | 3.00 | Each | 20.00 | 0.00 % | 60.00 | USD | 7/6/2018 |

6. A pop up window will appear. Scroll down to **Budget Information**. When modifying budget information, you will be able to adjust the **Allocation**, **Object**, **Function**, **Agency** and more.

BUDGET INFORMATION

Allocation: Rollover: Percentage: Amount: To be allocated: 0 %

| ID | % | Pre-tax Amount (USD) | Object | Function | Agency ID | Budget Fiscal Year | Task | Accounting Template | Activity | Sub Activity | Department Object | Appropriation Unit | Dist ID | Event | Fund |
|----|----------|----------------------|--------|----------|--------------------|--------------------|------|---------------------|----------|--------------|-------------------|--------------------|---------|-------|------|
| 1 | 100.00 % | 60.00 | | | Department of E... | 2018/19 | | | | | | | | | |

1 Results

7. Once complete, select **Save and Close**. If you make a mistake, you can select **Reset Allocations** to go back to the original allocations.

Reviewing and Approving a Purchase Requisition (cont'd)

8. If needed, you can add **Comments** to explain why you made a change or what changes need to be made and/or validated.

| # | Ref. | Item description | Supplier | Total Ordered Quantity | UOM | Price | Tax Amount | Total | Currency | Deliv. date |
|-------|---------|------------------|--|------------------------|------|-------|------------|-------|----------|-------------|
| 687.1 | 4412234 | Goodwill Signs | (Goodwill Industries of Central Arizona) Goodwill Industries of Central Arizona | 3.00 | Each | 20.00 | 0.00 % | 60.00 | USD | 7/6/23 |

9. Once the entire review is complete, select **Approve** or **Reject**.



Once you have approved the requisition, it will move onto the next approver or become a purchase order. If you want to check the status of a requisition, you can navigate to the **Workflow** tab of the purchase requisition to see where it is in the process.

