Requestor creates requisition in Financials System. Requestor saves and previews Requisition Approval. Submit Requisition for Approval.

PeopleSoft determines Workflow approvers based on Chartfields and item category. System sends Requisition to correct Approvers Worklist for Approval.

If approver approves requisition workflow moves requisition to next approvers worklist.

If approver denies requisition, workflow sends it back to original requestor.

Approver receives email with link to log into Financial System to review and approve/deny requisition.

System sends Requisition to correct Approvers Worklist for Approval.

System notifies original requestor that requisition is approved. Note: The “Approved” status for the requisition is not an indication that the procurement process is over.

Fully approved requisition is budget checked by Purchasing Buyer.

Purchasing Buyer sources requisition into a Purchase Order.

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**LEGEND:**

- eProcurement Overview Process Flow
- How do approvals work in eProcurement?

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Requestor gathers Requisition Information: Ex: Project ID, Item Descriptions, Vendor