Approving Online Requisitions
Click on the drop-down and choose “Los Angeles”

Enter your network User Name and Password and click on “Login”

Click on “Financial Services”

Click on “Production”

Navigation: Purchasing > Requisitions > Add/Update Requisitions
Click on the ‘Find an Existing Value’ tab. The search page will display.

**Requisition ID**: enter your requisition number and click on **Search**.

Verify the purchase requisition; refer to the Financials 9.0 Online Requisition guide for assistance. Once you are ready to approve the requisition:

**Status**: Open  
**Budget Status**: click to budget check the requisition, once budget checked will update to ‘Valid’.

**Requisition page (continued)**

Click on **Save**.