Panther Buy Training Guide

“APPROVING A REQUISITION”
(Revised, Nov. 2021)
From the Panther Buy Shopping Dashboard:
CLICK the [ ] icon, this opens ACTION ITEMS
Under ACTION ITEMS:
Click one (1) of the following:

**REQUISITION TO APPROVE**: To view requisitions already assigned to you

**UNASSIGNED APPROVALS**: To view requisitions that need to be assigned for approval

***NOTE: Requisitions MUST be assigned before approval can be given***
Once the folder has been expanded, the requisitions numbers will appear

- Click the Requisition number to be transferred to the **REQUISITION SUMMARY**
- Click [🔗] to view the requisition’s **ATTACHMENTS**
- Click [🗂️] for a **QUICK VIEW** of the requisition
- Click [👤] to **ASSIGN** the requisition
On the SUMMARY page
Click the drop down arrow to open the APPROVAL OPTIONS
• **APPROVE & NEXT or APPROVE:** You have reviewed the requisition fully [SUMMARY PAGE, FOAP Information, COMMENTS, ATTACHMENTS, etc.] and sign-off on it

• **RETURN TO SHARED FOLDER:** If you inadvertently choose a requisition that DOES NOT require your approval, but that of a different approver (rarely used outside of PURCHASING, SPECIAL APPROVAL (BUDGET OFFICE), RSP, and TITLE III—all of these offices have multiple approvers)

• **PLACE ON HOLD:** More information is needed before an approval can be given (additional documentation, justification, review, or approval is needed; the additional information is added via the COMMENTS section—SEE THE COMMENTS TRAINING GUIDE)

• **RETURN TO REQUISITIONER:** When changes are required for the entire requisition; when changes are required that should only be completed by the requester i.e. changes to the FOAP, removal of items, etc.

• **FORWARD TO...:** Used to send the requisition to another Panther Buy user. CAUTION-As an APPROVER, when you forward a requisition to someone you are essentially giving them signing authority on your behalf. In other words, they become your “proxy”

• **REJECT REQUISITION:** You have reviewed the requisition fully and are unwilling to sign-off on it. Requisitions that have been rejected can no longer be edited or resubmitted by the requester; a new request will need to be generated.